



**HUBBARD WOODS SCHOOL PTO  
Executive Committee Board Meeting  
September 10, 2024**

**Attendance:** Jess Newell (President), Emily Schnaper (Vice President), Stephanie Wheat (Treasurer), Taylor Kehoe (VP Programming), Blakely Marx (Communications), Ivory Ajavon (Principal), Liz Delzell (Teacher Representative), Rory Sani (Assistant Treasurer), Megan Winters (Assistant Programming), Shale Horstmann (Assistant Communications), Eric Routhier (Secretary)

**Welcome (Jess)**

- Introductions
- PTO Role & Confidentiality

**Secretary Report (Eric)**

- Vote to approve June Minutes. First Motion. Megan Winters, Second. Stephanie Wheat

**President Report (Jess)**

- Thank You's
- Exec Meeting Locations - will rotate depending on host preference (Private Home or HW conference room)
- After School Programming:
  - RAS (Right at School) - Running after school programs. Benefits include vetting all instructors with background checks. Managing logistics and financial aspect of the clubs.
    - Low enrollment numbers currently. Minimum numbers need to be reached. Will do another marketing blast.
    - Chess and JR. Robotics at risk of cancellation.
    - Classes to start 9/20 for RAS, registration closes 10/4.
    - Offerings being limited to one a day this year as to not run into conflicts.
  - In house clubs - Teacher led extracurriculars - Billy Spicer - programming - Clips Sports. These clubs

are offered and notified via the principal's newsletter or via students teachers communication. Look to increase coordination and communication between these offerings and RAS to avoid conflict.

- Amazing minds - Tuesdays for grades 1 and 2 only. Classes already full. Was an approved RAS vendor which caused issue. They have remedied this.
  
- Mondays: Robotics and Coding – Grades 2-4
- Mondays: Junior Robotics – Grades K-2
- Tuesdays: Total Sports Enrichment – Grades K-2
- Wednesdays: Chess – Grades 1-4
- Thursdays: Taekwondo – Grades K-4
  
- World Travelers - Was on the bubble as to whether it should be continued - volunteers have signed up to chair for another go. They will reach out to the school community via teachers newsletter to see what families might be interested in supporting or sharing the history of the selected countries.
  - Potential to partner with district observances - ie. Hispanic Heritage Month, Native American Month, etc
  - Marla's has offered to partner with vendors to support the observances and have a countries offering that's aligned with the world traveler country
  
- Coming Up:
  - Picture Day: 9/10 (Retake: 10/8)
  - PFL's: 9/13 & 9/27
  - Grade Parties: K - 9/19, 4th - 9/20, 2nd - 9/27
    - Communication template to be discussed. Privacy concerns
    - Standard template - outline to be provided in the future to social chairs to assist in streamlining communication and eliminating potential data breaches (Blakely)
  - Go to School Night: 9/26
    - Recommendation shared to have two runs of the agenda at different times to accommodate staggered parent arrivals.
  - Fall Clean-up: \*moving to spring/Earth Week
    - Playground will be cleared for better clean up opportunity and more can be done during the spring season

- NO SCHOOL: 10/3 Rosh Hashanah
- Parent/Staff Party: 10/4
  - Notified of observational timeline conflict (2 days).
  - Previous efforts to ensure there were no conflicts were attempted.

**Principal Report (Ivory)**

- Thank you's shared
- Vision of progressive learning discussed along with what it means to be an Instructional leader, engager, learner and collaborator.
- Dr Collins and Jeff Knapp have been helpful in mentorship and support
- Support from PTO requested around district observances and help bringing in groups to participate in assemblies to enrich the students perspective.

**Teacher Report (Liz)**

- Supplies are well stocked
- Opportunity to update inventory system and what is needed.
- Look to find a more uniform/standard order of supplies
- Timeline to separate and organize supplies shortened due to construction.

**VP Report (Emily)**

- Room Parent & Classroom Photographer SUG
  - Room parents and Photogs secured
- Spirit Wear
  - Positive experience with a new vendor - HumanKind. Needed more children sizes and may need to revisit inventory for pop ups. Very accommodating to take orders and get families set up with what they needed. Around 50 units sold. HW proceed portion tbd.
  - First Fridays of every month to be Spirit Wear - starting 10/4. Fight Song and Dance Out Friday to be considered - Gary to be looped in.

**Programs Report (Taylor & Megan)**

- BACK TO SCHOOL
  - Communications, Treasurers
  - Popsicle Meet-ups
    - Great turn out - ran out of popsicles
    - To be held at HW playground in the future
    - All communications/invites to go through the PTO to insure privacy and comm rules are followed.
  - Kindergarten

- School Supplies
- Back to School Committee
- New Family Welcome
- PFL
  - Federico to open door by the lunch area for the Domino driver for delivery. Parents and volunteers should not use that entrance and should enter through the main entrance at all times.
- Parent Party
- Grade Level Parent Parties

**Treasurer Report** (Stephanie & Rory)

- Back to School Payments
  - All but 19 families have made payments - a great response.
  - Positive response to the 'one-payment' method
- Parent Party - RSVP count
  - Small turnout currently - with more communications to be sent and a greater response expected in the coming weeks. Final blast to be sent on the 26th.

**Communications Report** (Blakely & Shale)

- Back to School Communications
  - Website observed to be clunky and outdated.
  - Laura Bean - noted as a savvy and super contributor.
  - Membership Toolkit - site used by Skokie and Greeley includes a large time investment upfront. Cost to be investigated.
  - Opportunity to partner with district schools to discuss learned lessons around onboarding and potential bundling benefits from vendors.
- Instagram

*Next Exec. Meeting:*

**10/8/24, 9-10:30am \*Hubbard Woods Conference Room\***

*2024/25 Meeting Dates: 11/12, 12/10, 1/14, 2/11, 3/11, 4/8, 5/6*