PTO Board Meeting Minutes

May 14, 2013 – 12pm Half Day Library

# Call to Order and Attendance

Attendees:

Beth Hanna

Linda Pinsel

Jackie Curtis

Kristin Keevins

Molly Shapiro

Stacy Walsh

Tania Surance

Jennifer Qualley

Michele Schmitke

Anne Van Gerven

Agnes Beatty
Sharon Chamberlain

Christine Murray

Ed Kogan

Alisa Levine

Lynn Driscoll

Kelly Dupont

Debbie Fisch

Melissa Gordon

Caroline Cleveland

Michelle Kowalski

Scott Warren

Jill Mau

Daphne Dickens-King

Robin Eckenberg

Tricia Jette

Stacy Szwejbka

# Approval of Minutes from April 2013 Meeting

# Welcome 2014/2015 Board - Introductions

Members present at the meeting introduce themselves, stating their current and/or next year's position with PTO.

# Correspondence and Announcements

Presented Thank You cards and notes from teachers for organizing Teacher Appreciation Week as well as Lincolnshire Review Articles on EAD. Passed feedback on how Links to Learning Grants purchases are working out.

# Administrative Reports

* 1. Scott Warren - Superintendent

1. 1:1 Initiative

a. The district is proposing a 1:1 iPad initiative to begin next year. Pending Board approval, grades 4-6 will be the first year with grades 3-8 the second year. We are still reviewing whether or not to implement a 1:1 environment for grades K-2. We will be piloting four 1:1 classes in 2nd grade and two classes in 1st grade next year. We may pilot some classes of Kindergarten the following year.

b. We will be working with a consultant over the summer to help the district with the policies and procedures regarding digital citizenship for students. Parents and staff members will be instrumental in providing input into these policies.

c. We are recommending a BYOD (Bring Your Own Device) and a $100 rental/year model for families that do not want to provide their own iPads.

d. Grades that are not part of the 1:1 implementation will have access to iPads in the classrooms or carts.

2. Important Dates to Remember regarding district initiatives

a. May 20 – Board of Education Regular meeting – Tentative Budget presented

b. May 27 – Budget presentation for the community

c. June 3 – Action regarding the recommended 1:1 Initiative

3. Congratulations to our DW teams!

a. Science Olympiad is off to National Competition in Florida this weekend!

b. Haoyang Yu was part of the Illinois MathCounts team this past weekend representing Illinois at the National Competition. Congratulations!

c. Scholastic Bowl won the State competition this past weekend!

Question came up about the bus routes and if routes would be rerouted with the new director hired - Dr. Warren explained that the routes will be reviewed and changes will be made appropriately, however no major changes expected.

Another question in regards to busses - if bus rides could be limited to 30 minutes - the answer was that it would require either introducing more busses or asking kids to walk farther to the bus stops. Suggestion made by Michelle K. that maybe there should be a clear policy on how long bus drivers can wait for kids running late.

* 1. Jill Mau– HD Principal

Lots of exciting events in the last few weeks of school:

* Thank you to PTO for organizing a successful World Fair and State Fair, both favorite events, chicks transferred to the farm, great student experience
* School musical happening this week at Half Day for 3 days; Mrs. Lighthall retiring this year so this is one of her last projects
* Outdoor Ed also coming up for 4 graders - next week Thursday/Friday, everyone is excited
* 3rd graders taking a trip to Chicago
* Second Annual Field Day on the last day of school; different lineup to keep students interested so that last year's events are not repeated
* Tumblers came to HD last Friday with a presentation, they were a hit
* Thank you for TAW
	1. Anne Van Gerven - School Board Member
* May 27th will be a town hall meeting to obtain community input and feedback as part of the budgeting process. We encourage people to attend to learn more about the budget, district programs and initiatives and to share their thoughts.
* Technology 1:1 Initiative has been discussed at the last few board meetings and we have received a number of letters and comments from community members. Additional work is being done to address concerns that have been raised and to expand upon the implementation plan that has been proposed. Schedule is to have further discussion and feedback during the May board meeting on May 20th and the town hall meetings on May 27th with a final proposal being presented to the Board at the June 3rd COW meeting.
* At the May 6th meeting, the Board elected officers for the next year. Gary Gordon was re-elected President and Chris Curtis was re-elected Vice President.
* New DW Principal and New Director of Transportation were approved by the Board at the April 22 board meeting.
* DW Principal: Michelle Blackley was selected and we are most exited to welcome her to DW this summer. Her husband is currently working in the area and she (along with her two sons) will be relocating to the area from Columbus this summer.
* Director of Transportation: Anthony Mendoza will be joining us this summer, replacing Vicki Mattson as she will be retiring.
* Please join us for a Meet and Greet on Thursday, May 29th at 7pm in the DW Cafeteria to welcome them to D103.
* Once again – on behalf of the Board – thank you all for your hard work this past year. We are lucky to have such amazing volunteers!

# PTO Executive Committee Reports

* + - * 1. Daniel Wright Coordinators - by Jennifer Qualley
1. Art Cart - by Anne Van Gerven

Fourth - and final - Art Cart Project for the year is scheduled for May 20-23 in the morning. We will be doing Adinkra Fabric Stamping. We have invited next year's chairs to attend as well to see how the projects go.

Yer end report is in the works and will be done by the end of May.

1. 8th Grade Dance - by Stacy Walsh

The 8th Grade dance is on track to be a great success. The students received their invitation at an assembly on May 7th. Famos, the DJ came to DW to get the kids fired up about the dance. They received a t-shirt invitation, this will also be the give away. Diane Gillis and her committee did a great job. They organized a flash mob of SHS pom girls (past DW grads) to come and help “throw out” the t-shirts to the kids. Most seemed to like it and were surprised and excited. Some felt the music w `as loud, but it was a music assembly. There seemed to be a small break down in communication between the office and the teachers as far as the timing, however many emails were sent out and Diane even received a confirmation call that morning that everything was a go.

The baby wall went up while the kids were in Springfield. It looks great. Karen Freisen, Kristen Randall and committee did an excellent job. Hopefully, kids are enjoying looking at all the pictures.

Tickets are now on sale and a blast and other communication has been sent out. Agnes updated the dance website as some may be having issues finding where to purchase tickets however, many emails with information was sent and I purchased with no issues.

The Apple Around Town (class gift) is going very well. Should be completed by next week mid week, with the winning design and graduates handprints and signatures. Will be displayed in front of DW.

Decorating will begin on Thursday and go all day on Friday up until 6:30 PM. Blasts and reminder emails will continue to be sent out regarding time, 7-10 PM and dress code.

1. Lighted School House - by Jennifer Qualley

Lighted School House was held on Friday May 2, 2:45 - 4pm for 5/6th grades at DW in the cafeteria and gym. Attendance was 138. PTO spent $154.98 on drinks and candy. Drinks: 2 cases gatorade,

1 -18 pack orange crush, 2- 18 packs a&w rootbeer, 1 case (32) sprite, 1 case (36) water. Approx 12 gatorades and 8 waters were left over, which were left for the custodians. Candy: 3 cases nerd ropes, 2 cases airhead extremes, 1 case hershey bars. Candy was $1 per piece. All money went directly to Student Council.

We did not purchase plates and napkins since we had plenty leftover from Dec.

All registrations were done through the district revtrack. All questions with registration were directed to the school office, per the district. The office kept a very strict registration policy and would not allow any late registrations.

My thoughts:

In the two years I've done this, registration significantly drops for the May LSH. This year much more drastically this year, from 220 in Dec. to 138 in May. This year's December event had more participants than last year. Both years, few 6th graders participate, especially at the May LSH. I think the kids opinions are mixed - some think it's boring, some love it.

In observing, many more kids played in the open gym last week than danced to the DJ, while in December more danced than played in the gym.

In general, my thought is why two LSH? Have one and add something new to mix things up to engage participation, what that is, I don't know.

Also, the office was very strict in following the deadline and not allowing any late registrations. It turned out, two volunteers had forgotten to register their kids and were turned away by Tess Van Wagner. I understand that deadlines should be kept, but personally think they should not have been turned away and there could have been an exception. We need volunteers to run the event.

1. Health Events - by Molly Shapiro

Working on dates: 5th grade event in November, 8th grade possibly in April, securing the speakers currently, searching for some new speakers.

1. Spring Fling - by Lauren Seiden

6th grade Spring Fling is June 6th (all day) . We are following the same format as last year. Mrs. Wotal is the teacher liaison. We purchased pre cut fabric strips for the headbands and bought fabric at Jo Ann's for the banners. We will deliver everything early next week to Mrs. Wotal. Volunteers are lined up and ready to go. We will provide water and popsicles. The advisory teachers are ordering pizza for their classes. Gym teachers are providing equipment. We will bring water and popsicles to school on June 6th.

1. 8th grade North park Pizza Lunch

May 29th 12:00-2;00. First Stevenson Practice Graduation in the morning and then heading to North Park for Pizza; walking back to DW afterwards.

1. 7TH GRADE YEAR END PARTY

June 6th at the new Brunswick, then pizza at North Park and walking to DW.

b. Sprague Coordinators - by Caroline Cleveland

* Diabetes Walk on April 25th was a success!  Thanks to our overwhelming respond of volunteers (especially new volunteers) that helped with water and popsicle distribution and directing of trafffic.
* Art was hung for Mrs Feld on May 12th.
* 1st grade is going to Sunset Park (just like in the past), Kindergarten and 2nd grade at Sprague for a Field Day (teachers' choice). Question on why only 1st graders going to the park: teachers' preference since "Field Day" is easier and more manageable, all resources are on site eg. nurse, it's not weather specific. Question on whether volunteers are needed: Kindergarten does not require volunteers, room parents for other grades.

c. Half Day Coordinators - by Sharon Chamberlain

1. State Fair

4 days of activities at Rivershire and in classrooms. Great volunteer turnout. Everything is set for next year. Simply stated the State Fair and all other activities went off as always and I believe that we were successful. Most importantly the kids had a great time. We had many positive comments from friends whose children told them about it so at least they liked enough to talk about it at home with their parents - that's a big deal! As with any event there are always opportunities that present themselves to make it better, or changes that are new that need to be worked around. Here were our 2014 challenges and current standing:

1. We enjoyed the company and assistance of next year's team who participated at the event and saw it in action. They are also friends so we will have a very coordinated handoff.

2. I believe we came in under budget but we are still putting all final numbers together.

3. Our two biggest challenges were volunteer recruitment and food restrictions:

 Volunteer Recruitment - Booth leaders were hard to get in the early phases to allow for proper planning. There were some specific reasons for this and we have identified this with next year's team in an attempt to plan around these issues, or to try to overcome them.

 Volunteers - Staffing key roles like chick babysitter and classroom activities was difficult due to the multiple activities and events which took place last week but we made it work.

One thing I would add is that we sent out a note to all volunteers supplied to us through the PTO as requested in September and again when it was time to recruit with zero response or success. We utilized the school paper, teachers, email blasts and room parents to recruit with obvious responses minutes within being sent. I question how helpful the September signup is - it's a lot of data entry with little bang for the buck for a May event.

 Food Restrictions: Without early confirmation of booth leaders, we were late addressing food items and getting them to Mrs. Flor. We know that obvious items like peanuts, strawberries etc. are not appropriate we were completely surprised that items like individual bags of skinny pop popcorn could not be enjoyed while at the fair due to allergies. We were also unaware that soy was an issue. Booths that need more interactive activities were restricted by not being able to sample food items for instance, soy milk vs. regular milk. Overall this was not a major issue, but it was an issue that needs attention next year.

Again, it was a successful event that is still being wrapped up, including chickens living in my dining room in a luxury box - they go to their forever home tomorrow. We are grateful for all of the support and volunteers who helped us with setup and staffing all positions. We had a good time hosting the fair and the opportunity to see old friends and to meet parents new to us as well.

1. Field Day

Currently looking for volunteers. Should be ok because although there are lots of 4th gr parents who have 5th grade children but there is not much going on in 5th grade that year. Activities are different this year from last year.

1. World's Fair - by Lynn Driscoll

On April 11th, over 50 parent volunteers and the 3rd grade staff re-created the Chicago 1893 & 1933 World's Fair.  Students explored countries from around the world, turn of the century inventions, created projects and visited Chicago neighborhood booths where they sampled ethnic foods while being entertained by music, games, a magician and fortune tellers.

Anne & Lynn will be meeting with the teaching staff this week to wrap up and prepare our report.  We will then transition the position to next year's lead, Alissa Horak.

1. HEPCo - by Stacy Walsh

Closing up the program in 2 weeks, stories will be completed by the end of the month. The program will not continue next year due to other needs (lack of volunteers as well as lack of place, HD needs the room for other purposes), also because the times were different when it was all started and now the program is becoming obsolete. There is an idea to keep the story support going, not sure what shape it would be.

d. Community Relations - by Kelly Dupont

ADMIN APPRECIATION- April 23, 2014: We handled all school differently so we were able to truly appreciate them: HD preferred gift cards rather than lunches so Corky and Julie were given $20.00 Target gift cards. Sprague office staff and the nurse were delivered lunch from Cheesecake factory. We included Cassie Horvath since she eats with the office staff every day. We had the office pick their favorite lunch spot and had them choose directly from the menu. Alisa put together a cute order form. They loved being given the menu choices. DW office also chose to order from Cheesecake Factory. They seemed fine with having lunch brought in but perhaps next year we simplify and give them a gift card. It appeared that lunch was a nice gesture but not certain lunch is the right way to appreciate the DW staff. We want to make sure our efforts are truly appreciated.

NURSES APPRECIATION- May 10, 2014: Sprague's nurse Cassie Horvath has been appreciated during Admin. appreciation with a lunch. HD & DW nurses will be given a treat this week from PTO. My recommendation for next year is we add all the appreciation to the TAW so that it is easier to coordinate.

NJHS RECEPTION- May 31 2014. PTO is providing water and cookies as well as balloons and table clothes. Unfortunately, Dominick's is no longer an option for the .10 cookies so our $100 budget may not be enough. Volunteers will be needed, most likely parents of graduates and 7th grade parents.

8th GRADE GRADUATION- May 2014: Is currently being planned and will work with Stevenson contact to coordinate set up. CR will be providing refreshments and decorations.

* + 1. Welcome Committee - by Stacy Szwejbka - no report.
		2. Parent Education Committee - by Michelle Kowalski

Our new Parent Education team: Julie Freeman, Jen Sturgeon, Leah Farris and Michelle Kowalski have already begun working on the 2014-2015 school year. We met with Katie Reynolds and identified some topics to focus on: technology, cultural diversity, anxiety and stress. Some other ideas have been bullying and nutrition.

We attended a meeting last Tuesday where we were able to see short samples of speaker presentations and interviewed the speakers. We have some promising speakers from that event that we will be following up on. Again, if you have any ideas for topics or speakers, please let us know.

* + 1. Grant a Teacher's Wish - by Kristin Keevins

Reached out to teachers to see if they need any items that parents could simply donate rather than purchase. Program delayed due to TAW week. Notice of teachers' choices will go out next week, will include the explanation of the event. That goes with the end of the year teacher gifts, if parents want to give an item from the list rather than a gift card.

* + 1. Teacher Appreciation Week - by Tania Surane and Beth Hanna

Fabulous week, great parent support. Children walking around with flowers on Monday everywhere! All week continued this way. Each school had a separate committee therefore CR did not provide bagels as has been done in the past. It was a great week from all the feedback that CR received. Thanks to all the amazing parents in our district!

It was a special committee formed for that purpose and they all did a wonderful job. Dw got a teacher lounge makeover and teachers really appreciate it. There are tweaks needed eg. coordinating events at different schools to make it easier on the parents but overall a great success.

e. Ways and Means - by Kristin Keevins

1. Run for the Fields - by Tricia Jette
* 5 days to go until race day
* Reg is increasing steadily — 659 now. Last year we had 786, should be at a similar level. 2/3 registrations were online.
* Ambassadors doing a great job promoting the event and as a result, kids are encouraging the parents to sign up.
* Still need volunteers to help man the bounce house for safety for the kids and along the race course.
* All day of vendors have been confirmed
* Confirming schedule of events for race day (i.e., Kristin welcoming everyone and informing everyone of race details (happy birthday wishes etc), writing out Dr Warren’s beginning of race info, writing race shout outs for DJ as well as confirming the Dj fun events (hula hoop contest etc)
* Will have small group of kids do national anthem.
* Medals are all in and look great, T-shirts are in and look terrific
* All volunteers who are picking up in kind donations such as bananas, water, donuts, coffee, ice etc are secured and will send confirmation and instructions this week
* Street signs have been posted all over town
* Race bibs are being labeled and numbers assigned, to arrive 5/15 to us from timer. We will make any new banners from registrants from here on out.
* Walk thru of DW with facilities team completed
* Race Day site set-up paperwork completed detailing specific needs (# of tables, chairs, stage, podium, power sources, etc)
* Sponsorship team is reaching out to finalize sponsor perks (complimentary race day registrations)
* Gatorade is being delivered on Race Day, water station water is being provided by Fresh market and they are sending volunteer to hand out.
* Met with Public Works and they are all set to provide barricades for the race to keep runners on the left side of street. (street barricades positioned every 250 ft on Riverwoods Road ) Also positioned barricades up at North Park at turn around. They are providing 2 generators needed for race day and will fill them with gas (last year we had to fill with gas). They will also post electronic road closure sign this week to warn people of Riverwoods Road closure.
* Police, Fire and police volunteers (Explorers) are confirmed to attend
* Additional Race Day Signs are being made/ordered. Picking up balloons to mark runners area, stage and meeting places
* we ordered a New wind Banner that will mark the start of the race - it will say PTO/D103 so can be used for other events.
* Finish Line & Sponsor Banners are in.
* Working on last minute details -- volunteer schedule, packet pickup signage, etc. Need to find letter signs for packet pickup etc.
1. $103 for 103 - by Kristin Keevins

Started receiving donations for next year already.

1. Membership - by Debra Fisch

PTO Members voting for Directory Cover Contest after the meeting for the best covers of next year's directory - new this year, four winners instead of one. Results will be published before the end of the year.

1. School Supplies - by Veronica Woolson

EPI site is up for ordering. It opened on May 1. Flyers were distributed to Sprague, HD, and incoming kindergarten parents. We had two parents who had problems ordering through site. It was a website error and EPI IT said they were looking into it. Deadline June 16th. Delivery to homes directly by EPI.

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| --- | --- | --- | --- |
| **Kit #** | **Grade** | **Qty** | **Total** |
| KK14259698 | Grade K | 11 | $1,045.00 |
| KK14259696 | Grade 1 | 32 | $2,680.00 |
| KK14259697 | Grade 2 | 29 | $2,479.50 |
| KK14288673 | Grade 3 - Boys | 15 | $1,072.50 |
| KK14288674 | Grade 3 - Girls | 13 | $939.25 |
| KK14288675 | Grade 4 - Boys | 18 | $1,534.50 |
| KK14288676 | Grade 4 - Girls | 11 | $946.00 |
| KK14288677 | Grade 5 | 20 | $1,765.00 |
| KK14288678 | Grade 6 | 15 | $1,473.75 |
| KK14288679 | Grade 7 | 20 | $1,235.00 |
| KK14288680 | Grade 8 | 11 | $682.00 |

1. Spirit Wear - by MICHELE SCHMITKE

Products and fliers for next fall's spirit wear sale are being finalized. The sale is tentatively scheduled to run from 9/4 to 9/18. Following the same process as the winter sale. Suggestion by Jackie Curtis to have adult sizes offered. Suggestion by Sharon Chamberlain to offer car stickers with PTO's logo on it. Fall sale offered at the beginning of the school year so that Kindergarten families has a chance to order.

5k tshirts were ordered and delivered to DW on Friday, May 9th.

1. DW Pizza Lunch - by Kristin Keevins

Pizza Fridays will be changing to Wednesdays, also changing to the new vendor for all schools.

f. Cultural & Fine Arts - by Ed Kogan

1. ETAD

Explore the Arts Day at Sprague went fairly smoothly. We had over 30 volunteers, 23 different workshops, and 3 different shows by "Liam & Justin". A great big thanks to Alissa Horak for saving our Soap Molding workshop by running out to get more soap. Thanks to Lynn Driscoll, Stevenson art students, and the staff at Sprague, and using the District's funds allocated to Arts Day, we were able to purchase and beautifully decorate an LCNS Apple: Some of the students at Sprague, created artistic circles that were attached to a painted tree on the convex side of the Apple; while other students wrote out the word "Sprague" and all of those have been incorporated in a larger "Sprague" word on the flat side of the Apple. Dr. Adler put together a very nice website that captured the day with descriptions and many pictures and the link was sent out to all parents. Carrie Giddings created a very nice electronic brochure featuring those presenters that offer their workshops beyond Arts Day and the link to it was sent out to all District 103 parents. Both Pioneer Press and the Daily Herald ran stories on the event, including pictures. All payments for presenters and supplies have been made and we were within the budget for Explore the Arts Day.

EAD scheduled to be at HD next year - suggestion to switch with DW, so that the incoming Kindergarten kids can experience it sooner.

1. School Assemblies

Will of Wisdom (Jeopardy-like trivia contest) happening today at DW, also scheduled at HD for 3rd grade (on American history) on May 16th.

g. Communications - by Agnes Beatty

1. Google Docs/End of the Year Reports

Everyone has been contacted to send in their files to be backed up with Google Docs, also End of The Year Reports are now due for all the events that have been completed - please forward them if you have not yet.

1. Communications/Tech Team created

Exciting news - due to a great response to the tech volunteer request, we now have created an 8-person team, including graphic designers, excel specialists, all new volunteers, interested in helping out.

 h. Treasurer - by Molly Shapiro

Receipts needed, reports sent out, all in order.

i. Vice President - by Beth Hanna

1. Music Booster Update

Music Boosters is trying to get 50 orders, so please help them reach their goal! Order forms are due Thursday, May 15th at Noon to any school office. Cards can be picked up at: DW on May 21st (2:20-2:45 p.m.) HD on May 22nd (3:15-3:45 p.m.) Find the form on the virtual backpack

Contact Jo Lee at jolee716@gmail.com.

The music booster spring plant sale is at Didier Farms this year (much closer than Turks nursery) May 22-24th. The flyer is required and can be downloaded off of the 103 weekly site.

Music Boosters will be honoring Mrs. Lighthall after the Half Day musical this week.

They also hope to hold an acknowledgement breakfast for both 5&6 grade bands next week for their excellent early morning attendance all year.

1. LFF Update

Rotary Scholarship and Bedrosian Scholarship winners have been chosen. Disney's Bears Movie was well attended and D103 filled the theater. LFF will stay with Innisbrook for another year and then re-evaluate other options. LFF Board is in the process of calling all of this year's donors to thank them for their generosity. Six new Board members were approved to be added to next year's slate. Next meeting: Monday, September 8.

1. Volunteer Registration Form

The volunteer registration google doc was simplified this year by Kristin Keevins after getting feedback from multicultural and new parents that our form was too long and complicated. We collaborated with Music Boosters and LFF to edit the Volunteer description form and Beth Hanna jazzed the descriptions up a bit to make them sound more appealing. As 5/12/14, we've gotten 27 volunteer registrants via school registration.

The 2014/2015 Slate is complete except for the following positions:

Vice President, Ways and Means Jr. or Co-chair, 3rd Cultural and Fine Arts, Author Visits DW, Grant a Teacher's Wish.

1. CARMEN BUCKNER ELEMENTARY UPDATE

Kristin Keevins, Jackie Curtis and Beth Hanna traveled to Waukegan last week to meet with their principal and tour the school.  We found out that 28% of their students are homeless.  They have great need for uniforms, winter clothing, tutoring/mentoring among other things. The majority of their students are hispanic ELL.  We would like to explore the possibility of creating a Pen Pal program with them through our Spanish teachers, but would need a volunteer to spearhead this effort.

1. Thank you to Kristin for all your effort and hard work this year!
2. Special Committee Report:  TEACHER APPRECIATION:

This was a resounding success!  Thank you notes are being passed around.  The Special Committee met to debrief on Monday the 12th.  In short, we all felt there was an incredible amount of positive feedback from the teachers to warrant continuing this next year.  We went over the bits of constructive criticism we received from some parents and plan on tweaking next year accordingly.  This will include coordinating days that involve parents and students if possible and working on communication.

Shout out to Teacher Appreciation special committee members:

Sprague-  Kate Harper, Alisa Levine, Robin Babbo, Kelly Dupont and Alissa Horak

Half Day - Tania Surane

Daniel Wright - Kim Bernard, Suzanne Immel and Beth Ann Fell

j. President

Please schedule your transition meetings with your new PTO board member.  This meetings should include all your communication pieces, your budget and timeline.  If you want any of us to help with the meetings, we are happy to help.

Thank you PTO board for your commitment to the district, the schools and to making SO many things possible for our children!  I have Starbucks gift cards for you as a token of my sincere gratitude!

Suggestion to donate leftover school supplies to Carmen Elementary. Mrs. Mau explained that leftover school supplies are used during the summer program at school. Jackie Curtis suggested that our children should be engaged in the process, not in a monetary way, but to teach them empathy and support to those in need.

Suggestion by Sharon Chamberlain to create a Pen Pal program.

k. Standing Committees

1. Links to Learning (PTO VP)

We've gotten 4 out of 5 of the follow up reports on the Links to Learning grants. The follow up reports will be going around along with the original list of grant winners. The last report should be in by Friday the16th.

1. Nominating Committee (PTO Pres)
2. Executive Committee (PTO Pres)
3. Finance Committee (PTO Treasurer)
4. Legislative Committee (PTO VP)

Beth Hanna will be reviewing the PTO By-Laws/Handbook and submitting them to an e-vote prior to the start of school next year.  They are up for review this year. By-Law section pertaining to this:

**ARTICLE XII – AMENDMENTS AND CHANGES IN BY-LAWS**

Section 1. These by-laws may be changed or amended at any regular or special General Membership meeting by a two-thirds vote of the members present, provided five (5) days written notice of the proposed amendment was given.

Section 2. A Legislative Committee, chaired by the Vice President, shall review the by-laws and Handbook every other year.

Adopted 12/82 – revised: 6/83, 4/87, 4/91, 4/94, 2/96, 11/02, 4/04, 2/06, 1/08, 2/10, 5/11, 9/12

1. Volunteer of the Year Committee (PTO VP)
2. Unfinished Business
3. New Business - Welcome to the new board! All policies, handbooks, Google doc instructions and new meeting schedule will be distributed in early August and posted on the PTO website.
4. Adjournment – Final Meeting - Have a great summer!