



~ Meeting Minutes

Thursday January 12th, 2017 ~ 7:00 PM in the Byrd



1. **WELCOME & INTRODUCTIONS – President Mike Griffin**

- a. Meeting Called to Order at 7:06
- b. Introductions

2. **SECRETARY (Kristen Magner)**

- a. Meeting Minutes Approved
- b. Thank You Notes
- c. Life Event Cards
- d. Consent Calendar Approval
 - January 16th No School MLK
 - January 10th Movie Night
 - February 15th-16th Book Fair
 - February 15th-16th Conferences
 - February 16th-17th No School
 - February 20th No School(pres day)
 - March 2nd PTO Meeting

PRESIDENT (Mike Griffin)

- e. General Comments

3. **VICE PRESIDENT (Tina Tierney)**

- a. General Comments
- b. Service Committee Introductions
 - i. Birthday Books (Kathy Henkelman)
 - a. All set for the year
 - ii. Buzz Books (Richard Romanski)
 - a. Done for the year
 - iii. Calendars (Brian Folan)
 - iv. Child Care Chairperson (Mike Griffin)
 - iii. Cultural Arts Co-Chairpersons (OPEN)
 - a. Author
 - iv. Email Blasts (BOARD)
 - v. Explore More (Millie McLane, Jennifer Burns)
 - a. MAY 26th
 - b. Need Head Person
 - vi. Fifth Grade Party (Michelle McCorry)
 - a. Begin planning January
 1. June 2nd
 - vi. Fifth Grade School Store (Ray Szull & Gina Maher)
 - vii. Hospitality (Erin Dolce)
 - viii. Jump Rope for Heart (Byrd School)
 - ix. Picture Day (Tina Tierney, Kristen Magner, Millie McLane, Gina Maher)
 - a. 9/7/17
 - x. Red Ribbon Week (Tina Tierney)
 - xi. Room Parent (OPEN)
 - xii. Social Media (Executive Board)
 - xiii. Website (Executive Board)
 1. Added treasurer information



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- xiv. Yearbook Coordinator (Gina Maher & Chris Casterson)
- xvi. Yearbook Photographer (Gina Maher & Chris Casterson)

4. FUNDRAISING (Chris Ortloff)

- a. General Comments
- b. Fundraising Committee Introduction
 - i. Book Fair (Kathy Henkelman)
 - a. Need someone to take over/shadow
 - b. 14th & 15th
 - iii. Box Tops for Education
 - a. \$242
 - ii. B.Y.R.Dinner Nights (Lynda Griffin)
 - 1. Buffalo Wild Wings
 - 2. Mcdonalds
 - 3. Lous- Jan 25th
 - iii. Catalog Sale – Fall (Millie McLane & Marilyn Marzan)
 - a. Yankee Candle
 - iv. Catalog Sale – Spring (Millie McLane)
 - 1. Flowers-Toms farm
 - v. Family Fall Fest (Kelly Wadas)
 - a. November 11th \$360 for raffles, and bake sale
 - vi. Gift Cards (Kelley Wadas)
 - a. 4/4/2017
 - vii. Grant Writing (Jake Mullins)
 - viii. Holiday Shop (Chris Ortloff)
 - a. \$183.64
 - ix. Movie Nights (Executive Board)
 - a. Feb 10th Secret life of Pets
 - x. Room Fund (Executive Board)
 - xi. School Supply Packs (Ray Szull)
 - 1. March
 - xii. Shopping Rewards (Millie McLane and Marilyn Marzan)
 - 1. Shoparoo-\$150.00
 - 2. BoxTops 4 Education
box tops expire so they should be sent to the school right away
 - 3. AmazonSmile
Enter thru smile.amazon.com ONLY!
Chose to support **Admiral Byrd School PTO**
 - xiii. Spirit Wear (Gina Maher)
 - 1. PTO
Have spirit wear at movie night
 - 2. District: byrd.ccsd.59.org - Parents Tab - School Apparel Shop

5. TREASURER (Catherine Braude)

- a. General Comments
- b. Activity



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January 2017

7.0 PRINCIPAL – Mrs. Esser

7.01 2016-2017 School Calendar Updates

- a. Math Night is Thursday, January 19 from 6:00-7:30 p.m.
- b. Kevin Luthardt Author Night is Monday, January 23 from 6:00-7:30 p.m.
- c. Parent Conferences & the PTO Book Fair are scheduled for Wednesday & Thursday February 15th and 16th. Conference and Book Fair hours are 3:45-7:45 on Wednesday and from 12-3 and 4-8 on Thursday. Wednesday is a full day of school. There is no student attendance from Thursday through Monday. School will resume on Tuesday, February 21.
- d. Thursday, February 23 is kindergarten and new student registration from 5:00-8:00 p.m.
- e. The fifth grade musical is Wednesday, March 8 with a dress rehearsal at 1:00 p.m. and two evening performances. A note will be going home soon to all fourth and fifth graders about the evening performances.
- f. Our “Snow Better Time to Read” Celebration will be Friday, January 27 and a note will be sent home tomorrow.

7.02 Instruction Updates

- a. FAST (Formative Assessment System for Teachers) tests are currently being administered to kindergarteners through fifth graders this week and next week
- b. ACCESS (*Assessing Comprehension and Communication in English State-to-State for English Language Learners*) testing is ongoing from now through mid February for our bilingual students.
- c. NAEP (National Assessment of Educational Progress) will be administered to fourth grade students on Tuesday, January 31. It is administered once every four years to fourth and eighth graders. Information will be sent home next week explaining the test. Students will be assessed one of the following ways: math paper pencil, math on a tablet, reading paper and pencil or reading on a tablet. Students will only take one format of the assessment in one subject area. This is the first time NAEP is conducting the assessments utilizing technology. The results are referred to as the “Nation’s Report Card”.
- d. Our teachers continue to use their professional learning time Wednesday afternoons to improve their professional practice. Some of our recent and future topics included: assessing reading levels without formal benchmarking, learning about our new science learning experiences, MTSS (Multi-Tiered Systems of Support) among others.

7.03 General Comments

- a. The District 59 Summer Quest program will run for four weeks in the morning beginning on Monday, June 19 and run through Friday, July 14. Sessions will be held Monday through Friday in 2017.
- b. Please sign up for a conference time with your child’s teacher when they notify you. We want to work together to ensure your child’s success.
- c. Some of our third and fourth graders presented to the Board Of Education on Monday evening to discuss their service learning project and their presentation should be posted to the district website soon. They did a wonderful job discussing how their work incorporated the District 59 outcomes and how they planned it with the end in mind.



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d. Many thanks to the PTO for contributing to the cost of the daytime author visits.

6. TEACHER REPRESENTATIVES

a. General Comments.

7. OLD BUSINESS

a. none

8. NEW BUSINESS

a. none

9. CLOSING & ADJOURNMENT

a. General Comments

b. Meeting Adjourned 8:18

In Attendance:

- | | | |
|-----|-------------------|-----------------------|
| 1. | Kristen Magner | Board |
| 2. | Mike Griffin | Board |
| 3. | Cathy Braude | Board |
| 4. | Tina Tierney | Board |
| 5. | Christine Ortloff | Board |
| 6. | Ms Magnafichi | Teacher Rep |
| 7. | Laura Labriola | Member |
| 8. | Emily Woemmel | Member |
| 9. | Mary Ellen Esser | Principle |
| 10. | Dr. Fessler | CCSD59 Superintendent |
| 11. | Marilyn Maizan | Member |
| 12. | Ray Szull | Member |
| 13. | Carolyn Duffy | Teacher Rep |
| 14. | Diane Korzen | Member |
| 15. | Kathy Henkleman | Member |
| 16. | Maria Hernandez | Parent |
| 17. | Brian Folan | Member |