



~ Meeting Minutes ~



Thursday August 30th , 2018 ~ 7:00 PM

1. WELCOME & INTRODUCTIONS – President Brian Folan

- a. Meeting Called to Order at 7:04
- b. Introductions

2. SECRETARY (Amanda Estevez)

- a. Meeting Minutes Approved for May 5th, 2018
- b. Thank You Notes - none
- c. Life Event Cards - none
- d. Consent Calendar Approval

3. PRESIDENT (Brian Folan)

- a. General Comments
 - i. 134 Byrd Family members attended Cubs game. Would like to do next year as well.
 - ii. Upcoming events ice cream social and Trivia Night. (Ms. Magnafichi to touch base with the teachers about both)

4. VICE PRESIDENT (Carly Illingsworth)

- a. General Comments
- b. Service Committee Introductions
 - i. Birthday Books (Amanda Estevez)
 - a. \$900+ worth of Bday books purchased with Scholastic Dollars
 - ii. Buzz Books (Brian Folan)
 - a. Waiting on opt out forms due 9/17. Books to come out (digital and hard print if requested) in Mid October.
 - iv. Child Care Chairperson (Mike Griffin) able to secure childcare for 8/30/18 meeting.
 - iii. Cultural Arts Co-Chairpersons (OPEN)
 - iv. Email Blasts (BOARD)
 - v. Explore More (Board)
 - vi. Fifth Grade Party (Jamie Andrade)
 1. Already booked for this year. Facility gave us 4 hour game cards for this year. Looking to have teachers pass out wristbands before leaving the school.
 2. Jamie will need more volunteers the day of the party.
 - vi. Fifth Grade School Store/Fundraising (Jamie Andrade)
 1. Looking to do car wash again this year as well as taking additional input on fundraising ideas.
 2. 5th grade tshirt design being worked on (dabbing penguin) approx cost \$13 per shirt. Leaving order open for Teachers and Parents for \$15 each if they would like to purchase.
 - vii. Hospitality (OPEN)
 - a. Teacher Welcome Back breakfast moved to fall conference week.
 - x. Hispanic Relations (Richie Estevez)
 - ix. Jump Rope for Heart (Byrd School)
 - viii. Picture Day (Tina Tierney, Kristen Magner, Becca D'Andrea, Gina Maher)



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- a. Picture Day 9/6/18
- b. Picture retake 10/11/18
- c. 5th grade class picture cancelled for this year. Low interest for the past couple years.
- ix. Red Ribbon Week (Ming Veernanont)
- x. Room Parent (BOARD)
- xi. Social Media (Executive Board)
- xii. Website (Executive Board)
- xiii. Yearbook Coordinator (Rich Romanski)
 - a. Google Drive requested for parents and teachers to upload pictures from the year.

5. FUNDRAISING (Diane Korzen & Trish Pilecki)

- a. Fundraising Committee Introduction
 - i. Book Fair (Amanda Estevez & Krystine Mullins)
 - 1. 10/3,10/4 fall book fair. Coin a day challenge to be held the week prior.
 - ii. Bakers Square Pies(Amanda Estevez)
 - iii. Box Tops for Education (Diane Korzen)
 - 1. Need to Submit 11/1/18
 - ii. B.Y.R.Dinner Nights (Lynda Griffin)
 - 1. 9/24 Chipotle 4-8pm
 - iii. Catalog Sale – Fall (Diane Korzen & Trish Pilecki)
 - a. Yankee Candle- 9/28-10/12
 - iv. Catalog Sale – Spring (Tina T.)
 - v. Family Fall Fest (Kelly Wadas)
 - 1. Last Year for Kelly. Will need someone to take over Fall Fest.
 - 2. Moved up to 11/9 . 6-8pm
 - v. Gift Cards (Kelley Wadas)
 - vi. Grant Writing (OPEN)
 - 1.Brian submitted 3 grants in June still waiting to hear back.
 - vii. Holiday Shop (Jaime Andrade)
 - 1. 12/17 after school delivery. Kids to shop 12/18 and 12/19. Online pre-sale available again this year.
 - xi. Movie Nights (Executive Board)
- viii. Room Fund (Executive Board)
- ix. School Supply Packs (Lisa Peters)
- x. Shopping Rewards (Marilyn Marzan)
 - 1. Shoparoo
 - 2. BoxTops 4 Education
 - 3. AmazonSmileEnter thru **smile.amazon.com** ONLY!
 - 1. Chose to support **Admiral Byrd School PTO**



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- xi. Spirit Wear (Gina Maher)
 - 1. Online and taking orders
 - 2. District: byrd.ccsd.59.org - Parents Tab - School Apparel Shop
 - 3. Adult spirit wear was brought up for another order. Board to get additional info.
- xii. Additional fundraising include Usborn Blank cards and Shoe Drive kicking off in early winter.
- xiii. Marker drive currently going in in Library.

6. TREASURER (Mike Griffin)

- a. General Comments
 - 1. Spreadsheet from last year cleaned up.
 - 2. Balanced \$1800 deficit. Will NOT go over budget this year.
 - 3. Expect to have \$2,000-\$3,000 profit. If this happens PTO will make donation to school.
 - 4. New this year PTO credit card and Amazon account. Also use tax exempt letter for any and all PTO purchases.
 - 5. Request for Cultural Arts money to be moved to Author visits.
 - 6. 2018-2019 Budget approved

7.0 PRINCIPAL – Mrs. Esser

August 2018

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7.01 2018-2019 School Calendar Updates

- a. Ice Cream Social on September 7th from 6:00- 7:30.
- b. Picture day is Thursday, September 6th and photo and retake day is Thursday, October 11.
- c. Students in grades 2 and 3 will be attending bike safety on either September 20 or 21.
- d. Grade 5 will be visiting Harper College on November 9.
- e. Vision & Hearing testing will be on Monday, November 19.
- f. Fall Conferences are Wednesday & Thursday October 3 & 4. Wednesday is a regular 2:35 p.m. dismissal school day. There is no student attendance Thursday, but students are to attend the student led conferences with their parents. Friday and Monday, October 5 & 8 there will be NO SCHOOL.
- g. Red Ribbon Week is October 23-31.



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- h. Our Halloween parties will be Tuesday, October 31 at 1:30 p.m. and the parade, weather permitting, will be at 1:00 p.m.
- i. Our Musical Showcase Dates:
 - Grade 3/4 - Dec 5th - 6:30 (Clark, DeLuca & Rocha)
 - Grade 4/5-Feb.27th- 6:30 (Czajkowski, Duffy & Esparza)
 - Grade 1/2 - May 8th - 6:30 (Cortes, Cruz & Magnafichi)

7.02 Instruction Updates

- a. F & P (Fountas & Pinnell) literacy assessments are being conducted through September 26th, although some have already been completed. All assessments are individually administered.
- b. FAST (Formative Assessment System for Teachers) is also being administered through September 28 or has already been completed. K & grade 1 assessments are individually administered, whereas, grades 2-5 are group administered on student devices.
- c. To begin the year all classes are participating in launches which teach the process and procedures for each workshop.
- d. We are also continuing our focus on Social and Emotional Learning (SEL) with daily opening and closing circles, as well as, hour-long Wednesday SEL lessons.
- e. At this time all but two classes have received their devices.

7.03 General Comments

- a. Thank you for attending our First Day of School Celebration and helping start the year off supporting our students together!
- b. Our awesome news...Ms. Magnafichi is a top 10 finalist for Illinois Teacher of the Year!
- c. By law, we must conduct 6 safety drills per year, (D59 was already doing this before the law was passed). The drills included are: 3 fire drills, 1 Bus Evacuation (being conducted tomorrow), one tornado and a Safe & Secure Drill (Hard –Lockdown with police present, will probably occur in September).
- d. Please check out the Byrd School PTO page (located on our school webpage under the parent tab) for information about the PTO and to read the PTO Office Procedures if you are in charge of any committees.
- e. Please put a copy of any of the handouts in the mailbox of every staff member, not just the mailboxes of classroom teachers.



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7. **TEACHER REPRESENTATIVES**
 1. Keep Sending in Pop Tops
8. **OLD BUSINESS**
 1. Need list of people who went to Cubs game.
 2. Sending updates to Mrs. Esser until 9/17 lockout is over.
9. **NEW BUSINESS**
 1. Trivia Night 9/15/2018. Keep advertising, only 3 tables currently.
10. **CLOSING & ADJOURNMENT**
 - a. Meeting Adjourned 8:17pm

In Attendance:

- | | | |
|-----|--------------------|--------------|
| 1. | Brian Folan | Board |
| 2. | Carly Illingsworth | Board |
| 3. | Amanda Estevez | Board |
| 4. | Mike Griffin | Board |
| 5. | Diane Korzen | Board |
| 6. | Trish Pilecki | Board |
| 7. | Mary Ellen Esser | Principle |
| 8. | Ms. Magnafichi | Teacher Rep. |
| 9. | Jamie Andrade | Member |
| 10. | Ming Veerananont | Member |
| 11. | Krystine Mullins | Member |
| 12. | Joe Sagerer | Parent |