



~ Meeting Minutes ~



Tuesday January 15th , 2019 ~ 7:00 PM

1. WELCOME & INTRODUCTIONS – President Brian Folan

- a. Meeting Called to Order at 7:02

2. SECRETARY (Amanda Estevez)

- a. Meeting Minutes Approved for November 13th, 2018
- b. Thank You Notes-Melissa Walsh, for SEL Quotes on Lunchroom wall.
- c. Life Event Cards-none
- d. Consent Calendar Approval

3. PRESIDENT (Brian Folan)

- a. General Comments
 - i. By Laws signed by all 2018/2019 board members. Will get them scanned.

4. VICE PRESIDENT (Carly Illingsworth)

- b. General Comments
- c. Service Committee Introductions
 - i. Birthday Books (Amanda Estevez)
 - a. Good on books until spring.
 - ii. Buzz Books (Brian Folan)
 - a. emailed out in October.
 - iv. Child Care Chairperson (Mike Griffin) able to secure childcare for 1/15/19 meeting.
 - iii. Cultural Arts Co-Chairpersons (OPEN)
 - iv. Email Blasts (BOARD)
 - v. Explore More (Board)
 - a. Planning to begin very soon.
 - b. Mike still waiting to hear from K9 Officer for confirmation for this year.
 - c. Mike's last year on Board/Explore More committee.
 - vi. Fifth Grade Party (Jamie Andrade/Jose Andrade)
 1. Party half paid for.
 2. Will need rest of money in Mid March.
 3. Invoice remainder given to Mike. Main Event will sent wristbands as soon as party is paid in full.
 - vi. Fifth Grade School Store/Fundraising (Jamie Andrade)
 1. Not opening school store this year. Will revisit for next school year.
 - vii. Hospitality (Tina Tierney and Becca D'Andrea handling but technically open position)
 - x. Hispanic Relations (Richy Estevez)
 - ix. Jump Rope for Heart (Byrd School)
 - viii. Picture Day (Tina Tierney, Kristen Magner, Becca D'Andrea, Gina Maher)
 - a. Picture dates secured for next year.



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- 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 folder shared to staff. Initial link not shareable. Mike or Brian will get an update.

4. FUNDRAISING (Diane Korzen & Trish Pilecki)

- a. Fundraising Committee Introduction
 - i. Book Fair (Amanda Estevez & Krystine Mullins)
 - 1. Anderson Book fair for Spring Fair.
 - ii. Bakers Square Pies(Amanda Estevez)
 - 1.\$599.50 Profit between Thanksgiving and Christmas Pie sales.
 - iii. Box Tops for Education (Diane Korzen)
 - 1. \$118.60 so far this year. Next turn in date is 3/1. Mike to email blast last week of February.
 - ii. B.Y.R.Dinner Nights (Lynda Griffin)
 - 1. Buona Beef Thursday 1/17
 - iii. Catalog Sale – Fall (Diane Korzen & Trish Pilecki)
 - a. February Usborn Card Fundraiser.
 - b. \$30 for 30 cards. Flyers to go out this week or next.
 - c. Orders will be here in time for conference week.
 - d. Trish to email Ms. Magnafichi flyer and she will distribute to teachers for Bloomz.
 - iv. Catalog Sale – Spring (Tina T.)
 - a. Mixed Bags March 8th-March 22nd.
 - v. Family Fall Fest (Kelly Wadas)
 - a. Board seriously considering using same company as Holiday Shop for 2019 Fall fest.
 - v. Gift Cards (Kelley Wadas)
 - vi. Grant Writing (OPEN).
 - vii. Holiday Shop (Jaime Andrade)
 - 1.\$900 in profit.
 - 2. Agreement signed for next year. (12/16 delivery. Shop open 12/17&12/18).
 - 3.\$50 in Fun Bucks to help draw volunteers again for next year.
 - xi. Movie Nights (Executive Board)
 - viii. Room Fund (Executive Board)
 - 1. Down this year compared to last. Revist Room party budget for next year. .
 - ix. School Supply Packs (Lisa Peters)
 - a. Brian to get flyers ready for Kindergarten/New student registration on 2/21.
 - x. Shopping Rewards (Marilyn Marzan)



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1. Shoparoo
2. BoxTops 4 Education
3. AmazonSmile
Enter thru **smile.amazon.com** ONLY!
 1. Chose to support **Admiral Byrd School PTO**
- xi. Spirit Wear (Gina Maher)

5. TREASURER (Mike Griffin)

- b. General Comments
 1. Last year on the PTO board.

6. TEACHER REPRESENTATIVES

- a. Keep sending in pop tabs. We are 37% to "Million Club"

January 2019

7.0 PRINCIPAL – Mrs. Esser

7.01 2018-2019 School Calendar Updates

- a. There is NO SCHOOL on Monday, January 21, in celebration of Martin Luther King, Jr.'s birthday.
- b. S'Now Better Time to be a Mathematician 2.0 Night is scheduled for Thursday, January 31 from 6:00- 7:30 and we look forward having all families attend. We will also be hosting math activities for the students throughout the day.
- c. Conferences are coming in February and if you have not already signed up for a conference, please contact your child's teacher. We will have school on Wednesday, February 13 and hold conferences that evening from 3:45-7:45 and again from 12 noon - 3pm and 4 - 8pm on Thursday, February 14. There will be NO SCHOOL from February 15-18. School will resume on Tuesday, February 19. Please attend conferences with your children and visit the PTO Book Fair in the LRC.
- d. February 21 from 5-8pm there will be kindergarten and new student registration.
- e. The end of the second trimester is Friday, March 1 and report cards will be sent home Friday, March 8.
- f. Our remaining Musical Showcase Dates:
 - 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. FAST , F & P & ACCESS Update:
 - o FAST (Formative Assessment for Teachers)-All teachers must complete administration of the reading and math FAST assessment before January 31.



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- o F & P: Again teachers must individually administer the F & P (Fountas & Pinnell) reading assessment before January 31.
- o The ACCESS test has four components (listening, speaking, writing and reading) and it is given to our second language learners between now mid February.
 - b. Fourth and Fifth grade students will be taking the 5Essentials Survey during one of their Wednesday SEL sessions on or before February 6.

7.03 General Comments

- a. Thank you to the PTO for reminding families to complete the 5Essentials survey. We are at approximately 12% parent participation as of today and we need at least 20% participation. Please complete the survey and encourage other parents to complete it. The link is <http://survey.5-essentials.org/illinois/survey/parent/>
- b. The district is sponsoring a "Souper Bowl" Food Drive during the month of January to help the Elk Grove Township Food Pantry. Please send food donations to school, the collection box is in the LRC.
- c. District 59's Got Talent will be on Saturday, April 13, at Harper College in Palatine, and information will be sent home shortly.
- d. The PTO purchased 'Be The Nice Kid' clings are now up in the multi-purpose room and students noticed them immediately and provided positive feedback.

- 5. OLD BUSINESS
- 6. NEW BUSINESS
- 7. CLOSING & ADJOURNMENT
 - a. Meeting Adjourned 7:54pm

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 | Principal |
| 8. | Ms. Magnafichi | Teacher Rep. |
| 9. | Emily Woemel | Vice Principal |
| 10. | Jose Andrade | Member |



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- 11. Krystine Mullins Member
- 12. Dena Bliss Member