



~ Meeting Minutes ~



Tuesday September 8th , 2016 ~ 7:00 PM in the Byrd

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

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

2. **SECRETARY (Kristen Magner)**

- a. Meeting Minutes Approved
- b. Thank You Notes
- c. Life Event Cards
- d. Consent Calendar Approval
  - i. September 9th                      Ice Cream Social
  - ii. September 14th                    1 Hour Early Dismissal
  - iii. September 21st                   1 Hour Early Dismissal
  - iv. October 5th                         1 Hour Early Dismissal
  - v. October 5th-6th                    Goal Setting Conferences
  - vi. October 5th-6th                    Book Fair
  - vii. October 10th                      No School
  - viii. October 12th                     1 Hour Early Dismissal
  - ix. October 13th                      Picture Retakes
  - x. October 26th                       1 Hour Early Dismissal
  - xi. November 2nd                     1 Hour Early Dismissal
  - xii. November 3rd                    PTO Meeting

3. **PRESIDENT (Mike Griffin)**

- a. General Comments
- b. Presidents' Council Report
  - i. no update

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

- a. General Comments
- b. Service Committee Introductions
  - i. Birthday Books (Kathy Henkelman)
  - ii. Buzz Books (Richard Romanski)
  - a. Mid October
  - iii. Calendars (Brian Folan)
  - a. Working on for October
  - iv. Child Care Chairperson (OPEN)
  - iii. Cultural Arts Co-Chairpersons (OPEN)
  - iv. Email Blasts (BOARD)
  - v. Explore More ( Millie McLane, Jennifer Burns)
  - a. MAY 26th
  - vi. Fifth Grade Party (Michelle McCorry)
  - vi. Fifth Grade School Store (Ray Szull & Gina Maher)
  - vii. Hospitality (Erin Dolce)
    - a. Working on sign up for next year
  - viii. Jump Rope for Heart (Byrd School)
  - ix. Picture Day (Tina Tierney, Kristen Magner, Millie McLane, Gina Maher, Christine Ortloff)



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- x. Red Ribbon Week (Tina Tierney)
- xi. Room Parent (OPEN)
- xii. Social Media (Executive Board)
- xiii. Website (Executive Board)
  - 1. Added treasurer information
- xiv. Yearbook Coordinator (Gina Maher & Chris Casterson)
- xvi. Yearbook Photographer (Gina Maher & Chris Casterson)

**5. FUNDRAISING (Chris Ortloff)**

- a. General Comments
- b. Fundraising Committee Introduction
  - i. Book Fair (Kathy Henkelman)
    - 1. book fair feb 10-12
  - iii. Box Tops for Education (Fely Vazquez)
    - 1. \$375
  - ii. B.Y.R.Dinner Nights (Lynda Griffin)
    - 1. Buffalo Wild Wings
    - 2. Mcdonalds
  - iii. Catalog Sale – Fall ( Millie McLane & Marilyn Marzan))
    - a. Yankee Candle
  - iv. Catalog Sale – Spring (Millie McLane)
    - 1. Flowers
  - v. Family Fall Fest (Kelly Wadas)
    - a. November 11th
  - vi. Fun Run (Position Open)
    - 1. no update
  - vii. Gift Cards (Kelley Wadas)
    - 1. Before Black Friday
  - viii. Grant Writing (Jake Mullins)
  - ix. Holiday Shop ( Chris Ortloff)
    - 1. December 14th & 15th Mornings
  - x. Movie Nights (Executive Board)
  - xi. Room Fund (Executive Board)
    - 1. \$872.00
  - xii. School Supply Packs (Ray Szull)
    - 1. 85 Packs ordered
  - xiii. Shopping Rewards (Millie McLane and Marilyn Marzan)
    - 1. Shoparoo  
2015-2016 \$202.33
    - 2. BoxTops 4 Education  
box tops expire so they should be sent to the school right away
    - 3. AmazonSmile  
Enter thru [smile.amazon.com](http://smile.amazon.com) ONLY!



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Chose to support **Admiral Byrd School PTO**

xiv. Spirit Wear (Gina Maher)

1. PTO

Order forms are being sent home on Friday, September 18th

Have spirit order forms at movie night

2. District: [byrd.ccsd.59.org](http://byrd.ccsd.59.org) - Parents Tab - School Apparel Shop

6. **TREASURER (Catherine Braude)**

a. General Comments

b. Activity

7.0 PRINCIPAL – Mrs. Esser

7.01 2016-2017 School Calendar Updates

a. Picture day was today and retake day is Thursday, October 13.

b. Students in grade 2 and 3 will be attending bike safety next Thursday and Friday.

c. Global Read Aloud Day is Monday, October 3.

d. Fall Conferences are Wednesday & Thursday October 5 & 6. There is no student attendance Thursday. Friday and Monday October 7 & 10 there is NO SCHOOL.

e. Red Ribbon Week is October 24-28.

f. Our Halloween parties will be Monday, October 31 at 2:00 p.m.

7.02 Instruction Updates

a. F & P (Fountas & Pinnell) literacy assessments are being conducted this month.

b. FAST (Formative Assessment System for Teachers) will be administered next week to grades 2-5. K & grade 1 is individually administered and that began this week and will continue into next week.

c. As a district all buildings have created Belief Statements. The Byrd Beliefs are:

**BYRD BELIEFS**

**Safe, Supportive & Positive Learning Environment** As learners, staff and students will feel emotionally and physically safe, take risks, learn from mistakes, build supportive and positive relationships and be valued members of the community.

**Active Engagement** As learners, staff and students will be focused and actively engaged, working towards a common outcome.

**Ownership & Mindset** As learners, staff and students will be given choices, take responsibility for their own learning, embrace challenges, and use problem solving skills to persevere.

**Best Practices** As learners, staff and students will utilize modern learning strategies by communicating, collaborating, using critical thinking skills and creativity in real world situations.

**Accommodation of Learning Styles** As learners, staff and students will utilize choice to support their learning style.

**Focused Feedback** As learners, staff and students will provide and receive meaningful, focused feedback that promotes continuous growth.



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Resources As learners, staff and students will use appropriate tools to enhance, support and demonstrate learning.

7.03 General Comments

- a. Thank you for the welcome back staff breakfast, both the theme and food were awesome!
- b. 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 (already completed for this year), one tornado and a Safe & Secure Drill (Hard –Lockdown with police present). A fire drill and hard lockdown will be completed within the next two months.
- c. Updated PTO Office Procedures will be posted on the Byrd website soon.
- d. Food Services has asked us to clear up a misunderstanding concerning students with free breakfast & lunch. The confusion surrounds the purchase of milk. Students are entitled to a complete breakfast and complete lunch. We are unable to give them just milk for free. If a free student brings lunch from home and wants a carton of milk it has to be purchased for \$0.40.
- e. The building will be able to submit print orders for the PTO and then the PTO can reimburse the building. Cost can not be determined until the secretaries input the variables. We will send you an e-mail with the cost before we submit it for printing.

**7. TEACHER REPRESENTATIVES**

- a. General Comments.

**8. OLD BUSINESS**

- a. none

**9. NEW BUSINESS**

- a. none

**10. CLOSING & ADJOURNMENT**

- a. General Comments
- b. Meeting Adjourned 8:35



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**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. | Rich Romanski       | Member      |
| 11. | Jackie Carlson      | Member      |
| 12. | Kelly Wadas         | Member      |
| 13. | Christine Casterson | Member      |
| 14. | Millie McLane       | Member      |
| 15. | Jeff Mclane         | Member      |
| 16. | Marilyn Maizan      | Member      |
| 17. | Violet Fife         | Parent      |
| 18. | Ray Szull           | Member      |
| 19. | Carolyn Duffy       | Teacher Rep |
| 20. | Krystine Mullins    | Parent      |
| 21. | Jake Mullins        | Parent      |
| 22. | Gina Maher          | Member      |
| 23. | Kathy Henkelman     | Member      |
| 24. | Erin Dolce          | Member      |
| 25. | Diane Korzen        | Member      |
| 26. | Trish Pilecki       | Parent      |