



~ Meeting Minutes ~

Wednesday September 6th , 2017 ~ 7:00 PM

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

3. **PRESIDENT (Mike Griffin)**
 - a. General Comments
 - b. President’s Council Report

4. **VICE PRESIDENT (Brian Folan)**
 - a. General Comments
 - b. Service Committee Introductions
 - i. Birthday Books (Kathy Henkelman)
 - ii. Buzz Books (Richard Romanski)
 - iii. Mid October
 - iv. Calendars (Brian Folan)
 - v. Child Care Chairperson (mike griffin)
 - vi. Cultural Arts Co-Chairpersons (OPEN)
 - vii. Email Blasts (BOARD)
 - viii. Explore More (Millie McLane, Jennifer Burns)
 - ix. MAY 25th
 - x. Fifth Grade Party (Michelle McCorry)
 - xi. Fifth Grade School Store (Ray Szull & Gina Maher)
 - xii. Hospitality (Erin Dolce)
 - a. Working on sign up for next year
 - xiii. Jump Rope for Heart (Byrd School)
 - xiv. Picture Day (Tina Tierney, Kristen Magner, Millie McLane, Gina Maher)
 - xv. Red Ribbon Week (Tina Tierney)
 - xvi. Room Parent (BOARD)
 - xvii. Social Media (Executive Board)
 - xviii. Website (Executive Board)
 - xix. Yearbook Coordinator (Gina Maher & Chris Casterson)
 - xx. Yearbook Photographer (Gina Maher & Chris Casterson)



~ Meeting Minutes ~

Wednesday September 6th , 2017 ~ 7:00 PM

5. FUNDRAISING (Tina Tinerys, Diane Korzen)

- a. Fundraising Committee Introduction
 - i. Book Fair (Kathy Henkelman)
 - 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)
 - vi. Fun Run (Position Open)
 1. no update
 - vii. Giff 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** ONLY!
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 - Parents Tab - School Apparel Shop



~ Meeting Minutes ~

Wednesday September 6th, 2017 ~ 7:00 PM

6. TREASURER (Catherine Braude)

- a. General Comments
- b. Activity

7.0 PRINCIPAL – Mrs. Esser

7.01 2017-2018 School Calendar Updates

- a. Picture day is tomorrow and retake day is Thursday, October 12.
- b. Students in grade 2 and 3 will be attending bike safety on either September 25 or 26.
- c. Global Read Aloud kicks off on October 2 and winds up November 10.
- d. Fall Conferences are Wednesday & Thursday October 4 & 5. There is no student attendance Thursday. Friday and Monday October 6 & 9 there is NO SCHOOL.
- e. Red Ribbon Week is October 23-27.
- f. Our Halloween parties will be Tuesday, October 31 at 2:00 p.m.
- g. Musical Showcase Dates
 - 3rd - Dec 6th -1:00 & 5:30 (one performance)
 - 4/5-Feb.28th-1:00 & 5:30 and 6:30 (2 evening performances--classes will be determined later)
 - 1/2 - May 9th - 1:00 & 5:30 and 6:30 (2 evening performances--classes will be determined later)

7.02 Instruction Updates

- a. F & P (Fountas & Pinnell) literacy assessments are being conducted through the end of the month, although some have already been completed.
- b. FAST (Formative Assessment System for Teachers) is also being administered through the end of September or have already been completed. K & grade 1 assessments are individually administered, whereas, grades 2-5 are group administered on student devices.
- c. This year we are focusing on the workshop approach in reading, writing and math. To begin the year all classes participated in launches, which are new this year, and teach the process and procedures for each workshop.

7.03 General Comments

- a. Thank you for attending our First Day of School Celebration and for hosting the Welcome Back Staff Breakfast, both the theme and food were awesome!



~ Meeting Minutes ~

Wednesday September 6th, 2017 ~ 7:00 PM

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 (2 already completed this year), 1 Bus Evacuation (already completed for this year), one tornado and a Safe & Secure Drill (Hard –Lockdown with police present, will probably occur in October).

c. Please read the PTO Office Procedures on the Byrd PTO website. Also, please put a copy of any of the handouts in the mailbox of every staff member, not just the mailboxes of classroom teachers.

d. The district was contacted by an organization called Operation North Pole that donates coats to all students in a school. The social worker will be sizing all students this month. Each student will receive a NEW free coat and that will be delivered in mid-October. Should families not want the coat(s) they can donate them back to the district for the Lending Closet.

e. Hurricane Harvey Donations

· We are collecting clothes for children in Houston this week and our drive will culminate Friday evening at the Ice Cream Social.

· The items we are collecting are: Shirts (New or gently used), Socks (Only new), Underwear (Only new), Khaki Shorts (New or gently used) and Pants (New or gently used).

· Our contact person, Mark L. Smith, Chief School Support Officer, from The Houston Independent School District, which is the largest public school system in Texas, and the seventh-largest in the United States.

7. TEACHER REPRESENTATIVES

None

8. OLD BUSINESS

a. none

9. NEW BUSINESS

a. none

10. CLOSING & ADJOURNMENT

a. General Comments

b. Meeting Adjourned 8:35

In Attendance:

- | | | |
|----|----------------|-------|
| 1. | Kristen Magner | Board |
| 2. | Mike Griffin | Board |
| 3. | Cathy Braude | Board |
| 4. | Tina Tierney | Board |



~ Meeting Minutes ~

Wednesday September 6th , 2017 ~ 7:00 PM

5.	Brian Folan	Board
6.	Ms Magnafichi	Teacher Rep
7.	Laura Labriola	Member
8.	Emily Woemmel	Member
9.	Mary Ellen Esser	Principle
10.	Kelly Wadas	Member
11.	Christine Casterson	Member
12.	Millie McLane	Member
13.	Jeff Mclane	Member
14.	Marilyn Maizan	Member
15.	Carolyn Duffy	Teacher Rep
16.	Krystine Mullins	Parent
17.	Gina Maher	Member
18.	Kathy Henkelman	Member
19.	Erin Dolce	Member
20.	Diane Korzen	Board
21.	Trish Pilecki	Parent