

Call to Order 9:10am

**In Attendance**

- Eric Chisausky - Principal
- Lauren Walsh & Dyan Ruth - Co-Presidents
- Jacquie Korella & Jen Backus - Co-Vice Presidents
- Maggie Lynch & Kim Lowe - Incoming Co-Vice Presidents
- Jason Elk & Susan Tobolski - Treasurer and Co-Treasurer
- Jill Levin - Communications
- Nancy Koschik - Communications In-Coming
- Courtney Stach

**I. Welcoming the New Officers!**

**II. Reading and Approval of the 4/27/16 Minutes and General Board Meeting Minutes**

**III. Principal's Report**

**Eric/President's Report:**

\*Lots of end of year activities. You spend the fall gearing up to run a marathon, then spend the spring sprinting to get everything in.

\*Online grades will be coming at year end. June 6th is Institute Day (non-attendance day for students), and will be a grading day. Grades will be posted after then.

Field trips for next year:

\* 5th graders do a Spanish field trip into the city since it's their first year of Spanish instruction. This trip typically costs about \$35 per student. There weren't enough funds this year for it, so PTO was asked to help.

\* The question is, where can we get funds for this? Should PTO pay? Do more fundraising? Ask the district? Need to figure that out.

\* Outdoor Ed costs about \$5,000 of the PTO budget [That may be more based on Jason's spreadsheet but that's the number Eric said.]

\* 5th grade field trip budget tends to be more than other grades. Is this okay? Should we re-evaluate? Trips include: Robert Crown, Outdoor Ed, Spanish field trip, Underground Railroad

\* Other expenses are the Pancake Breakfast (funded by PTO) and end-of-year party (this year at Pinstripes). Parents pay for this.

\* Need better parameters around how money is spent and where it comes from for these field trips.

\* Nancy Koschik commented: It seems like 5th grade should be a bigger budget. They are older and could warrant more worldly activities than, for example, a kindergarten class.

\* Susan Tobolski commented: 3rd graders have dedicated iPads but other grades don't. So it could make sense for different grade levels to have different needs.

\* In-class learning spends about \$3,150 per year for all grades.

\* Jen Backus reported that she has a general idea of what each grade spends on in-class learning, except for 3rd grade. She doesn't seem to have any information from that grade. She will reach out to the teachers again to see if she can get a sense of what they do, how much they spend, are the teachers not asking for reimbursement? Etc.

\* Jason Elk commented: We need better clarification on how funds are tracked, know what comes from the school, the district, PTO, parents, fundraising, etc. It needs to be better calculated and documented.

\* There should be a more clear plan for each field trip, what is involved, what is spent, are there new opportunities to help learning from these types of trips, etc.

Lauren Walsh commented: If something needs to be cut from the school funding, PTO should be contacted and asked if they can find funds in the budget that can be reallocated for these types of things. Or more brainstorming can be done to figure out how to raise other funds to offset the expense.

#### **IV. Treasurer's Report - Discuss and Approve - Jason Elk/Susan Tobolski**

##### **Committee Budget Report:**

\* Jason Elk, Treasurer, went through each line item on the budget expenses to articulate what it was, how much was spent, what should be budgeted in the next year, etc.

\* Jason explained that budgets in the past were set up where the school determined how much things cost, they used their funds to cover these, then asked PTO to cover the balance. But in reality, that wasn't what was happening. PTO had designated funds per activity and the PTO was allowed to use those funds to pay for items within that category. There wasn't a clear delineation between what was actually being spent in the past and the budget was just the same dollar amounts carried over year after year without analyzing actual expenses. Jason and Susan have tried to make that more precise and accurate.

##### **A few overall notes about the budget:**

\* After-school enrichment should have a zero budget. Parents pay for the classes, and it's all run through third-party businesses, so no money is needed for this.

- Eric mentioned that there will be a new after-school enrichment project through STEM that will be more robust, more educational and will help with the sciences at Walker. It will be more expensive but well worth it and will be in high demand. More to come on that.

##### **\* Science Fair and Science Club will be combined.**

- Jen Backus commented: There needs to be a more robust effort to expand the Science Fair and Club to incorporate teachers, possibly offer after-school/at-home time to create each project, but also dedicate time in the classroom to developing ideas, creating teams to work together on these projects, etc. Jen will talk with Eric and the Science teachers separately to brainstorm how to improve this.

- Eric also mentioned that the Science efforts in the district are antiquated and need to be updated. There will be a new curriculum to come that will hopefully vastly improve the science programs for D181.

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##### **Line Items:**

Art Awareness

\* Need more info from Courtney Stach to determine if the amount set for this is an efficient amount.

##### **Assemblies**

\* Need parents to turn in receipts to better understand what is spent on these.

Building & Grounds

\* Lisa Deering is heading this up. Budget is currently set at \$600. May actually be more than that but Lisa may just not ask for reimbursement.

\* Will the outdoor gardening projects be included in this?

\* Alex Schmidt, a CHMS student and Eagle Scout, asked Eric if he could start a student garden in front of school where the benches currently sit by the blacktop and parking lot. Need to figure out spending, sustainability, maintenance, etc.

\* There will need to be a new tree planted in the round bench. Need funds for that.

\* Should Buildings & Grounds be a bigger budget? Lots of projects to consider. "Learning Garden" will need funding.

Jacque Korella commented: Monroe School has a huge budget (donated by wealthy family there) that has pavilions, compost areas, etc. What can we do on a smaller budget but learn from them?

\* Should the Learning Garden become a separate line item and be factored into in-school education or science, etc.?

### **Bulletin Board**

\* Sandy Pavlik - leave budget as is

### **Chess Club**

\* Made a separate category from After-School Enrichment because it's more than just after school classes. There are tournaments and Walker School puts together a team to send to these tournaments. Jason has to order t-shirts for this, so there's a budget now included.

### **Directory**

\* Lauren Walsh said there will be an online directory provided next year, as well as printed copies. May cost \$400 for online option plus printing costs. Lauren is still working on it.

### **Email Manager**

\* Jell Levin said MailChimp is free for the amount we use it, but there could be website maintenance that is needed. Nancy Koschik is also going to work on having email addresses established for the various roles (President, etc.) so PTO doesn't have to use their own personal email addresses. It will also help to transition files to the next officers each year. Not sure of amount to allocate for this just yet.

### **Family Fun Night**

\* Combined into one event (not 2).

### **Field Day**

\* Cost covers popsicles, etc.

### **GIVING**

\* Dissolved into Student Leadership. Will get more kids involved but have SLT run and coordinate it. There will be something called "The Big Dig" that the whole school will be invited to attend.

### **Going Green**

\* Minimal cost. Michelle Carlevato said she buys garbage cans, poster boards, and containers for recycling markers, etc. \$200 should cover that.

\* Jacque Korella mentioned that Monroe School has a composting effort that we could maybe incorporate into this. She will contact Michelle Carlevato to see what can be done.

**Holiday Bazaar**

\* This was not profitable last year but the families all really like to have it, so we may need to allocate more funding to it or figure out a way to make it more profitable or break even.

**One-Hour Club**

\* No cost but good to have. May need to expand this to Signup Genius for the whole school to be able to sign up for activities as they can versus a small list of people.

**MRC**

\* Money goes toward Author Series, as well as other MRC programs that the librarians determine are useful. May need to move this cost to Assemblies (\$600)

**Room Parent**

\* This expense comes directly from PTO fees. Each class is given a check to spend on classroom supplies (like wipes, markers, paper, etc.).

**Science Club/Science Fair**

\* Combined into one and will need a committee to address how to ramp this up and make it more valuable. Include all families and encourage more students to get involved. Involve teachers and make both in-school and at-home projects to be displayed at the Fair. Budget is \$500 but could change after meetings determine how or what to do.

**SELAS**

\* Jill Levin stated this isn't really needed as a PTO effort. It's completely school/district run. The only possible involvement is what info gets posted on the PTO site.

**Spelling Bee**

\* \$150 to buy packets used at competition. The question is if a spelling bee is really needed at all since learning is getting beyond this traditional effort.

\* Eric commented: It's more than just learning to spell complex words but also learning their roots, suffixes and prefixes, the origins of words, etc. More to be determined on this.

**Spirit Committee**

\* Lunches covered by this. Budget amount needs to be increased based on feedback.

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**Staff Appreciation**

\* This does not include "Gifts" that are given at holidays and special occasions. This covers food, decorations, holiday parties for staff, etc., throughout the year.

\* Jen Backus commented: Not sure we really need to make this quite as elaborate each time. It could be scaled way back and still be nice for the staff.

Eric commented: It's nice to have lunch in the staff room once in a while and helps the teachers "bond" together more, but doesn't need to be elaborate every time. Maybe just Staff Appreciation Week and the others are a smaller scale.

**Strategic Planning**

\* Could go either way, no two years are the same. Keep at \$10,000.

**Student Leadership**

- \* Keep as is. May re-evaluate after receipts are turned in but this is an ever-changing and growing group.
- \* Could there be an offsite field trip for the students that the parents pay for? More to come.
- \* Need new t-shirts for new members and those that have outgrown what they have.

**Walker Wear**

- \* Funded out of PTO dues. Shirts are purposely generic so they can be used year after year.

**Walker Welcome**

- \* Covers yard signs for new families. Not sure how many are needed this year. Many broke from last year and still working on how many new families are entering Walker next year.
- \* Buddy families use Daily Scoop gift certificates to welcome new families, but Daily Scoop typically donates these.

**Website**

- \* May need money for Web development, creating email addresses for executive board roles, etc. Leaving \$400 in the budget just in case.

**Yearbook**

- \* New vendor (VanGogh) will actually help yearbook be a profit this year. Allocating \$400 for expenses, but could really be more like \$200. This covers the cost of extra books given to staff, etc. But the profit from this new vendor will be determined later. Each book will cost about \$18 and change. Each family will pay \$20 per book. That difference in cost will go back to PTO.

**Executive Committee Budget:****PTO Fees**

- \* nothing mentioned

**Celebrations**

- \* Keep "Turtle Tea" but may need to increase budget for this since there will be 3 classes next year.
- \* Need clarification from 3rd grade teachers of what they spend and need from PTO.
- \* Jen Backus will talk with each classroom teacher to get a good understanding of what they plan to do and what their needs are.

**Enrichment**

- \* Each teacher can spend \$200 per class for in-class expenses & supplies.

**Field Trips**

- \* May need more budget for this. Will determine once all trips are evaluated more closely.

**Gifts**

- \* Covers teacher gift certificates (at holidays and teacher appreciation week), holiday gifts (olive oil sets, for example), etc.

**D181 Foundation**

- \* Had \$250 on budget but nobody seemed to know why it was on there. This should most likely be removed or changed to 0 as this is usually funded by families.

**Neighbor-to-Neighbor**

\* Used to help families in need to cover school costs. It's confidential and Jan Martin handles it. PTO just provides the funds as needed.

**Parent Education, Recess Equipment and Writing Club**

\* These were on the old budget but don't necessarily exist any more or have been folded up into other categories. They can be removed from the budget.

**Other general ideas:**

Parent Education

\* Improve PTO meetings by providing Parent Education series, such as Executive Functioning speakers, current CHMS parents on a panel to help 5th grade families prepare for middle school, etc. Hopefully this will be useful and will get more parents to attend the PTO meetings.

**Recess Equipment**

\* There was debate about what should be school funded and what PTO should provide. It needs to be replenished regularly from "wear and tear".

\* Lauren Walsh commented: These funds should go toward specific projects, not just replacing equipment, etc.

**Fundraising**

\* This includes auction, no-cost fundraising (box tops, Amazon, etc.)

\* Yearbook will also provide a small amount of fundraising going forward. The new vendor allows us to be reimbursed for the extra paid for each book (about \$2 or so per book).

**Jason asked:** Do we approve the budget right now or should we make all necessary changes, follow up to various points and then approve via email? The decision was to approve it with a note that the changes would be made. Lauren Walsh approved and Dyan Ruth seconded that motion.

**VI. Other Reports**

- a. Key Dates 2016 and 2017 Summer & Fall Dates (Jacquie & Jen)
- b. PTO General Meetings (Jacquie & Jen)

**VII. Upcoming Events and Dates**

- a. Wed 5/25 - Earth Dome Assembly
- b. Thurs 5/26 - International Day
- c. Friday 5/27 - Mr. Jose/Custodian's Day
- d. Mon 5/30 - No School Memorial Day
- e. Wed 6/1 - Walker Kane County Cougars Game
- f. Fri 6/3 - KDG Sneak Peek 9am/Spirit Lunch/Field
- g. Mon 6/6 - No School - Grading Day
- h. Tues 6/7 - 5th Grade Promotion Ceremony & Music Program - 10am
- i. Wed 6/8 - June Jubilee & LAST DAY OF SCHOOL
- j. Tues 8/23 - 1st Day of School

**V. President's Report**

- a. Last PTO Board Meeting is June 7th at Hinsdale Golf Club - Courtney Stach will host the June 7th PTO committee chairs meeting at Hinsdale Golf Club from 7-9pm. More details to come.
- b. Reminder Communication to go out for people to support assemblies, spirit lunches etc.
- c. Clean Up PTO Closet

Meeting Adjourned 11:15am.