# PTO Meeting Minutes

# September 10, 2013 – 6:30 p.m. DW Library

## 1. Call to Order and Attendance/Introductions

Attendees:

Kristin Keevins Alissa Horak Tricia Jette

Laura Pinsel Hazel Weaver Jennifer Qualley

Beth Hanna Tiffany Etzel Chris Acampora

Molly Shapiro Jen Sturgeon Michelle Kowalski

Jane Ernst Beth Konieczny Melissa Gordon

Agnes Beatty Anne Van Gerven Roberta Hancock

Michelle Moody Katie Reynolds Diane Gillis

Alisa Levine Sharon Chamberlain Joanna King

Kelly DuPont Caroline Cleveland Liz Treiber

## 2. Approval of Minutes from May 2013 Meeting

## 3. Correspondence and Announcements

## 4. Administrative Reports

1. **Katie Reynolds – Executive Director of Curriculum & Instruction**

- discussed PT Institute Day on August 20th, parents were invited, listened to a speaker on acceptance and changes, also discussed a change in evaluation of staff, which is to include clinical observation, in addition to re-evaluation after 4 years and every 2 years thereafter

- discussed hiring an outside consultant to observe classes to provide feedback for teacher training

- new math material, continued smart board training

- MAP testing has started, different this year due to Common Core Standards (non-fiction, tools used for testing took longer for students to process)

- ISAT scores mailed out this week, observed 5% drop, other districts 10% drop, due to new benchmark

- planning Parent Night on October 22 to discuss Common Core Standards, including hands-on training

- Service Learning helping students with their paths of success (5th Grade)

1. **Anne Van Gerven - School Board Member**

- discussed budget and its influence on taxes for D103 families, decided after deliberation over the summer to not affect taxes

- new teacher contracts, ratified 95%, board approved bonuses depending on evaluation results and also on the length of time worked within the district

- discussed Sprague renovations: office, playground, carpets

- question about security - planned meeting the next day with the sergeant, police liaison and the district to include PTO's and Board's suggestions.

## 5. PTO Executive Committee Reports

1. President - submitted by Kristin Keevins

I. Goals for 2013/14 - reviewed

1. Increase Volunteer Diversity

(a) Communicate with a more focused attempt to engage all parents. Create sub- committee reflective of our school district’s current ethnicity through Welcome Committee, to further understand any barriers to volunteering and create strategies to encourage participation.

b) Create a survey to poll our entire parent community on their volunteer interests and attempt to determine obstacles to volunteer engagement.

c) Strive to build foundational background knowledge about PTO in our multi-lingual parents through exploring the inclusion of a multi-language web page.

d) Meet with support staff at each school to gather input on parent involvement.

2. Simplify Ways and Means:

a) Reduce the number of PTO sponsorship solicitations list by eliminating national chains and those companies who’ve consistently chosen not to support D103 PTO.

b) Merge Membership Sponsorship position with 5K sponsorship position to create continuity to the overall sponsorship program and eliminate duplicate efforts,.

c) Simplify Book Fair Sponsorship – create one page advertisement for Premier Partners for Entertainment schedule and eliminate advertising booklet.

d) Heavily market the Donation Matching Programs that corporations offer to employees. Encourage parents to consider $103 for 103 along with the corporate matching program. Create an annual Constant Contact to market program.

3. Communications/Community Relations

(a) Continue to Encourage use of "likes" on Facebook to continue to push communications through this social media tool – challenge each board member to get five people to like page.

b) Pursue additional Parent Education, specifically in relationship to technology and the tools students are currently using in classrooms. Confer with the new Technology Specialists.

c) Continue to work with LFF and OMMPA to nurture the supportive and collaborative relationship of our three school volunteer organizations. Hold bi-annual President’s meeting and where possible, provide volunteer and financial support. Investigate using PTO Spirit wear for OMMPA t-shirts and Science spirit wear (if desired).

4. Teacher Appreciation/Community Relations

a) Develop week long plan of events for National Teacher Appreciation week, May 5 – 9, 2014 and include OMMPA and LFF in those efforts.

b) Promote and encourage positive feedback from the parent community to the teachers and admin.

II. PTO

* Welcoming the board members, introductions, gratitude for their commitment to PTO.  Encouraging questions and offering assistance with our Toolbox and the Google Docs.
* Description of a few board roles still open - Ways and Means Junior and some leaders to assist with organizing the 5K.  Job description will be prepared for these roles to help understand the commitment and skills needed. Encouraging board members to communicate any interested parents to Kristin.
* Next Monday is our Welcome Coffee at Vernon Area Library starting at 9:30.  Please join us to mingle with the board members and hear Katie Reynolds talk about the new programs at the district this year. And  I encourage you to bring a friend- not your best friend or another board member, but  a NEW friend.  Perhaps someone new to the community or from out of the state or country.  We are want to reach out to all everyone and make them feel welcome!

III. Suggestion by Alissa Horak to reach out to EC families to involve them with PTO - those families will be around the longest.

IV. Remarks made by members about a drastic increase in number of new families throughout the district.

b. Vice President - submitted by Beth Hanna

I. LFF Update

* The check rewards books are now on sale!   (see Jane Ernst and Beth Hanna to buy one tonight!)
* LFF has new donation incentives:  Car Magnet for any donation amount and travel mug for any donation over $200.

LFF KEY DATES TO REMEMBER:

* SEPTEMBER: ROTARY GOLF OUTING            Wednesday, September 18, 2013  (see flyer and brochure)
* OCTOBER: Innisbrook Sales (online only orders, delivered to homes directly)     Wed., October 23 – Wed., Dec 4, 2013
* Remark made by Katie Reynolds about a meeting planned to clump together purchases made through LFF Science Registry to make sure complete items are purchased, rather than parts.

II. OMMPa Update

* February 22, 2013  Illinois Grade school Music Association's Northern Division Solo and Ensemble competition at DW, for elementary and Junior high/ Middle schools of the State of Illinois within our District.  1000 people anticipated.
* To host the contest the entire school building including classrooms, gymnasiums, cafeteria and learning center/ library will be used the day of the contest as well as additional parking lots in our area.
* As I understand it, the volunteer count needed is about 50.  This is to meet the needs of a set-up and signage, a welcome area, contest rooms, a homeroom area, several warm-up areas, ratings/scoring, runners, medal distribution, instrument tuning and repair areas, and breaking thing down after the event, which runs the entire day.
* Many band/orchestra parents have already stepped up to help in this effort.  We will be soliciting further volunteers as well as some older students, including some students from Stevenson.
* Please ask the PTO members to place this date on their calendar and to say "YES" when the volunteer listings start being posted in about 1 month from now.  Anyone interested in helping on the planning committee can contact me directly. First planning meeting will be scheduled after our Sept 28thOMMPA board meeting.

III. Volunteer Acknowledgment

Has everyone been able to download their volunteers and gone back in recently to see if there were any additions? Please remember to send a thank you e-mail to your volunteers after your events.  (might speak to collaboration of three parent volunteer groups and President's meeting September 4th)

- Remark made by Sharon Chamberlain about a difficulty opening Excel files on Mac computers. Jane Ernst suggested downloading Open Office software to convert files.

IV. Links to Learning:

The letter and application was updated and sent out on Friday September 6th.  The deadline date for submission is October 25th. The Links to Learning committee will meet to determine the winners on Nov. 5th. Links to Learning budget raised from $6,000 to $10,000 this school year.

**c. Communications - submitted by Agnes Beatty and Jane Ernst**

i. School Board Meeting Sign up

ii. 103 Monthly Article - Community Relations due 09/16

iii. submit written report to your board member for minutes

* To put things into the weeklies and monthlies that are distributed to the parents at each school, email your content to Agnes Beatty (agnesbeatty@gmail.com) no later than Tuesday of the week that you would like your message to appear.
* Additions or changes to the PTO web site can be sent to Agnes Beatty at (agnesbeatty@gmail.com) or Jane Ernst at (jane@gatorrepro.com)
* Additions to the PTO Google Docs can be sent to Agnes Beatty at (agnesbeatty@gmail.com)
* We also have our constant contact announcements to use (not every program uses this tool).  These come from the PTO and usually are one page announcements.  Jane Ernst puts these together for us.  Please note a few guidelines:
* Please send Jane the information for the CC at least TWO WEEKS before you want it to go out
* If you can, schedule these annoucements (dates) with Jane now so we can make sure we are not bombarding our parents with too many in the same week.
* We try to restrict these blasts to 1-2 per program/event.
* Many of these CC's have gone out in the past and Jane can just update an existing document which is helpful.
* Be sure to specify who the intended audience is. Emails can be sent to individual grades or schools.
* Facebook will be updated using information from the weeklies and the Constant Contact Blasts by Michelle Moody. If you need to send her other things to post, you can email her at (michellemoody4@gmail.com)
* President addressed an issue with board members' emails spammed due to email addresses available through PTO website. Members can request email addresses to be removed from the website.

**d. Treasurer - submitted by Molly Shapiro**

1. Review your budget before you spend. If you think you may need more money, please review this with the President and Treasurer before making any purchases.

2. Use the Tax Exemption ID letter to avoid paying taxes on purchases.

3. To receive reimbursement for purchases you made on behalf of PTO, complete the Request for Reimbursement Form found in the PTO Toolbox. Attach all receipts.

4. To request a check to be made payable directly to a vendor, also use the Request for Reimbursement Form. Attach all invoices and verify that the invoice amount is correct. (Please mark “OK to Pay” and your signature)

5. If you collect checks or cash, complete the Record of Deposit Form found in the PTO Toolbox. Please verify that checks are made payable to District 103 PTO and the amount is correct.

6. If you need to process a refund, send me an email with the name, amount and whether the original payment was by check or PayPal. Please note that refunds processed in PayPal (crediting directly to credit card used) are only possible within 60 days of purchase. Any refunds requested after 60 days will be paid by check.

7. Keep financial records for your Year End Report. The auditor would like to see the Program Coordinators’ reports support overall financial activity. For example, if you purchase food, please indicate quantity and cost in your report. (“5 pizzas for $75).

8. Other questions? Please contact me.

**e. Ways and Means - submitted by Beth Konieczny**

* General:

To date we are at the following totals thru August:

$103 for 103 $12, 463 (budgeted 12,000)

School Supplies $21,808 (gross budgeted10,000 net)

Pizza Sales $20,223 (split with OMMPA but budgeted 18,000 orders still trickling in)

Membership $23,915 (budgeted 25,000 will continue to go up)

Spirit Wear $4,385 (gross, budgeted 2,500 net)

Sponsorships/

Directory Advertising $13,259 (budgeted 8,000 total - we have 9 premier partners so far and directory advertisements are still trickling in)

For the most part we are at or exceeding budget in all areas.

* Sponsorship – Master spreadsheet was used for a summer mailing to over 200 local businesses that have supported PTO in the past or were identified for followup in a annual sponsorship appeal.

i. Premier PTO Sponsors

* So far we have 9 Premier PTO Partners.
* PTO Website updated so Fundraising has a tab “How to I become a D103 Sponsor”. This tab has links to all the PTO Sponsorship opportunities as well as ad specifications, etc.

ii. $103 for 103

* We currently have 121 families donating for a total of $12,463. This exceeds our target of $12,000. Woo hoo! As a reminder, these families will be listed on the website and in the directory.

iii. Membership

iv. Book Fair - submitted by Alissa Horak

* Met with Spencer, B&N new manager
* Date set for December 7
* Ok’d wishlists, giving tree, donation raffle, author visits
* Waiting for confirmation on coffee house bands and the contract
* Setting up volunteer meeting for Thursday, September 19
* Beth Hanna heading up entertainment
* Kelly Pryor and Michelle Manning heading up Giving Tree
* Veronica Woolsen heading up Teacher Wish lists
* Looking for a PR person and someone to put together the small pamphlet

v. School Supplies - submitted by Robin Babbo

District total= 853 packs sold

* 36 pack increase from last year
* Total money raised  =$10,794
* The School Supply sales drive ran from May 1 through June 7. The deadline then was extended until June 15. 827 packs were sold by the June 7 and 27 packs were sold after the deadline by special request.
* A total 853 packs were purchased. Of these, 809 were sold through our webstore, 17 sold through paper form.
* Of the 853 sold, total sales for each grade were –

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| Total packs sold                                percent of students                        net profit |
| K-78                                       58%                                                         $1,248 net |
| 1st-94                                      57%                                                       -- $1,410  net |
| 2nd-95                                     59% - -                                                 $1,615 |
| 3rd-124                                  74%                                                         $1,488 |
| 4th-104                                  55%                                                        -$1,316 |
| 5th-111                                  60%-                                                      $1,110 - |
| 6th-88                                      44%                                                       $880 |
| 7th-94                                      44%                                                        $1,034 |
| 8th-63                                     29%                                                        $693 |
|   |

* On average, 53% of all district students purchased PTO school supply packs.
* The majority of packs were distributed to the classrooms and students successfully. There were 4 students at Sprague with missing packs, 3 at HD. At  DW, sixth grade locker selves were back ordered leaving 28 students without proper selves. The back ordered shelves were delivered last week.
* For the past two years, we have run this program, we have experienced a handful of students whose either packs get lost after distribution or parents think they ordered but actually did not or in fact did order but are missing from our lists. This is a small number compared to the total sales that run smoothly.
* But based on the man hours this takes to fix and the many volunteer hours and man power it takes to distribute the packs to the classrooms at all three schools, Beth and I strongly recommend the PTO consider a “pack pick up day” or home delivery to each student.

vi. Spirit Wear - submitted by Linda Pinsel

* Beginning of school year SW orders have been received, packaged, labeled and delivered to the classrooms for the first day of school.
* Administrative Staff, Bus Drivers and New Teachers for the district where given a t-shirt compliments of the PTO.  Everyone was very appreciative of the nice gift.
* 8th Grade t-shirts are in the process of being ordered/printed and plan to have those packaged, labeled and delivered to the 8th graders at the end of September.
* Linda and Michele are assessing our current SW vendor.  We had a problem with getting SW when we wanted it this year from our current vendor.  We are researching options.

vii. Run for the Fields/5K - submitted by Tricia Jette

- date secured May 17th.

- looking for a third co-chair and/or more volunteers to take on smaller job roles.

viii. DW Pizza Lunch - submitted by Lorrie Hardy

* + Total # slices ordered per week for first semester: 370
	+ Sales price per slice for first semester $63
	+ Total sales revenue for first semester $23,310
	+ 23% decrease from last year
	+ Partnering with OMMPA – PTO managing orders and financials and OMMPA managing volunteers and scheduling

 ix. Boo Bash:

* + Scheduled for October 26
	+ Bob Gregory is running it
	+ Next month I am looking for sales on supplies
	+ First week in October, we will assemble volunteers and create a schedule

x. Camp Fair - by Wendy Miller

Susie's Tasks:   Day of:Set-up

                         Order and Set- up Food

                         Entertainment

                         Order 62 Tables/Linens (February)

                         Have Custodians Place Art Board Covers around the gymnasiums

                         Recruit 8 Volunteers for Day of Fair

Wendy's Tasks: Communication/ PR/

                        Flyers/ Booklet with Anne vanGerven

Lorrie Hardy Data Base maintenance.

Committee: Zee Huang

                     Agnes Beatty (Virtual Camp Fair)

                     Noelle Moore (On-Line Registration)

                     Jessica Silvestri

Contacted with no response yet: Anne Rainis, Astha Bhattad

Not yet contacted: Alissa Horak, Sandy Simon

Meeting September 27th 12:00pm Starbuck's Route 45/22 to further allocate tasks

## 6. Board Member Updates

a. Community Relations

i. Welcome Committee - by Stacy Szwejbka

1.       Before the start of the school year,  new families to District 103 were contacted via email with a personal welcome letter from Welcome Committee with specific information regarding their child’s school…. Curriculum night info, Back to School Bash, and PTO coffee. We have found email to be the most effective way to contact parents in the district.  Stacy had many parents responding back  with questions regarding bussing, curriculum night and room parents.

2.       Every new family to the district also received the official PTO welcome letter and a list of local businesses in the area.

3.       Welcome Committee has attended all the curriculum nights so far.

4.       We are working with the ELL teachers to meet the needs of our ELL families.  We hope to attend the ELL curriculum night.

5.       Welcome packets are now going out to new families entering the district and these families are  being added to the addendum.

ii. PTO Welcome Back Teacher Breakfast Wednesday, Aug 21, 2013 - by Alisa Levine

* Kelly, Robin and Alisa purchased 4 dozen assorted muffins, 4 dozen croissants, strawberries, blueberries (we each made a fruit salad) from Costco. Placed grapes on the table, orange juice, 4 cases of mini waters. 50 nutrigrain bars, 50 yogurts
* The night before got Einsteins remaining bagels of the day for free.
* Got cream cheese (we were told there was not enough cream cheese), butter.
* Coffee from Starbucks (reg. and decaf), extra bananas, oranges, tablecloths, plates, napkins, silverware
* Estimated 200 teachers from all 3 schools. The event took place at DW, set up that morning with deadline by 7:15 for a 7:45 meeting start, 2pm to clean up.
* Apparently, Dr. Warren sent 1 of the custodians to Costco at noon to pick up more yogurts and cases of bottled waters. Not sure what else he bought. They said they wanted to make sure they had enough as the teachers were going to meet straight through lunch. There were still about 15 of our yogurts left, so we were not sure why they needed more. There also was 1 case of our water left and we saw about 3 cases of their waters left. We had the small bottles, so not sure if they would have preferred the bigger bottles. So, next year we might want to talk to Dr. Warren about the food expectations and if they need more snacks for next year.

iii. Back To School Bash – Friday, Sept. 6th, 2013 - 5:30-8pm

* Looked into Corner Bakery for the food this year. They did come up with a nice price for us, however, wanted us to commit to 3 other events at our school this year; decided against it.
* Kiddos Catering did the sandwiches again; ordered food for 800 people and still ran out. We simplified it this year having only 2 kinds of sandwiches, turkey/cheese/lettuce or veggie, with condiments on the side (mayo, mustard). We ordered 5 platters of veggie (160 sandwiches) and ran out of those. Next time we would order more.
* Chips (800 bags) from Sams Club as they have all the same chips in 1 box. Waters came from Costco as we were asked to get the mini bottles. We ran out of those.
* Cookies from Dominicks in Bannockburn as they are nut free. $5 for 50 cookies.
* This year we put every sandwich, 1 bag of chips, 1 cookie and a napkin in a paper bag. This took us about 2 hours on the front end to do with about 7 people. However, when all of the guests came, it was a much faster and smoother pick up.
* The DJ was Bizar Entertainment for $500 for 2 hours. Sprague paid for the DJ. We tipped the guys $50 in total.
* We were asked to not have any of the glow sticks, etc. The new playground was fun for all.
* We did go over budget by about $300 and we still ran out of food. There was discussion for next year about PTO only providing ice cream/dj and having vendors provide food that families can pay for on their own. We decided not to use the lights, as it was only dark for the last 25 mins.
* Remarks made at the meeting about kids playing inappropriately on the playground structures and younger children possibly getting hurt by older ones - suggestion about organizing volunteers to watch the children on structures and/or more activities on the grass for the younger ones.

iv. Parent Networking - submitted by Liz Treiber

PTO Parent Ed is pleased to announce that on Tuesday, 10/8 7pm-9pm, we will be sponsoring Dr. Ed Dunkelblau who will speak about EQ vs. IQ: Does Your Child Have What It Takes To Succeed?

Dr. Dunkelblau is a licensed clinical psychologist and nationally known speaker on the topics of social-emotional intelligence, humor, and health.  Dr. Dunkelblau has two master's degrees from Columbia University: one in psychology and the other in vocational and rehabilitation counseling, and a Ph.D. in counseling psychology from the University of Kansas.

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| He has been in clinical practice for 25 years, is past president of the Association for Applied and Therapeutic Humor (AATH), is approved supervisor for the Association for Marriage and Family Therapy, and director of the Institute for Emotionally Intelligent Learning.  |
| Dr. Dunkelblau consults regularly with schools on the implementation of social-emotional literacy programs.  He also consults with Fortune 500 companies on applications of social-emotional intelligence in the workplace.  He is immediate Past-President of the [Association for Applied Therapeutic Humor](http://www.aath.org/) and a contributing author to the Handbook of Humor and Psychotherapy.  Dr Dunkelblau’s work has been featured in the [Chicago Tribune](http://www.chicagotribune.com/), [USA Weekend](http://www.usatoday.com/), and [CNN](http://www.cnn.com/). |

Here's what parents have said about Ed: "Very informative, funny, knowledgeable, skilled, excellent, valuable, credible"

We are also working on bringing back our speaker from last year, Michael Brandwein, based on popular demand. He will likely speak in January.

iv. Grant a Teacher's Wish - no report.

b. Cultural & Fine Arts - by Ed Kogan

Lisa Lewis and Edward Kogan attended Showcase on August 28th where they spoke to and watched various performers to get ideas for assemblies for all three schools.

Carrie Giddings has volunteered to be a junior coordinator for this school year.

 Carrie Giddings and Edward Kogan met with Julie Bodeen on September 6, 2013 to discuss assemblies for Daniel Wright.  It was agreed to look into having four different assemblies, including finding an assembly to meet the Illinois Holocaust and Genocide Education Mandate and a Spanish related assembly to supplement the foreign language initiative.

 Lisa Lewis, Carrie Giddings, and Edward Kogan will be meeting with Christy Adler on September 11, 2013 to discuss assemblies for Sprague and Explore the Arts Day.

c. Daniel Wright Coordinators - submitted by Jennifer Qualley

Room Parents: All  5th grade classes have been assigned a room parent.

All 6th-8th volunteer coordinators have been assigned.

Library Aides: The library would like help on Tuesdays only from 9-11.

Reading recess for 5h grade starting in Nov.

i. Colonial Days - no report

ii. Fraction Cafe - no report

 ii. Art Cart - submitted by Jennifer Qualley

* Anne and I met with Mrs. Rendl on Tuesday, Sept. 3rd to confirm dates, projects, etc.
* Dates are scheduled for :

Project 1:  October 22-25, 2013 (Mona Lisa Self Portrait)

Project 2:  December 10-13, 2013 (Yarn Art)

Project 3:  March 18-21, 2014 (Watercolors)

Project 4:  May 20-23, 2014 (Adrinkra Fabric)

* Two classes will meet each day from 9:15-10am (prior to recess so students can stay longer if necessary)
* Mrs. Rendl will work with 5th grade teachers to determine exactly which days each teacher will meet (target by mid-Sept) and then we will begin to create a volunteer schedule.

 iv. Lighted School House - no report

v. Dance Lessons - no report

vi. 8th Grade Dance - no report

vii. Health Events - by Molly Shapiro and Tiffany Etzel

Dates are booked and speakers set.

 viii. 6th Grade Dance - no report

 ix. 6th grade picnic - no report

 x. Spring Fling - no report

d. Half Day Coordinators - submitted by Sharon Chamberlain

4th grade room parents have been selected and they introduced themselves to their teachers and parents on curriculum night.
Picture day at Half day will be October 16th

I. World's Fair - no report

ii. State Fair - no report

iii. HEPCo - by Eliisa Capstick

We do not have a report, as our program begins December. We are however beginning communication, and  we will inform teachers of HEPCO guidelines for this year at the October Half day school staff meeting.

e. Sprague Coordinators - submitted by Caroline Cleveland

1.  Filled all room parent needs at Sprague and held the Sprague room parent "Orientation" on Friday, August 23rd.  No issues to date.

2.  Successfully staffed all Sprague Picture Day needs for September 12th.

3.  Currently working on securing Library Aides (immediate need) for all grade levels.  An email was sent out to all who indicated interest on the volunteer data list.  Waiting for response.

4.  Alissa Horak and I (Caroline Cleveland) met with Kelly Pryor (2nd grade coordinator) to discuss a new craft for the 2nd grade Halloween craft.  We decided not to work on decorating a tote bag since we are celebrating Halloween on Nov 1st.  We decided on a beaded indian corn pin craft with an attached transparent belt clip key ring.  The total cost for the craft is $108.25 vs $470.32 (tote bags using fabric markers and stencils).

5.  Alissa Horak and I (Caroline Cleveland) met with Kelly Pryor (2nd grade coordinator) to discuss a new holiday party project in place of Project Linus (Knotted fleece blankets).  In its place, we have decided to have the children make Handmade Greeting cards which we will donate either to Lurie Children's Hospital of Chicago or Operation Write Home.org. or both organizations.

6.  Spoke with Mrs Feld.  We will be hanging artwork for her in the next week or so.

7.  Spoke with Mrs Wylie.  She will let me know if the Kindergarteners will be go back to The Little Red School House for Laura B Sprague Day or whether they will go back to having it in school and  have one of classrooms decorated.

i. Native American Feast - no report

ii. Pilgrim Simulation - by Kate Harper

No report.  Will start prepping materials later this month.

7. **Standing Committees**

a. Links to Learning (PTO VP)

b. NominatingCommittee(PTOPres)

c. Executive Committee (PTO Pres)

d. Finance Committee (PTO Treasurer)

e. LegislativeCommittee(PTOVP)

f. Volunteer of the Year Committee (PTO VP)

8. Unfinished Business

9. Adjournment – Next Meeting Tuesday, October 8 at 12pm in Sprague Library