

**Willard PTO Meeting Minutes  
November 6, 2017  
Willard Conference Room**

**In attendance:**

Laura Huseby, Laura Minnis, Caren Teclaw, Ginger Riessen, Erin Llanes, Diane Wood, Amy McNeilly, Rashida Dairyko, Gwen Geraghty, Kelly O'Keefe, Dr. Ed Condon

**Laura Huseby:**

Call to Order, 8:45am

**Principal's Report, Diane Wood:**

Town Hall is important. The goal is to have the children really own the meeting. It's helpful to all students and a way to really authentically be a member of the school community.

Thank you to parents and PTO for Halloween, Conferences, Teacher Dinners during conferences, Dance, etc.

Students participated in Google Expeditions with the Tech Specialist. A representative from Google came and presented and students looked for landforms on devices.

Reminders: we are at the season of winter gear. Put your child's name in clothing and gear.

Mrs. Beck announced that we are not having a winter concert before Winter Break this year. Instead they are on other dates: 2/23, 3/21, 1/30, 4/24. Kids will still join a sing along before break during the town hall.

Board of Education meeting. We've taken the Willard expansion project to the next step and the project is out to bid. Now there's a very formal process to get it going. Goal is construction will start last day of school this year.

**Superintendent's Report, Dr. Ed Condon**

Illinois school report cards are now live; it's an interactive report card. It links from D90s website. Staff has ongoing training with the National Equity Project, followed up with Administrative training. We also have a board of Ed Equity project, with a community participation. Faculty will receive gender training in February. What is equity at large? Trying to put it all together; build awareness and fairness.

Strategic planning is underway. Need volunteers. Just a few meetings between fall and spring.

*Growth Mindset* is our One District, One Book book selection. Public library has copies and Ms. Wood has copies to lend, and it is also at the book fair. Events will be coming for that: webinar and Saturday events.

D90 Assessment Overview, Town Hall meeting. Why we do our assessments the way we do. Student performance, etc. Come join us. Roosevelt MS at 7pm, Tuesday, Nov. 8.

**PTO Presidents' Report, Laura Huseby and Laura Minnis:**

Discussion about the attic and re-organizing the attic.

Town Hall on Tuesday re: Assessment Overview

Wednesday, Sex, Drugs and Snapchat at OPRF 6:30 - 8:30

Thursday, Family Reading Night at Willard

Holiday Gifts, PTO does gifts for Willard staff. Parents in the middle school give to staff in addition to what the PTO does. More is good too. Email Beth Vlerick if you want to join in.

Rest. night earned about \$180. A little bit of a challenge due to crowds and distance.

**Secretary's Report, Caren Teclaw**

Approved the minutes from the October 2, 2017, PTO Meeting

### **Treasurer's Report, Ginger Riessen**

Key items:

Dance made quite a bit of money, guess is about \$2000 net.

School supplies company sent us \$5000 back because of the problems in the beginning.

Probably about \$15000 positive

Spirit Wear is up about \$1000

We have spent a little more on admin this year, probably because of the website.

Raffle, we have about \$1900 at this point.

Nothing of major concern.

### **VP of Volunteer's Report, Gwen Geraghty**

Room volunteers: positions are staffed. Orientations were well attended. Morning orientations were staggered, but evening orientations were a little challenging because it wasn't staggered. Try to stagger in the future.

Halloween parties went well as far as Gwen knows. One small issue in a classroom and one possible nut contamination, so it was scrapped and parent ran out to Jewel and bought a safe item. Pam Clink, nurse, checked all the items in each party.

Low volunteer sign up for the dance online. In the end, we had more than enough parents. Parents said rather than an open sign up they wanted to know what they were doing. Laura Minnis interjected: A time frame was challenging for some parents who wanted to sign up. Best method is direct solicitation to people to you know.

Book Fair is looking fantastic in terms of volunteers. Still needs a few volunteers for Boy Scout night and during Family Reading Night.

### **VP of Technology's Report, Katherine Nix and Andrea Morowczynski**

No report

### **VP of Communications, John Beck**

No report

### **School Board Liaisons, Erica Bachner, Melissa Healy, and Todd Moore**

No report

### **Dance, Alissa Digman**

#### Attendance

230 – presale, 195 at door, 425 total, approximate.

#### Raffle Sales

900 tickets sold, Raffle in general was a big hit—really didn't seem to matter what the item(s) were. Kids just liked putting tickets in for a chance to win. Items with the most tickets were Squishees, Lava Lamp and Pokemon Kit. The RFCC party was left over from the Fall Raffle and donated. All other items were purchased. We started with 500 raffle tickets and needed to make additional copies during the dance. We sold approximately 900.

#### Lessons Learned

-This year was the first year that we allowed all items to be purchased (tickets, principal fundraiser, raffle, souvenirs) at the door. We do think a one-stop-shop allowed parents to pay once and enjoy the rest of the night. However, I would recommend setting examples of the souvenirs at check in so people can see what's available.

This year was the first year to try credit card purchases for all items (tickets, principal fundraiser, raffle, souvenirs) at the door. It created a back-up so would recommend more iPads/stations for check in next year. But, we do think it's a nice option vs. just cash.

Check-in became a little backed up, so we started splitting off the line into prepaid and to pay lines. It might be a good idea to start this way next year, but with trying to find a way to get people to be able to purchase items when they walk in the door.

Because of the 2 above, we did not keep track of what was spent on what items as well as in years past. We started the dance with \$200 (170 \$1 and 6 \$5). This was not enough and led to a big rush that money was being exchanged from check in, raffle and souvenirs. This is probably our biggest "fail" this year. We would suggest having at least \$300 to start off, most in \$1s.

New principal fundraiser was kind of confusing to kids and parents. Was the right idea—cheaper upfront, made more money, could sell in advance, kids didn't need to wait in line and took less effort at actual dance. But, need to figure out a better way to explain in advance. Stepped up the promotion this year and it seemed to pay off—including posters at pancake breakfast, printed invites in all folders (included new family version), Wizard Weekly 4 weeks out, Ms. Wood emails and Wednesday and Friday (week of) pre/post school promotion outside. MOST people that purchase tickets in advance did so the week of.

Really need a non-working parent or parent with a flexible schedule to manage the coordination of the printed flyer/invite handout. Need to go into the school during school hours to distribute to teachers.

PTO suggested water only in a confined space (tapped off)—years prior Gatorade was a sticky mess. We agree that water only option is okay.

Parents commented that they liked the setup of the dance floor better than years past. DJ on West side of Gym, water on East.

When the preferred DJ is \$700, it is really hard to stay within a \$1,000 budget. It seems at least the last 2 years the budget has been more around \$1,400. Consider increasing the budget.

Custodians were very helpful. Make sure to tip them—did \$30 gift card for each (2). Believe this may have been \$50 ea. (total \$100) in years past, so maybe increase next year.

Silvia has the forms to submit building permits for set up and outdoor promotions.

This year we tipped the DJ \$75 (\$25 per person).

It was really difficult to find volunteers.

We ran out of water cups (it was unseasonably warm), but were able to locate additional ones in the PTO cabinet.

Per Please open the windows and lock the gate write that on the BUF for the future events.

### **BoxTops, Erin Llanes**

We can only submit 2x a year. The boxtops do expire, so be aware and they do not accept expired ones. \$255.80 is what we earned in the fall.

### **Restaurant Nights, Natasha Von Roenn**

Restaurant Night at Portillo's was a good night. We brought in \$866 in sales, so we get a check for \$177. Baker said a check would be mailed out approximately 1 month after the fundraiser, early November. I was told this number was on the low end, so not sure why sales were low. Location can be challenging? More advertising?

I was thinking Jim and Pete's for the next restaurant night. Need to work out details with the restaurant. I jotted down Wednesday 2/7 as a potential date.

Maybe the group could run the date to see if there are any major conflicts.

**Hospitality, Rashida Dairyko**

Parent Teacher Appreciation dinners on Wed. and Thurs. First dinner was from Jim and Pete's. We got a \$50 discount. Boss Burrito for the second. Logistically a little off because had to be picked up. We did do take out containers again. Quantities were right on this year, so teachers were able to either take home or have for lunch the next year. Staff Luncheon December 13th during lunchtime.

**Family Reading Night, Amy McNeilly**

Thursday, Nov. 9, 6 - 7:30. Announced in the Weekly, also a blurb in the Chicago Tribune. Same format, do a raffle (signed copies of the book and gift cards to the book fair) right away and then introduce the author, Tom Watson, who will talk about writing, but mostly about illustration. After that, the kids will breakout into classrooms, based on ages. Kids will get pencils and notebooks and create their own books with illustration activities. Ten teachers will be on hand.

**Legacy Sports**

Sign Ups opening this week.

**Chess Club**

New Chair who is working out logistics.

**Old Business**

None

**New Business**

None

**Laura Huseby**

Adjourned at 9:43pm