

## **South Elementary School Parent Teacher Organization August 2022 Meeting Minutes**

July 27<sup>th</sup>, 2022 at 6:00 pm virtual meeting via Zoom

Meeting called to order at 6:10 pm

### **Attendees:**

Amanda Morris - President

Nicki Berry - Treasurer

Kristin Jares - Principal

Danielle B. - Teacher Appreciation Chair, Holiday Ornament Chair

Melinda N. - Parent

### **Opening Remarks and Introductions – Amanda**

#### **Principal Report - Ms. Jares**

- The office is now open 8:00 am – 4:00 pm if you need to stop by or call. Messages from July when school was closed will be returned by Mrs. Ruiz shortly.
- New teachers and staff:
  - 1<sup>st</sup> grade Mrs. Atkinson
  - 2<sup>nd</sup> grade Mrs. Englerth from Orchard Place (additional teacher to make 3 total sections of 2<sup>nd</sup> grade) and Keefe moving from 1<sup>st</sup> grade.
  - 3<sup>rd</sup> grade Ms. Curlyo, a new teacher who did student teaching in Wheeling
  - 4<sup>th</sup> grade Ms. Seibold, coming to South with 5-6 years of experience
  - 5<sup>th</sup> Ms. Heindl from Plainfield School and Mrs. Yost moving up from 3<sup>rd</sup> grade
  - Specials updates- Miss Keadle from Orchard Place in Literacy and Strzalka in band
  - Health Clerk Ms Arciola is joining our existing nurse Sue.
  - Two new administrators – Mr. Schaefer as the Special Ed coordinator and Ms. Escamilla as the ELL coordinator
  - New math interventionist position – Ms Meister previously in 5<sup>th</sup> grade
  - Ms. Lally is joined by Ms. Immordino as Special Education Resource
  - Ms. Przekota is the new Speech Pathologist
  - Ms. Fragale is the new social worker, and Ms. Ring is the new part time school psychologist.
  - Mrs. White will cover Ms. Jares maternity leave October – January
- Arrival and dismissal: Everyone will enter on the blacktop for arrival. Room numbers will be painted on the blacktop. Supervision begins at 8:45 on the blacktop, at 8:55 there is a whistle to line up to go inside. Based on weather conditions (wind chill, heat index) students will be invited into the building earlier than 8:55. Morning kindergarten dismisses through the main door, afternoon kindergarten enters through main door. Grades 3 and 4 exit through door 4 by the gym, grades K-2 exit through door 5 by classrooms.
- Upcoming Important Dates:
  - August 9<sup>th</sup> – 12<sup>th</sup> teachers return
  - Aug 15<sup>th</sup> 1<sup>st</sup>-5<sup>th</sup> grades begin, August 16<sup>th</sup> kindergarten begins
  - August 12<sup>th</sup>, meet the teacher and supply drop off 2:00 – 3:00 pm, PTO sponsored picnic 2:00 – 4:00 pm

- August benchmark assessments, MAP and FastBridge, will be completed the first couple of weeks of school
- Summer workbooks are due to teachers August 26<sup>th</sup>. Students who complete 75% or more will receive a certificate celebrating their completion.
- Curriculum night will be late August/early September, to be confirmed shortly. Typically is scheduled on a Thursday.
- Picture day is September 21<sup>st</sup>.
- COVID precautions still in place: If COVID positive, 5 days isolation and 5 days masking with Zoom classroom participation available. More on COVID precautions as guidance is updated via ISBE.

### **President Update - Amanda**

- New board this school year: Amanda Morris-PTO President, Nora Rihani-Vice President, Nicki Berry-Treasurer. **NEED A PTO PRESIDENT FOR NEXT SCHOOL YEAR.** We are also in need of a new secretary beginning this 2022-2023 school year.
- How the PTO will operate this school year: The PTO will only have an event if there is a chair and volunteers for the event. If there is a lack of participation, events will be unable to go on even if it is on the PTO calendar. If you haven't signed up for a chair position and are able to participate, please contact Amanda with your interests so we can find a good fit for you!
- Back to school picnic/meet the teacher/drop off school supplies – Friday, August 12<sup>th</sup> **NEED VOLUNTEERS.** Event is 2:00 – 4:00 pm. Setup is at 12:00 pm. Volunteers may include spirit wear sales, concessions, membership table, Box Tops table. If you can help for any amount of time, even half an hour, please contact Amanda with your availability.
- New Student Connection – Tuesday, August 16<sup>th</sup> 9:10 am and 1:10 pm **NEED VOLUNTEERS.** In previous years this event was targeted to Kindergarten families. This year it is geared towards all new families, including those from the past two years! There will be light snacks, room parent information, basic information about the PTO and what we do and volunteer application assistance. Typically lasts about 30 mins – 1 hour.
- Amazon Smile Contest (Kristi/Amanda): Contest 3 from last school year is due 7/31. Send screenshots in from 4/1 – 7/31 to Kristi. Every screenshot is an entry into the raffle for an Amazon gift card. This is an easy way to support the PTO by earning a percentage, at no cost to you, of your order to be donated to South School. All you need to do is register South as the Amazon Smile organization. The next round will be 8/15-11-30.
- Membership: We have found a chair! Annual membership contribution is \$5 per family (not student). This \$5 goes towards contests, classroom parties, t-shirts for kindergarten and new students, and so much more! Abrahams and Atkinson are the staff membership liaisons who can work with the membership chair.
- Spirit Wear: Order forms go home Tuesday, August 30<sup>th</sup> and are due Tuesday, September 20<sup>th</sup>. New offerings this year are a black long sleeve t-shirt, and black knit winter hat. Prices are the same as last year. A new chair should be announced soon! Whether spirit wear orders are sent out in bulk or as ordered will be determined. Chase Quickpay/Zelle, PayPal, Credit Card, Check, Cash all accepted!
- Box Tops (Therese/Amanda): Due dates for clippable Box Tops (those that get manually cut out from the products) is Wednesday October 26<sup>th</sup> in order to be processed and mailed. These BoxTops have an expiration date. Scannable Box Tops are those that need to have the receipt scanned to be entered. When they are scanned the classroom/teacher can be given credit for your participation. Those Box Tops do not have expiration dates. The deadline for these is Tuesday, November 1<sup>st</sup>. Raffle

giveaway for submitting Box Tops is a \$25 Sam's gift card. New members to Box Tops (new registrants to the app/scannable Box Tops) will have double the entries in the raffle! If you are unable to scan the receipt and you write on the receipt the name of your child and your child's teacher with the date, the PTO will scan the receipt for you! \*Please note, the scannable Box Top receipts expire two weeks after purchase\*\* Turn the receipts in to the front office. If you order through Instacart, Shipt, curbside, etc you can also submit those receipts through the BoxTops app! If you need any help processing receipts, contact Amanda.

- Drive N' Share: 5 Below starting August 1<sup>st</sup> – August 8<sup>th</sup>. **MUST BRING THE FLYER WITH.** Check out 5 Below, a store where you can get school supplies and so much more! If you need extra copies of the flyer, you can find them on the website <https://southelementaryschoolpto.weebly.com/>, send Amanda an email, check our FaceBook page or contact us! The flyers are not one time use, so you can make copies to use multiple days! Great opportunity to raise funds for South and knock out that back to school shopping!
- World's Finest Chocolate Fundraiser: Letter to go home Thursday, August 18<sup>th</sup>, due back Thursday, August 25<sup>th</sup>. Students can participate in a raffle of 5 chocolate courtesy tickets based on the date they submit their fundraising money. The early raffle includes a 5 pound chocolate bar in addition to the courtesy tickets. Students who still submit their funds on time will go into the raffle. Any questions feel free to contact Amanda via text or email.
  - Letter will have opt-out, # of boxes requested, donation in lieu of selling candy option. Opt Out letters are sent out at the beginning of the year. Fill out the form if: 1.) families do NOT want to participate, 2.) if you have multiple children and do not want 1 box per child or 3.) If you would like additional boxes, fill out the form with the additional boxes requested. If you would like the default of 1 box per child, you do not need to send back the form.
  - Chocolate delivery Tuesday, August 30<sup>th</sup> **NEED VOLUNTEERS.** Volunteers would help label and separate the boxes by classroom. Ideally the chocolate will be delivered by 9:00 am. Plan on working outside to sort and label pending weather.
  - Chocolates to go home Tuesday, August 30<sup>th</sup> or Wednesday, August 31<sup>st</sup>. Student bring the chocolate home that day, with the exception of AM kindergarten depending on the time of day the chocolate arrives.
- Drive N' Share: Charcoal Delights, Thursday, September 9<sup>th</sup> 4:00-9:00 pm. Receipt goes in the box on the counter. There is a drive thru and outdoor seating options available.

### **Treasurer Update – Nicki**

- Overview and Reminders:
  - Fiscal year for the school year started June 7, 2022
  - Reminder for those sending payments through PayPal to use the "Friends and Family" options so fees are not deducted from the payment
- Fundraisers and profit events since the beginning of the school year:
  - Changemaker Initiative - \$13.78 on 7/6 bringing the total earned this school year to \$13.78
- Expenditures since the beginning of the school year:
  - Back to School Picnic – Spent \$40.66 out of \$500 budgeted.
  - Family Game Night – Spent \$74.70 out of the \$250 budgeted.
  - Bingo – Spent \$28.55 out of the \$250 budgeted.
  - Children's Day – Spent \$40.32 out of the \$250 budgeted.
  - Spirit Wear – Spent \$2,033.49 out of the \$6,000 budgeted.

**New Business**

- Reminder for those who filled out the PTO survey that if you volunteer or commit to volunteering by August 1<sup>st</sup> you can be entered in the raffle for your child's school supply list for the 2022-2023. If you haven't completed your volunteer commitment year, please reach out to Amanda! Opportunities range from counting and sorting flyers to committing to chair an event or area!
- Classroom parties: There are 3 classroom parties – Halloween, Holiday, and Valentine's Day. The PTO provides a budget for these parties for supplies/games/etc. We do need both head parents (planner and organizers) and room parents (party attendance and support, donations, etc). Even if you can't volunteer to go to the party, room parents can also volunteer to put together things for the parties, donate supplies, etc.

Meeting adjourned 7:05 pm

**Next Meeting:** September 14, 2022 at 6:00 pm via Zoom

\*Please note all meetings will be via Zoom this year\*

Minutes submitted by N. Berry, Treasurer

## **South Elementary School Parent Teacher Organization September 2022 Meeting Minutes**

September 14, 2022 at 6:00 pm virtual meeting via Zoom

Meeting called to order at 6:04 pm

### **Attendees:**

Amanda Morris – President

Nora Rihani – Vice President

Nicki Berry - Treasurer

Kristin Jares – Principal

Joan Abrams – Music and Drama

Maria Simirica – EL Teacher

Therese J. – Box Tops Chair

Judy V. – Membership Chair

Kristi P. – Fundraising Chair, Scholastic Co-Chair

Angela V. - Translator

Danielle B. – Teacher Appreciation Chair, Holiday Ornament Chair

Michelle V. – Parent

Maria B. – Parent

### **Opening Remarks and Introductions – Amanda**

#### **Principal Report - Ms. Jares**

- Benchmark assessments are complete, which includes FastBridge (K-2) and MAP (3-5). The assessments help determine the learning level of students and inform curriculum to meet students' needs. They also identify students who need learning or enrichment support.
- Summer workbook certificates went out last Friday to those students who completed the majority of their summer workbooks.
- Parent Information Night was last week, thank you to those who attended! Teachers sent home their presentations via email including a link to a video with an educational overview.
- Safety drills have started. Fire drills were last week (one a.m. and one p.m.) Lock down drills are next Monday. Families can opt out of this drill. Please reach out if you have any questions about this drill. Within the next few weeks tornado and bus drills will be scheduled.
- Per district communication, SHIELD testing is no longer done in schools but families have an option to receive tests to be done at home. Families who sign up will get a month worth of kits at a time. If they would like to test, the student will provide a sample at home Sunday night and bring it in Monday morning. Testing processed through Zebra. The family is notified in the event there is a positive test result.
- A reminder that dogs and other animals are not allowed on the school property according to city ordinances. Please refer to the email that went out earlier today.
- Upcoming events:
  - Conferences are scheduled for Thursday, October 6<sup>th</sup> from 2:00 – 8:00 pm, and Friday, October 7<sup>th</sup> from 8:00 am – 2:00 pm. A link will be sent out providing a YouCanBookMe link to schedule conferences with each teacher. To use the site, choose the teacher, available time, and enter

student info. Conferences will be in person, but if virtual conferences are needed, they can be accommodated.

- Picture day is Wednesday, September 21. The flyer went home today. In light of some order processing challenges last year, if you are able, consider paying by check or credit card in the event it is necessary to track your order.
- September 23<sup>rd</sup> – MAP reports for 3<sup>rd</sup> – 5<sup>th</sup> go home; 4<sup>th</sup> and 5<sup>th</sup> graders receive reports from the Illinois Assessment of Readiness taken last year
- September 30 – Progress reports go out
- October 10 – No School

### **President Update - Amanda**

- **NEED A PTO PRESIDENT FOR NEXT SCHOOL YEAR AND A SECRETARY FOR THIS SCHOOL YEAR.**
  - Secretary takes minutes/notes for each meeting and sends it to the president for distribution with the upcoming agenda. If you are interested in becoming secretary for a trial run, contact Amanda!
- Just a friendly reminder that if we do not get chairs for things, we will have to cancel things. If there is a specific thing you like to do or have a skill you can share (artistic, crafty, planning), please contact Amanda!
- Back to school picnic/meet the teacher/drop off school supplies – This event was the Friday before school started. Overall, the event went fairly well. To improve next year, a PTO representative can be posted at the main entrance to guide families to the picnic area. A BIG THANK YOU to all the helpers, new and existing, who were able to help for this event.
- New Student Connection – Opened to any new family at South. We had one new family in attendance, along with core PTO members who were able to share their experience. If there is minimal interest next year, it will be phased out.
- Amazon Smile Contest (Kristi) – Contest 3 from last school year was due 7/31, with 4 families participating. The video for the raffle winner will be up on FaceBook tomorrow! The winner will receive an Amazon e-giftcard via text. How it works: link South School to smile.amazon.com. With every order the PTO receives a percentage in donation from Amazon! When you checkout, the confirmation will have a notation saying your order supported the South School PTO. Take a picture of this confirmation and send it to Kristy (see attached flyer). Each screen shot sent is one entry into the raffle for a \$20 Amazon gift card. Amazon does not report individual orders or identities, and your orders are not tracked by the PTO.
- Membership (Judy/Amanda) – A big THANK YOU to Judy Varela for being the chair for this! To enter the raffle, submit membership donations by 10/4. There will be two raffles (one family, one teachers and staff) for a free piece of spirit wear. If teachers/staff reach 75% membership, the PTO will provide fresh fruit for the break room! There is a bulletin board displaying all the families, teachers, and staff who are members this year!
- Spirit Wear – Due Tuesday, 9/20. A big THANK YOU to Jacqueline Syed for being the chair for this! Most orders received up to this point went out today. There will be another bulk spirit wear distribution as orders come in!
- Box Tops (Therese) – Box Tops is a way to get money for our school from big brand companies such as Pillsbury, Hamburger Helper, Ziploc and many more. Box Tops used to be a clippable, and is now widely scannable via the Box Tops app. Receipts must be scanned within two weeks of purchase. There are currently 32 people supporting our Box Tops. As an incentive to increase this number, there is a Box Tops participation raffle! Similar to the Amazon Smile contest, send a notice (either a

notification that a clippable was submitted or a screen shot of your scanned entry) to Therese (see attached flyer). Each screenshot/notice is an entry into a raffle for a \$25 Sam's gift card. NEW PARTICIPANTS will have DOUBLE entries into the raffle. Teachers also offer an incentive if their class is in 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> place for Box Tops participation. Don't want to download an app or use your phone? Therese will do it for you!! Call or text Therese if you are interested in this option. Points to note: Online grocery shopping also counts! Instacart, Walmart curbside, Amazon Fresh all count towards Box Tops with eligible items. On the Box Tops app, there is also a promotional section where you can get bonus Box Tops for purchasing eligible items, shopping at promotional stores, etc.

- World's Finest Chocolate Fundraiser
  - Donation in lieu of selling candy option - \$300
  - We have 30 boxes left to sell! Let me know if you want to sell another! Bring to your games, activities, practices etc.
  - To give the most opportunity to students to participate, the due date is extended to Friday, September 16<sup>th</sup> to be entered into the raffle!
- Dine N' Share – Charcoal Delights has been rescheduled to Thursday, September 29<sup>th</sup> from 4:00 – 6:00 pm. Flyers will be going out shortly. Drive N' Shares are an opportunity to support a local restaurant who then gives back a percentage of the sales to South.
- Halloween Costume Drive is back! (Nicki) – A big THANK YOU to Nicki for being our Community Service Chair! The costume drive is an internal drive where South families can donate their used, unneeded costumes to other families at South. Flyers to solicit donations will go out around September 29<sup>th</sup>, and donations will be collected in a bin in the vestibule outside the office. The giveaway event is October 20<sup>th</sup> after school, when families can 'shop' for Halloween costumes. This gives students an opportunity to dress up for events like Trunk or Treat!
- Sponsorship for our Band and Orchestra students is getting started this week! Last year the PTO sponsored a student from band and a student from orchestra, and paid for their instrument rental costs for the school year. This year we will be sponsoring two orchestra students.
- South School Birthday books and pencils go home Wednesday, 10/5
- Trunk or Treat/Monster Bash – **Volunteers needed.** In order to have both the Trunk or Treat and Monster Bash, we need people! If we are short volunteers, this event will be paired down to Trunk or Treat. This event typically also includes raffles, spirit wear sales, and 'trick or treating' from area vendors. Vendors from the community (calling all business, crafters, Avon reps!) bring their vehicles decorated and pass out candy, small items and advertising. This event is rain or shine!
- **Head Room parents still needed!** Please contact Amanda for more information on being a head parent or supporting parties as a room parent.
- **OFFICIAL NOTICE THAT NEXT PTO MEETING WE ARE VOTING ON BYLAWS**
  - The updated bylaws will be sent with the next agenda notice.
  - At the 10/12 meeting, the changes will be reviewed and voted on.

#### **Treasurer Update – Nicki**

- Summary of fundraisers and profit events since August meeting ending September 12, 2022:
  - Amazon Smile - \$89.61 on 9/1 bringing the total earned this school year to \$89.61
  - Changemaker Initiative - \$27.56 earned bringing the total earned this school year to \$41.34
  - Dine N' Share (McDonalds) - \$250
  - Fundraising Opt Out Donations - \$700
  - Membership Drive - \$214.26

- Spirit Wear - \$1538 (\$894 of this from Back to School)
- WFC Opt Out Donations - \$300
- WFC Sales - \$8260.50 (South will retain 50% of these earnings)
- Summary of expenditures since August meeting ending September 12, 2022:
  - Back to School Picnic Final – Spent additional \$371.92 bringing total spent to \$412.58 out of \$500 budgeted. Received \$213.00 in concession sales.
  - New Student Connection Final – Total spent \$24.98 out of \$50 budgeted.
  - Donation in the name of the crossing guard - \$75.00
  - Chalk the Walk – Spent out of \$17.22 out of \$60 budgeted
  - Children’s Day – Spent additional \$7.00, bring total spent to date of \$47.32 out of \$250 budgeted.
  - Read-a-Thon Raffle Prizes – Spent \$60.91
  - Spirit Wear – Spent additional \$197.28, which includes kindergarten tees for 2023/2024 school year, bringing total spent to date of \$2230.77
  - WFC Raffle Prizes – \$96.50

**New Business**

- Ms. Abrams:
  - Live concerts are back on this year!
  - Artist In Residence Program – This program is an intensive art program, which takes place in the spring for a few weeks every other year, targeting 4<sup>th</sup> and 5<sup>th</sup> graders. This program provides an intense experience in the arts that students would not otherwise be able to experience. Although the program focuses on a smaller group of students and not the entire school, younger grades are exposed to what the residents offer on a smaller scale. Past residents have included muralists, individual artists and Artistry in Motion. This year will be May I Have This Dance. Typically, this program is funded through grants from the Illinois Arts Council (60%) in conjunction with the PTO (40%).
- A message from our crossing guard:
  - Please drive safely. There have been many instances of incomplete stops, U-turns, double parking and speeding. To keep students as safe as possible, please have them cross at the cross walk.

Meeting adjourned 7:04 pm

**Next Meeting:** October 12, 2022 at 6:00 pm via Zoom

\*Please note all meetings will be via Zoom this year\*

Minutes submitted by N. Berry, Treasurer



## Amazon Smile Contest

Every time you place an Amazon Smile order, you will get entered into a raffle for a \$20 e-Amazon Gift Card! The more orders you place, the more chances you have of winning! Your child(ren) will get a prize during each contest period!

Step 1: Register your Amazon account with our South School PTO Charity by going to:

<https://smile.amazon.com/ch/52-2187680>

Step 2: Shop from smile.amazon.com

Step 3: Take a screen shot of the page that says, "Thank you, your order has been placed". We must see the part previously stated as well as the part that says, "Amazon will make a donation to SOUTH SCHOOL PARENT TEACHER ORGANIZATION" as well as the date. You can black out the picture of the item ordered and your shipping information that you do not want us to see.

Step 4: Send that picture to **Kristi** via text message **(815) 245-3060** or via email [soxgirl12183@yahoo.com](mailto:soxgirl12183@yahoo.com) by Wednesday, 11/30 for the 1<sup>st</sup> contest, Friday, 3/31 for the 2<sup>nd</sup> contest and Monday, 7/31 for the 3<sup>rd</sup> contest.

**\*\*The only information that we see on our end, is the total dollar amount that our donation check is based off of and the amount of money that we get donated off of that amount.\*\***

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## Concurso de Amazon Smile

¡Cada vez que realice un pedido de Amazon Smile, participará en un sorteo de una tarjeta de regalo e-Amazon de \$20! ¡Cuanto más pedidos haga, más posibilidades tendrá de ganar! ¡Sus hijos recibirán un premio durante cada período del concurso!

Paso 1: Registre su cuenta de Amazon con nuestra organización benéfica PTO de South School en:

<https://smile.amazon.com/ch/52-2187680>

Paso 2: Compre en smile.amazon.com

Paso 3: Tome una captura de pantalla (o photo) de la página que dice: "Gracias, se ha realizado su pedido". Debemos ver la parte indicada anteriormente, donde dice, "Amazon hará una donación a la ORGANIZACIÓN DE PADRES Y MAESTROS DE SOUTH SCHOOL", incluyendo la fecha. Puede tapar la imagen del artículo pedido y la información de envío que no desea que veamos.

Paso 4: Envía esa foto a **Kristi** por mensaje de texto **(815) 245-3060** o por correo electrónico a [soxgirl12183@yahoo.com](mailto:soxgirl12183@yahoo.com) el miércoles 30 de noviembre para el primer concurso, viernes 31 de marzo para el segundo concurso y lunes 31 de julio para el tercer concurso.

**\*\* La única información que vemos de nuestro lado es la cantidad total en dólares en la que se basa nuestro cheque de donación y la cantidad de dinero que obtenemos de esa cantidad.\*\***

# GIVEAWAY



# GIVEAWAY

## BOX TOPS GIVEAWAY

Have clippable Box Tops? Turn them in to your child(ren)'s teacher(s) for more entries by 10/26! Please clearly label the envelope with your child(ren)'s name(s) and teacher's name(s). Have scannable Box Tops? Send us a screenshot of your earnings page every time you submit Box Tops on the Box Tops App. Every time you send us a screenshot, it gives your child(ren) another entry in the Giveaway! Send the pictures of the screenshots to Therese, the Box Tops Chair, at (773)615-9121 by 11/1.

**New Box Tops Members, will receive 2x's the entries for the Giveaway!**

\*You do not need a Sams Club card in order to use your Sams Club giftcard\*

# SORTEO



# SORTEO

## REGALO DE BOX TOPS

¿Tiene Box Tops recortables? ¡Entréguelas al maestro(s) de su(s) hijo(s) para obtener más entradas antes del 10/26! Por favor etiquete claramente el sobre con el nombre de su(s) hijo(s) y el nombre(s) del maestro. ¿Tiene Box Tops escaneable? Envíenos una captura de pantalla de su página de ganancias cada vez que envíe Box Tops en la aplicación Box Tops. ¡Cada vez que nos envía una captura de pantalla, le da a su(s) hijo(s) otra entrada en el Sorteo! Envíe las imágenes de las capturas de pantalla a Therese, la presidenta de Box Tops, al (773)615-9121 antes del 11/1.

**¡Los nuevos miembros de Box Tops recibirán el doble de entradas para el sorteo!**

\*No necesita una tarjeta Sams Club para usar su tarjeta de regalo Sams Club\*

## South Elementary School Parent Teacher Organization October 2021 Meeting Minutes

October 12, 2022, 6:00 pm virtual meeting via Zoom

Meeting called to order at 6:04 pm

### Attendees:

Mrs. White – Principal

Amanda M. – President

Stephany S. –member

Nicki B. – Treasurer, Website chair

Danielle B. – Teacher Appreciation Chair, Holiday Ornament Chair

Therese J. – Box Tops Chair

Angela V. – member

Diane Figueroa-Trial for Secretary position

Catie Peterson-member

Ms. Sommer-Teacher/member

Ms. Winget-Teacher/member

### Opening Remarks and Introductions – Amanda

#### President Update - Amanda

- Back to School Celebration – Lots of positive comments from parents and families!
- Dine N' Share – Charcoal Delights profit of \$80! Thank you to everyone who made it out and participated!
- Website (Nicki) – <https://southelementaryschoolpto.weebly.com/>. Contains all the flyers, volunteer opportunities, and more!
- Amazon Smile Contest (Kristi) –When a post or reminder goes out, entries increase. Every order is another entry into the raffle! Anthony Podgorny won the contest 3 from the end of last school year.
- Membership (Judy) – The membership drive is extended! There will be a raffle for families and for teachers for a free spirit wear t-shirt!
- World's Finest Chocolate Fundraiser – Please send in your money and any unsold chocolates ASAP! Leftover candy will be available for sale at Trunk or Treat. If you would like more candy to sell, please contact Amanda!
- Buona Beef Dine N' Share is today 10/12!
- Drive for costumes for Donations. For the giveaway FREE! Awesome for kids to participate. For this FRIDAY 20th of October - the community room
- Party favor drive - Party favors that are left over can be donated. Earlier the better to collect for kid's events.
- South School Gently Loved Spirit Drive: Offer spirit wear for great prices
  - 1 option - Drop gently used spirit wear in the bin in the vestibule
  - 2 options - Discounted, Hold on to your item and bring with at the next event. Before checking out make sure you let them know, you get \$1 off each piece donated/bought.
- Happy Birthday South School! South School birthday books and pencils are going home this week.

- Box Tops (Therese) – Clippable Box Tops due Wednesday 10/26. The Box Tops raffle is still going on and also ends on 11/1. A raffle will be done via the wheel of names and posted on FaceBook with the winner! \$25 Sams club gift card
- Trunk or Treat – Thursday 10/27. We need volunteers and vendors! Spread the word. There has been a good community response to participate (alderman, fire department, police department, Optimist Club, tax preparation, realtor who donated candy and funds, direct sales and more). There will be a PTO sponsored car again this year giving out candy! There will also be a spirit wear table available with new and clearance items. There will also be raffles available! Participants are not required to stay to win. On the raffle ticket participants will need to write their phone number on the ticket to claim their prize. Admission for the trunk or treat is \$3 per person for ages 3 and up, free for 2 and under.
- Room parents are needed for Halloween parties! Heibold’s class does not have a head parent this year! Who can do it?
- Holiday Tree Ornaments –Wed 11/9 and Thurs 11/10
- Halloween parade on 10/31 at 10:30am, kinder parade on fri 10/28 inside only
- **Bylaws updated, voted on and approved by all members present at the meeting**

#### **Treasurer Update – Nicki**

- Summary of fundraisers and profit events since September meeting ending October 11, 2022:
  - Changemaker Initiative - \$13.78 earned bringing the total earned this school year to \$55.12
  - Dine N’ Share – Five Below brought in \$19.35 and Charcoal Delights brought in \$80, bringing the total earning this school year to \$349.35
  - Membership Drive - Additional \$70 raised, bringing the total earned this school year to \$284.26
  - Mini Fall Bulb Fundraiser - \$13.00 raised
  - Spirit Wear - \$441 in sales, bringing total sales earned this school year to \$1,979
  - Trunk or Treat - \$145 in vendor registrations so far
  - WFC Sales – Additional \$3,854.50 in sales, bringing the gross sales to \$12,115
- Summary of expenditures since September meeting ending October 11, 2022:
  - Amazon Smile Raffle - \$20.15 spent out of \$60 budgeted
  - Band and Orchestra Sponsorship - \$338 paid for 2 student rentals, out of \$650 budgeted
  - Classroom (Halloween) Parties - \$50 reimbursed out of \$1560 budgeted for the year
  - Holiday Store – \$36.17 spent out of \$750 budgeted
  - Spirit Wear – Additional \$11.62 spent, bringing total spent to date of \$2,242.39
  - Trunk or Treat - \$167.88 spent out of \$700 budgeted
  - WFC Raffle Prizes – Additional \$112.53 spent, bringing total spent to date of \$209.03
  - WFC Invoice for chocolate paid in the amount of \$7685

Meeting adjourned 7:08 p.m.

**Next Meeting:** November 8, 2021 via Zoom

\*Please note this year all meetings will take place on Zoom\*

Minutes submitted by D. Figueroa, South School Secretary

## **South Elementary School Parent Teacher Organization November 2022 Meeting Minutes**

November 9, 2022 at 6:00 pm virtual meeting via Zoom

Meeting called to order at 6:02 pm

### **Attendees:**

Amanda Morris – President

Nora Rihani – Vice President

Nicki Berry – Treasurer, Website Chair, Community Service Chair

Mrs. White – Interim Principal

Kristi P. – Fundraising Chair, Scholastic Co-Chair

Danielle B. – Teacher Appreciation Chair, Holiday Ornament Chair

Catie P. – Parent

Sarah S. – Parent

Mindy – Parent

### **Opening Remarks and Introductions – Amanda**

#### **Principal Report – Mrs. White**

- A big thank you for the principal month gift!
- The 4<sup>th</sup> and 5<sup>th</sup> grade concert is coming up on November 30<sup>th</sup>.
- The principal email with upcoming events and information will go out before Thanksgiving break.
- The Scholastic Book Fair is setup, and teachers have signed up for preview day timeslots.

#### **President Update - Amanda**

- Just a friendly reminder that if we do not get chairs for things, we will have to cancel things.
- Membership – Ms. Winget and the Berry family won the raffle! Congrats!
- Halloween Costume Drive Update (Nicki) – Overall there were 35 costumes and 11 accessories distributed to students/families! There was a lot of positive feedback from staff. We will need medium and large sizes for next year's collection.
- Trunk or Treat/Monster Bash Update – There were a good number of paid vendors and community organizations in attendance. The event was well attended by students and their families! For improvement for next year, impressing on volunteers the importance of maintaining the assigned location for their volunteer shift, and use the gym for more space.
- World's Finest Chocolate Fundraiser – We have 12 boxes left to sell! If you would like to sell additional boxes, there is a prize incentive for your kiddo!
- South School Gently Loved Spirit Wear drive – The goal of this drive is to offer discounted, gently used spirit wear to families to increase accessibility of spirit wear. There are two options to participate. First, donate your gently loved spirit wear in the black bin in the vestibule across from the office or second, bring your used spirit wear when purchasing new spirit wear, and receive \$1 off your new spirit wear purchase!
- Box Tops update – The class winners were: Sommer (1<sup>st</sup>), Oshinski (2<sup>nd</sup>) and Threlkeld (3<sup>rd</sup>). Congratulations! Teachers will be emailed with the winners so they can give their class the reward.
- Amazon Smile Contest (Kristi) – Contest 1 due date is November 30<sup>th</sup>. Every child gets a prize for their parents participating. How it works: link South School to smile.amazon.com. With every order the

PTO receives a percentage in donation from Amazon! When you checkout, the confirmation will have a notation saying your order supported the South School PTO. Take a picture of this confirmation and send it to Kristi. Each screen shot sent is one entry into the raffle for a \$20 Amazon gift card.

- Holiday Ornaments – **Need volunteers** Wednesday November 9<sup>th</sup> and Thursday November 10<sup>th</sup> from 12:10 pm – 1:10 pm. The Des Plaines tree lighting is on Friday December 2<sup>nd</sup>, where the South School Tree will be among the district trees featuring student ornaments!
- Free Movie and Reading Night – Thursday November 17<sup>th</sup>. **Need volunteers.** The movie will be in the gym, and the reading camp-in will be in the amphitheater. Students can bring their blankets, books and pjs! Parents must be present. This is a free event with concessions and crafts for sale.
- Book Fair – Setup Monday November 14<sup>th</sup>, Student Preview Day is Tuesday November 15<sup>th</sup>, sale dates are Wednesday, November 16<sup>th</sup>, Thursday November 17<sup>th</sup> and Friday November 18<sup>th</sup> during lunch from 12:10 – 1:10, and during the free reading/movie night on November 17<sup>th</sup>. Kindergarten shopping is on Thursday November 17<sup>th</sup> at 9:10 am and 1:10 pm. Cleanup is after the sale closes on Friday November 18<sup>th</sup>. **Need volunteers.** Books will be delivered this week in the community room. There will be books for all grade levels and readers! Parents can send money on shopping days. If you send money with your kiddo, its recommended that you put it in an envelope or bag with their name on it. There is also an e-wallet option to put funds on an account, which friends and family can also add funds to electronically. There will be book raffles available. For every purchase you receive a raffle ticket. Book fair setup volunteers who have additional shifts will get a brief training on the registers. If you aren't volunteering for setup but want training, come to setup on November 14<sup>th</sup> from 3:30 – 5:30 for a training.
- 4<sup>th</sup> and 5<sup>th</sup> grade concert – Bake sale donations and **volunteers needed.** When students perform, they go to school, put their coats in the cafeteria according to teacher by table and then go to the performance. After the performance there will be a bake sale. Most items/packages are \$1.00 each. There will be spirit wear, raffles, water, hot chocolate. Please have baked goods turned in no later than 6:00 pm to Amanda for packaging.
- Dine N' Share – Chipotle in Rosemont on December 13<sup>th</sup> from 4:00 – 8:00 pm. Just mention South School!
- Read-A-Thon Fundraiser – starts December 13<sup>th</sup> and ends January 12<sup>th</sup>. The theme this year is Read-to-Shine-A-Thon. Readers will have sponsors support their reading goals. Sponsors can donate via the 99pledges platform or submit cash/check. Everyone who participates gets a base prize, no sponsors required. There is a tiered prize system. The participant with the most sponsorships receives a family game and movie night themed basket. The top 3 readers with the greatest number of mins for each grade receives a blank DIY book and set of pens. By classroom, teachers designate a percentage of students to participate, and if that is met they earn a class prize!
- **We are looking for a Concessions Chair!**

#### **Treasurer Update – Nicki**

- Summary of fundraisers and profit events since October meeting ending November 8, 2022:
  - Changemaker Initiative - \$13.78 earned bringing the total earned this school year to \$68.90
  - Membership Drive - Additional \$10 raised, bringing the total earned this school year to \$294.26
  - Mini Fall Bulb Fundraiser Final - \$13.00 raised
  - Spirit Wear - \$67 in sales from Trunk or Treat, bringing total sales earned this school year to \$2,046
  - Trunk or Treat Final - \$245 additional vendor registration for a total of \$390 in vendor registration collected and \$1,118.08 in sales at the event bringing the total amount earned to \$1508.08

- WFC Sales – Additional \$474.50 in sales (\$22 from Trunk or Treat), bringing the gross sales to \$12,589.50
- Summary of expenditures since October meeting ending November 8, 2022:
  - Classroom (Halloween) Parties – Additional \$125 reimbursed, bringing the total spent to \$175 out of \$1560 budgeted for all parties for the year
  - Holiday Shop – spent additional \$13.19, bringing total spent to \$49.36 out of \$750 budgeted
  - Holiday Ornaments – spent \$74.05 out of \$75.00 budgeted
  - Halloween Costume Drive – spent \$42.81 out of \$50.00 budgeted
  - Teacher/Staff Birthday Gifts – spent \$93.06 out of \$375 budgeted
  - Trunk or Treat Final – Additional \$259.13 spent, bringing the total spent to \$427.01 out of \$700 budgeted

Meeting adjourned 7:08 pm

**Next Meeting:** December 14, 2022 at 6:00 pm via Zoom

\*Please note all meetings will be via Zoom this year\*

Minutes submitted by N. Berry, Treasurer



## **South Elementary School Parent Teacher Organization December 2022 Meeting Minutes**

December 14, 2022 at 6:00 pm virtual meeting via Zoom

Meeting called to order at 6:03 pm

### **Attendees:**

Amanda Morris – President

Nora Rihani – Vice President

Nicki Berry – Treasurer, Website Chair, Community Service Chair

Mrs. White – Interim Principal

Danielle B. – Teacher Appreciation Chair, Holiday Ornament Chair

Judy V. – Membership Chair

Mindy – Parent

### **Opening Remarks and Introductions – Amanda**

#### **Principal Report – Mrs. White**

- Ms. Jares is due back from maternity leave mid to late January.
- MAP testing is this week, with 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> makeup tests scheduled to be done by Friday.

#### **President Update - Amanda**

- Just a friendly reminder that if we do not get chairs for things, we will have to cancel things. For upcoming in person events that are inside the school, if we don't have enough volunteers or chairs they will be cancelled or moved to a virtual equivalent.
- World's Finest Chocolate Fundraiser – We have 4 boxes left to sell! These remaining boxes contain a variety of the flavors bulked together.
- South School Gently Loved Spirit Wear drive – The goal of this drive is to offer discounted, gently used spirit wear to families to increase accessibility of spirit wear. There are two options to participate. First, donate your gently loved spirit wear in the black bin in the vestibule across from the office or second, bring your used spirit wear when purchasing new spirit wear, and receive \$1 off your new spirit wear purchase!
- Amazon Smile Contest (Kristi) – Contest 1 due date was November 30<sup>th</sup>. The video for the raffle winner of the first contest will be up on the PTO Facebook page soon. Contest 2 runs from December 1<sup>st</sup> – March 31<sup>st</sup>. Register South School as the supported charity at [smile.amazon.com](https://smile.amazon.com). Send screenshots of your purchase confirmations to Kristi and get entered into the raffle for a \$20 Amazon gift card!
- Holiday Ornaments – The kids enjoyed participating and it went well! Smaller trees this year meant plenty of ornaments. The tree lighting takes place the first Friday of December every year. Check out Facebook for posted pictures.
- Free Movie and Reading Night – Thursday November 17<sup>th</sup>. Overall the event went well, and the families had fun! Concessions sales were in high demand. To improve next year, we won't have the reading camp-in in conjunction with the movie night, it was too much competition. The book fair ran alongside this event as well.
- Book Fair – Overall the book fair went well, but would have gone more smoothly with more volunteers.

- 4<sup>th</sup> and 5<sup>th</sup> grade concert – A big thank you to Ms. Abrams for putting on such a great event! Families were excited to be back and attend a concert in person. There were plenty of bake sale donations, the highest number in the recent past! Leftover donations were donated to the teachers and staff.
- Holiday Store – The store was very busy and highly attended! Students had preview day and went over rules of going to a store (no running, no stealing, no throwing, etc.) Overall students participated respectfully and it went well. This year we supplemented the lower prices items with Penguin Patch Holiday Shop.
- Classroom Parties – Curylo and Zarembski's classes need volunteers! Spread the word! Holiday parties are coming up next. Head room parents please give your list of those attending to Amanda no later than Thursday.
- Read-A-Thon Fundraiser – starts December 12<sup>th</sup> and ends January 12<sup>th</sup>. Past Read-A-Thon's focused heavily on number of minutes read. This year it has been simplified and geared more towards fundraising. Donations can be cash, check, credit, debit, or through the personalized online donation page. We are partnered with 99pledges to provide an online platform to create a link to send to family and friends out of state or out of country! There are a variety of ways students can earn prizes for participating. If a student has any donation no matter the amount, they receive a mini slinky and color your own bookmark. Students are eligible for additional prizes based on either number of sponsors OR amount of funds. This prize can be either the highest earned or from any lower tier. In addition, students who collect \$100 or more in funds are entered into a raffle for a huge basket of multiple games, a movie, and more! The \$100 sponsorship is per child, not family. Also, the top 3 students per class who complete the most bingo squares will receive a blank book to create their own book. Finally, classrooms who have 50% or more participation will earn a teacher created classroom prize!
- Next Dine N' Share – Wendy's on January 19<sup>th</sup> from 10:00 am – 10:00 pm. No receipt needed, just mention South School!
- New incentive for \$100 gift card – This year we have seen challenges in both recruiting volunteers and volunteers cancelling last minute. To address this, we have come up with a two-part incentive program. Part 1: Every time someone volunteers for a shift (time slot) for an event they earn one raffle ticket towards a \$100 gift card. For example, volunteering for 3 shifts earns 3 raffle tickets. Part 2: If a volunteer is signed up but has to cancel, if they find a replacement both the original volunteer AND the substitute volunteer get a raffle ticket. Raffle tickets are retroactive. If you've already volunteered this school year you will receive raffle tickets for those as well.
- **NEED A SECRETARY**

#### **Treasurer Update – Nicki**

- Summary of fundraisers and profit events since November meeting ending December 12, 2022:
  - Amazon Smiles - \$88.61 on 11/21 bringing the total earned this school year to \$178.22
  - Bake Sale Final - \$180.50 in sales
  - Changemaker Initiative - \$13.78 earned on 12/5 bringing the total earned this school year to \$82.68
  - Drive N Share – \$39.10 received from October Buona Beef, bringing the total earned this school year to \$388.45
  - Holiday Store Final – \$3,645.48 in sales
  - Movie Night Final – \$265 in sales from concessions
  - Spirit Wear - \$106 in sales from bake sale, \$220 in sales from Holiday Store, bringing total sales earned this school year to \$2,372

- WFC Sales – Additional \$270 in sales (\$40 from bake sale, \$40 from Movie Night), bringing the gross sales to \$12,859.50
- Summary of expenditures since November meeting ending December 12, 2022:
  - Bake Sale Final – \$16.77 spent
  - Classroom Parties – Additional \$25 reimbursed for Halloween, and \$20 reimbursed for Holiday, bringing the total spent to \$220 out of \$1560 budgeted for all parties for the year
  - Fall Break Teacher/Staff Lunch Final - \$65.22 spent
  - Holiday Food Backpack Program Final – \$200 donation submitted out of \$200 budgeted
  - Holiday Store Final – spent additional \$576.66, bringing total spent to \$626.02 out of \$750 budgeted. This does not include \$297.09 paid in Penguin Holiday Shop consignments which was new this year, and \$172.50 paid in Avon consignments.
  - Movie Night Final – \$94.42 spent out of \$225 budgeted
  - Winter Read-A-Thon – Additional \$8.37 spent, bringing the total spent to \$69.28
- A reminder to turn in itemized receipts pictures to both Nicki (nicolette.m.berry@gmail.com) and Amanda (amandamor06@yahoo.com) to receive reimbursement up to \$25 per party!

Meeting adjourned 6:48 pm

**Next Meeting:** January 11, 2023 at 6:00 pm via Zoom

\*Please note all meetings will be via Zoom this year\*

Minutes submitted by N. Berry, Treasurer

## **South Elementary School Parent Teacher Organization January 2023 Meeting Minutes**

December 1/11/23 at 6:00 pm virtual meeting via Zoom

Meeting called to order at 6:00 pm

### **Attendees:**

Amanda Morris – President

Nicki Berry – Treasurer, Website Chair, Community Service Chair

Mrs. White – Interim Principal

Danielle B. – Teacher Appreciation Chair, Holiday Ornament Chair

Therese J. – Box Top Chair

Mindy N. – Parent, Fill in Secretary

Angela V. – Parent

Mrs. Zarembski– 1<sup>st</sup> Grade Teacher

Mrs. Keefe – 2<sup>nd</sup> Grade Teacher

Ms. Englerth – 2<sup>nd</sup> Grade Teacher

### **Opening Remarks and Introductions – Amanda**

#### **Principal Report – Mrs. White**

- Updates – None, everything is going well!
- Ms. Jares is due back from maternity leave mid to late January.

#### **President Update - Amanda**

- Just a friendly reminder that if we do not get chairs for things, we will have to cancel things. For upcoming in person events that are inside the school, if we don't have enough volunteers or chairs they will be cancelled or moved to a virtual. It is always easier when we have more volunteers.
- World's Finest Chocolate Fundraiser – We have 4 boxes left to sell! These remaining boxes are not stock boxes. Let Amanda know if you want to sell any.
- Amazon Smile -Chair Kristi – Contest 1 due date was November 30<sup>th</sup>. The video for the raffle winner was posted on PTO Facebook page soon. Contest 2 runs from December 1<sup>st</sup> – March 31<sup>st</sup>. Register South School as the supported charity at smile.amazon.com. Send screenshots of your purchase confirmations to Kristi and you can black out any items you don't want shown on the receipt.
- Class Room Parties – Coming Soon -Valentines Party – Mrs. Z has enough volunteers and Mrs. White will send google doc to Amanda for parties.
- Read-A-Thon Fundraiser – started December 12<sup>th</sup> and extended to January 27<sup>th</sup>. This year it has been simplified and less homework for parents. We are trying to encourage reading! Donations thru 99pledges which is an online platform to send to family and friends. Donations can be cash, check, credit, debit, or through the personalized online donation page. There are a variety of ways students can earn prizes for participating. Students are eligible for additional prizes based on either number of sponsors or amount of funds. Students collect \$100 or more in funds are entered into a raffle for a huge basket of multiple games, a movie, and more! The \$100 sponsorship is per child, not family. Teachers please talk up the read-a-thon in class!
- 2<sup>nd</sup> and 3<sup>rd</sup> grade concert –Ms. Abrams is putting on a concert on February 15<sup>th</sup> and it will be followed by a Bake Sale. We will need volunteers for items to sell at the bake sale as well as help at the sale after the concert. There will also be spirit wear and little crafts for for purchase. The Bake Sale will last about 45 minutes and then clean up.
- Pencil Grams – There will be 2 options. Option one is \$1.00 and you can get A – Boyish Option, B Girlish Option, or C Gender Neutral and is sent with a pencil. Option two is \$2.00 and it's a card, that includes a pencil, and a additional small item depending on the card picked. The items are: slime, bracelet, sticky hand, car, squishy, or mini pop it. The information will be sent out and will include the teacher name and number of kids in the class.

PTO will buy any kiddo that does not get a pencil gram 😊 Flyer will be sent home on 1/17 with all the information and forms of payment accepted.

- Next Dine N' Share – Wendy's on January 19<sup>th</sup> from 10:00 am – 10:00 pm. All DAY! Mention South School and save your receipts just in case we don't meet the amount needed for donation and we can submit proof. Flyer will be sent home 1/17!
- Box Tops -Chair Therese – Two due dates for the school year, next one is March 1<sup>st</sup>! Box Tops used to be a clippable, and is now widely scannable via the Box Tops app. If you are turning in clippable please submit those by 2/21/23 and please put in a bag or envelope with teacher name! If using scannable, you can submit up to March 1<sup>st</sup>. The receipts must be scanned within two weeks of purchase. Please note, online grocery shopping also counts! Instacart, Walmart curbside, Amazon Fresh all count towards Box Tops with eligible items. On the Box Tops app, there is also a promotional section where you can get bonus Box Tops for purchasing eligible items, shopping at promotional stores, etc.
- New incentive for \$100 gift card – This year there has not been a lot of sign up as well as many back outs / cancellations last minute. So the new incentive is that every time someone volunteers for a shift for an event they earn one raffle ticket towards a \$100 gift card. More information to come by or on the next PTO meeting!
- Need Chair for Children's day and Bingo / Game Night!
- Can we please get Volunteer help promoted! Add to Teachers New Letters, maybe add a link. Also add in the announcement section of website. Flyers? Also add Thank you note and information on the raffle when volunteers do sign up! Let's get people excited for the PTO and Volunteering!
- Special Note: Any event from now until Spring, Amanda will not be attending. If not enough volunteers, the event will either be cancelled or switched to virtual.
- SECRETARY Needed! It is a Board Position and it is typically the easier position and requires the note taking. If no secretary, we need a volunteer for February Note Taking! Amanda will get or appoint a volunteer to take notes for each meeting until a Secretary is appointed.

### **Treasurer Update – Nicki**

- Summary of fundraisers and profit events since December meeting and ending January 9, 2023:
    - Changemaker Initiative - \$6.89 earned bringing the total earned this school year to \$89.57
    - WFC Sales – Additional \$60.00 in sales, bringing the gross sales to \$12,919.50
  - Summary of expenditures since December meeting and ending January 9, 2023:
    - Classroom (Holiday) Parties – Additional \$80 reimbursed, bringing the total spent to \$300 out of \$1560 budgeted for all parties for the year
    - Holiday Shop – spent additional \$7.50 for the 2023 shop
  - A reminder to turn in itemized receipts pictures to both Nicki ([nicolette.m.berry@gmail.com](mailto:nicolette.m.berry@gmail.com)) and Amanda ([amandamor06@yahoo.com](mailto:amandamor06@yahoo.com)) to receive reimbursement up to \$25 per party!
- Meeting adjourned 6:48 pm

**Next Meeting:** February 8, 2023 at 6:00 pm via Zoom

\*Please note all meetings will be via Zoom this year\*

Minutes submitted by M Navarro, Parent and fill in Secretary

## South Elementary School Parent Teacher Organization February 2023 Meeting Minutes

February 8, 2023 at 6:00 pm virtual meeting via Zoom

Meeting called to order at 6:05 pm

### Attendees:

Amanda Morris – President

Nicki Berry – Treasurer, Website Chair, Community Service Chair

Ms. Jares - Principal

Danielle B. – Teacher Appreciation Chair, Holiday Ornament Chair

Angela-Parent

Mindy-Parent and acting secretary for this meeting

### Donated Gift for Ms. Jares 😊

Please update your contact info on the google sheets form below

<https://docs.google.com/spreadsheets/d/1ozHBqTtxWslhHSb5wUgSKmHTIRm3dLH8cvSO7Y0vwWs/e dit?usp=sharing>

### Principal Report – Ms. Jares

- 23/24 School Year Registration opened on 2/7/23 online. New and new incoming students, it is a 2-step process online. Part 2 you come into the school to drop off paperwork that is required. Fees are being collected except buses because that is still TBD.
- Illinois Outs Counselor Grant - Ms. Abrams is applying for this grant again for the dance arts group. May 2023, more to come!
- 2/14/23 Valentine's Day Classroom Parties
- 2/15/23 Second and Third Grade Concert. The first show is at 9:30am and the second show in evening at 6:00pm. Please have your 2<sup>nd</sup> or 3<sup>rd</sup> graders arrive at 5:30pm and Bake Sale after show!
- 2/17/23 No School for students. Teachers have training workshop and afternoon is parent teacher conferences if the teacher feels the need to meet with parents or if parent requests one.
- 2/20/23 No School due to Presidents Day!
- 2/24/23-3/3/23 District is updating the website and there will be some filming happening. A new site coming next year!
- Essentials survey May 31st

### President Update - Amanda

- Website (Nicki) - <https://southelementaryschoolpto.weebly.com/> Check out the website! There is a little section for volunteers.
- Towel Drive (Nicki) – through the month of February. Towels go to Boarder Tails Rescue. This shelter is in need of towels for their shelter animals. There is a bin in the vestibule, and they will be dropped off and the end of the month.
- 2<sup>nd</sup>/3<sup>rd</sup> grade concert bake sale – Wednesday 2/15 after the concert. Ms. Abrams is putting on a concert and it will be followed by a Bake Sale. **Need volunteers and donations.** The Bake Sale will have baked goods, small craft kits, spirit wear, and drinks.

- Amazon Smile Contest (Kristi) – Sadly, we are no longer doing Amazon Smile since Amazon decided to end this program. Please submit the final receipts, Due Tuesday 2/28.
- Box Tops (Therese) – Scannable due Wednesday 3/1, clippable due Tuesday 2/21. Box Tops used to be a clippable, and is now widely scannable via the Box Tops app. If you are turning in clippable please submit those by 2/21/23 and please put in a bag or envelope with teacher name! If using scannable, you can submit up to March 1<sup>st</sup>. The receipts must be scanned within two weeks of purchase. Please note, online grocery shopping also counts! Instacart, Walmart curbside, Amazon Fresh all count towards Box Tops with eligible items. On the Box Tops app, there is also a promotional section where you can get bonus Box Tops for purchasing eligible items, shopping at promotional stores, etc.
- Read to Shine-A-Thon Fundraiser – started December 12<sup>th</sup> and extended to January 27<sup>th</sup>. This year it has been simplified and less homework for parents. We are trying to encourage reading! Donations thru 99pledges which is an online platform to send to family and friends. Donations can be cash, check, credit, debit, or through the personalized online donation page. There are a variety of ways students can earn prizes for participating. Prizes will go out next week!
- Family Bingo/Game Night – Thursday 3/16 at 5:00 pm. Bingo cards will be presold. **We need volunteers! If we don't get enough volunteers, this event becomes virtual.**
- Valentine's Day Pencil Grams – Can take orders still, but need them asap! There will be 2 options. Option one is \$1.00 and you can get A – Boyish Option, B Girlish Option, or C Gender Neutral and is sent with a pencil. Option two is \$2.00 and it's a card, that includes a pencil, and a additional small item depending on the card picked. The items are: slime, bracelet, sticky hand, car, squishy, or mini pop it. The information will be sent out and will include the teacher's name and number of kids in the class. PTO will buy any kiddo that does not get a pencil gram 😊 Flyer will be sent home on 1/17 with all the information and forms of payment accepted.
- Dine N Share – Little Angelo's may be skipped this month.
- Last Fundraiser of the year (Kristi) – Simply Spring Gift Fundraiser! Goes on 3/7 through 4/6. This helps pay for field trips and fun events!
- McDrive Through Night – Tuesday 3/7 4:00 pm – 7:00 pm. Please mention South PTO!
- International Children's Festival – Learn how you can get involved! Hoping to have 10-15 tables set up as destinations. Hoping to get families interested in or participation. Meeting on 2/9/23 for planning.
- Roll Out Incentive to get volunteers. A flyer has been drafted. If you are a chair, you will receive 10 raffles, if you are a board member you will receive 10 raffles, head room parent will receive 5 raffle tickets, volunteer for a shift you will receive 1 raffle tickets, if you can't make your shift and get someone to take over you will receive 2 raffle tickets and the replacement volunteer will get 2, and if you come to PTO meeting you will receive 1 raffle ticket. The raffle is for \$100 gift card! Flyer will be sent home and posted on site!

#### **Treasurer Update – Nicki**

- Summary of fundraisers and profit events since January meeting and ending February 6, 2023:
  - Box Tops - \$51.60 check received, bringing total earned to \$51.60
  - Changemaker Initiative - \$6.89 earned bringing the total earned this school year to \$96.46
  - Dine N Share – Received \$75 from Giuseppe's and \$324.08 from Chipotle bringing the total earned this school year to \$787.53
  - Membership – Received \$10 membership donation, bringing the total earned this school year to \$304.26

- Pencil Grams – \$410 in sales received
- Read-A-Thon – Received \$335 in sponsorships via cash and Zelle, anticipating a check from 99pledges in the amount of \$474.65 next week bringing the total to \$809.65
- WFC Sales – Additional \$270.00 in sales, bringing the gross sales to \$13,189.50
- Summary of expenditures since January meeting and ending February 6, 2023:
  - Amazon Smiles – \$20.29 additional spent on raffle winner gift card, bringing the total spend this school year to \$40.44
  - Children’s Day/Intl Fest - Additional \$82.69 spent on prizes/giveaways, bringing the total spent this school year to \$130.01
  - Classroom (Holiday) Parties – Additional \$77.49 reimbursed, bringing the total spent to \$377.49 out of \$1560 budgeted for all parties for the year
  - Pencil Grams – Spent \$83.37 on supplies, bringing the total spent this school year to \$83.37
  - Read-A-Thon – Spent additional \$19.79 on prizes, bringing the total spent this school year to \$89.07
  - Retirement Gifts and Party – Spent \$19 on gifts, bringing the total spent this school year to \$19

Meeting adjourned 6:48 pm

**Next Meeting:** March 8, 2023 at 6:00 pm via Zoom

\*Please note all meetings will be via Zoom this year\*

Minutes submitted by Mindy Navarro – Parent and acting secretary



## **South Elementary School Parent Teacher Organization March 2023 Meeting Minutes**

March 8, 2023 at 6:00 pm virtual meeting via Zoom

Meeting called to order at 6:05pm

### **Attendees:**

Amanda Morris – President

Kristi M.-Fundraiser chair

Nicki Berry – Treasurer, Website Chair, Community Service Chair

Ms. Jares - Principal

Danielle B. – Teacher Appreciation Chair, Holiday Ornament Chair

Stephany S.-Member and acting secretary

Judy V. – Membership Chair

### **Opening Remarks and Introductions – Amanda**

Please update your contact info on the google sheets form below

<https://docs.google.com/spreadsheets/d/1ozHBqTtxWslhHSb5wUgSKmHTIRm3dLH8cvSO7Y0vwWs/e dit?usp=sharing>

### **Principal Report – Ms. Jares**

- 2<sup>nd</sup> and 3<sup>rd</sup> grade concert was so nice to have every be able to gather again. A full house!
- Conferences done in February
- Attendance letters went home last week, some people may be getting these letter if their student was absent in school for more than 17days. This is a chronic absentee program, the state does not take into account the reason. When a student is missing more than 17 days of school. Support is offered if it's needed to students and families.
- Report cards went home last Friday, 3/3/23
- Next month on Friday, March 24 is a 3:15pm dismissal.
- Spring break is on March 27 – March 31.
- First week of April there will be spring testing.
- Also testing the week of 4/10 and 4/17 - reminder to have students have a good night sleep and a good breakfast.
- Other no school reminder dates mentioned.
- 

### **President Update - Amanda**

- Website (Nicki) - <https://southelementaryschoolpto.weebly.com/> - check out the website for new volunteer opportunities.
- FINAL Amazon Smile Contest (Kristi) – The Amazon Smile program will no longer be available. Kristi is gathering the tallies and will be announcing the winner soon!
- Box Tops (Therese) – The 1<sup>st</sup> place winner was Ms. Sommer's class, 2<sup>nd</sup> was Mrs. Oshinski's class and they picked "free time", and 3<sup>rd</sup> place was Mrs. Threlkeld's class and they also picked, "free time". The

winner of the gift card was Amanda Morris. You can continue to scan your receipt for box tops. InstaCart and Amazon? Orders also count!

- Read to Shine-A-Thon Fundraiser – total raised \$809.65, we partnered with 99 pledged and they do take a small percentage.
- Family Bingo/Game Night – Thursday 3/16, doors open at 5:00 pm, game starts at 5:30 pm. Presale has been extended to 3/13. **We need volunteers still. We are also working on having D62 Middle school students and MW student volunteers. If you do prepurchase your bingo cards you receive \$2.00 off. Kristi, Danielle, and Nora worked very hard to obtain gift cards from restaurants. Thank you, ladies!!**
- Valentine’s Day Pencil Grams (Kristi) – \$460 total in sales! This year more \$2.00 were sold vs \$1.00 cards. This was a successful once again! Many participants!
- Last Fundraiser of the year (Kristi) – Simply Spring Gift Fundraiser! Goes on 3/7 through 4/6. There was a typo on the flyer that was provided by the company. The school ID is incorrect Please see the orange letter that went home the day after. Thank you all who have already registered their child. It will all get shipped to Kristi’s house and then it will be sorted and dropped off at school. The orders are due on April 6, 2023. A person may also go into the website to place orders online and have them shipped to any address they would like.
- Towel Drive (Nicki) – 5 people have donated; we received several towels. These towels are used by the animal shelter while they are bathing and taking care of the dogs. Thank you for everyone who donated!
- International Children’s Festival – Learn how you can get involved! Each table will be a different destination. Some South school families have signed up to participate in representing their destination. Hoping for 10-15 destination, we have about 5-7 so far! Anyone who is interested in volunteering or representing their country, please let Amanda Morris know. **NEED MANY VOLUNTEERS, Students can get service hours too! There is a committee for this event and are meeting via Zoom. Please let Amanda know if you would like to be part of the committee. Thank you!**
- WFC update – The chocolate is finally all sold! Thank you to everyone who purchased chocolates and the people who purchased/sold additional boxes! YAY!
- 5th grade tees! Parents can order a tee if they want. The 5<sup>th</sup> graders sign the back of the T-shirt. Amanda has started to obtain the signatures for the shirt. The shirts for 5<sup>th</sup> graders is free. If parents would like to purchase a T-shirt, the form went out yesterday 3/7 to make a purchase.
- 2<sup>nd</sup>/3<sup>rd</sup> grade concert bake sale update – We had a great amount of donations and helpers! Also made a good amount of money and donated the extras to the teachers/staff.
- Drive N’ Share – Culvers 4/6 – show the flyer or show it on your phone and mention South school PTO when you are placing your order. This includes the orders placed inside and through the drive thru.
- The PTO is collection broken crayons. Please send any crayons in a zip lock or bag and drop it off in the PTO mailbox.
- Any head room parent who has not submitted reimbursement for the classroom parties, please send the receipts to Amanda and Nicki as soon as possible and let them know who you prefer to be reimbursed.
- End of the year party dates and times to be determined.
- **WE NEED A NEW SECRETARY!**

**Treasurer Update – Nicki prepared the information and Amanda read it off**

- Summary of fundraisers and profit events since February meeting and ending March 6, 2023:
  - Amazon Smile – Deposit of \$85.25 received, bringing total earned to \$263.47
  - Bingo Night – Received \$14 in pre-registrations, bringing total earned to \$14
  - Changemaker Initiative - \$6.89 earned bringing the total earned this school year to \$103.35
  - Concert Bake Sale Final (2<sup>nd</sup>/3<sup>rd</sup>) - \$272 received in food sales, \$23.00 received in craft sales
  - Pencil Grams Final – \$50 in additional sales received, bringing total sales to \$460
  - Read-A-Thon Final – Received the anticipated check in the amount of \$474.65, bringing the total to \$809.65
  - Spirit wear – Sold \$164 at the concert bake sale, bringing total for the school year to \$2536
  - WFC Sales Final – Additional \$261.00 in sales (\$21 from bake sale), bringing the gross sales to \$13,450.50
- Summary of expenditures since February meeting and ending March 6, 2023:
  - 5<sup>th</sup> Grade Tees - \$5.00 spent out of \$350 budgeted
  - Bake Sale Final (2<sup>nd</sup>/3<sup>rd</sup>) - \$91.67 spent
  - Birthday Books for 2023-2024 school year- \$16.48 spent out of \$670 budgeted, Scholastic Dollars earned from book fair paid for the majority of the books. Pencils to be purchased.
  - Children’s Day/Intl Fest - Additional \$5 spent on prizes/giveaways, bringing the total spent this school year to \$135.01 out of \$250 budgeted
  - Classroom (Valentine’s Day) Parties – Additional \$161.25 reimbursed, bringing the total spent to \$538.74 out of \$1560 budgeted for all parties for the year
  - Holiday Shop (2023) – Additional \$236.36 spent, bringing total spent to \$243.86 out of \$750 budgeted
  - Read-A-Thon Final – Spent additional \$12.24 on prizes, bringing the total spent this school year to \$101.31
  - Retirement Gifts and Party Final – Spent additional \$46.69, bringing the total spent this school year to \$65.69 out of \$100 budgeted
  - Teacher/Staff Birthday gifts – Spent additional \$23.11, bringing total spent to \$116.17 out of \$375 budgeted

Meeting adjourned 6:39pm

**Next Meeting:** April 12, 2023 at 6:00 pm via Zoom

\*Please note all meetings will be via Zoom this year\*

Minutes submitted by: Stephany Salinas

Reviewed by: Amanda Morris

## **South Elementary School Parent Teacher Organization April 2023 Meeting Minutes**

April 12, 2023 at 6:00 pm virtual meeting via Zoom

Meeting called to order at 6:05 pm

### **Attendees:**

Amanda Morris – President

Nora Rihani – Vice President

Nicki Berry – Treasurer, Website Chair, Community Service Chair

Ms. Jares - Principal

Danielle B. – Teacher Appreciation Chair, Holiday Ornament Chair

Judy V. – Membership Chair

Mindy – Member

Candace – Member/Acting Secretary

### **Opening Remarks and Introductions – Amanda**

Please update your contact info on the google sheets form below

<https://docs.google.com/spreadsheets/d/1ozHBqTtxWslhHSb5wUgSKmHTIRm3dLH8cvSO7Y0vwWs/e?usp=sharing>

### **Principal Report – Ms. Jares**

- Testing – Illinois Science Assessment.
- Pay it forward, 24<sup>th</sup> thru 28<sup>th</sup>. Making kindness quilts.
- Spirit week is also 24<sup>th</sup> thru 28<sup>th</sup>.
- Tuesday the 25<sup>th</sup> is appreciation breakfast at 8am. Students of parents are also invited.
- Grant application received. Artist and registry grant or “May I have this dance”. Older kids will engage in social ballroom. Smaller kids will engage in multi culture dance.
- Mrs. Abrams added – Starts in the second week of May. All grades will get instruction.

Mrs. Abrams spoke on -

Kindergarten and 1<sup>st</sup> grade concert. **April 26<sup>th</sup> 6-7pm**

Dress rehearsal is at 10:15 am, if parents of PM kindergarten kids want to attend the dress rehearsal they can.

Concert - Doors open at 5:30pm. Students will put jackets in the cafeteria. Parents will go inside the gym and get seated.

### **President Update - Amanda**

- Website (Nicki) - <https://southelementaryschoolpto.weebly.com/>
- Family Bingo Night Update – Not a lot in attendance. Pto mom bought the remaining food and gifted to staff. Bingo will be a go for next year. This year we started over with all events/new families are not familiar with all that South does annually. Newer PTO mom did the calling for BINGO and did a great job.

- Spring Gift Fundraiser Update (Kristi) – It was due last week but, the website was still open for orders till Friday 4/14/23. Amanda added that she thought the prizes provided by company were great and not only did you get the bracket of prizes within the amount you sold, you also got the tiers below. No hidden surprises from company and that it went well overall.
- International Children’s Festival –Learn how you can get involved! **NEED MANY VOLUNTEERS, Students can get service hours too! Thurs 5/11.** Suggested that we have another meeting soon to discuss topic. Amanda is planning for the week of 4/17
- 5th grade tees – We have a few extras, you can still order if we have your size! PTO pays for the tshirt and for field day. Parents pay for the shirts, 5<sup>th</sup> graders are free.
- Spring Spirit Wear Orders – Forms got sent out. Once purchased and processed it gets delivered to school and handed to the student. April 18<sup>th</sup> orders are due. Trouble loading the electronic method of ordering.
- Chalk the Walk – Thursday, 4/20 3:30-4:00pm after school. Supplies are provided. No rain date if it does rain. **NEED VOLUNTEERS TO MONITOR**
- Teacher appreciation 5/1-5/5! **NEED VOLUNTEERS -Let Danielle or Amanda know if you can help.**
- **WE NEED A NEW SECRETARY**
- Bake sale after concert (April 26<sup>th</sup>) Donations from teachers, staff and families. Flyers sent to parents as well as flyers for donations to bake sale. Extra from bake sale gets donated to staff. Bake sale – prep them (individual plastic bags), sell them. Also at this time selling spirit wear if there is enough volunteers as well as selling craft kids sets for \$1 or \$2.
- Mrs. Abrams spoke on the crowd that forms when selling items and what can be done to eliminate crowded lines.
  - Second station?
  - Nicki – Have 2 cashiers on either side to move people along but would need more volunteers.
  - Amanda – Have everyone enter one door that passes spirit wear and craft and then hit the bake sale table, pay after hitting both tables?
  - Amanda mentioned using a reverse method?

### **Treasurer Update – Nicki**

- Summary of fundraisers and profit events since March meeting and ending April 10, 2023:
  - 5<sup>th</sup> Grade tees – Received \$54 in parent tee orders, bringing total earned to \$54
  - Bingo Night Final – Received additional \$765.42 in sales, bringing total earned to \$779.42
  - Changemaker Initiative - \$6.89 additional earned bringing the total earned this school year to \$110.24
  - Dine N Share – Received \$107.64 from Wendy’s Dine N Share, bringing the total earned this school year to \$895.17
  - Spring Fundraiser - \$219 received in orders, pending online orders and in person deposits received after April 10<sup>th</sup>, bringing the total received to \$219. South will receive 50% of these sales.
- Summary of expenditures since March meeting and ending April 10, 2023:
  - 5<sup>th</sup> Grade Tees – Additional \$335.71 spent bringing total of \$340.71 spent out of \$350 budgeted
  - Bingo – Additional \$589.30 spent, bringing total spent to \$617.85 out of \$250 budgeted. This includes overstock of drinks for future events and pending return of extra bingo daubers.

- Birthday Books for 2023-2024 school year- Additional \$33 spent, bringing total spent to \$49.48 spent out of \$670 budgeted, Scholastic Dollars earned from book fair paid for the majority of the books.
- Children's Day/Intl Fest - Additional \$43 spent on prizes/giveaways, bringing the total spent this school year to \$178.01 out of \$250 budgeted
- Teacher/Staff teacher appreciation gifts – Spent \$108.44 out of \$350 budgeted

Meeting adjourned 6:53 pm

**Next Meeting:** May 3, 2023 at 6:00 pm via Zoom

\*Please note all meetings will be via Zoom this year\*

Minutes submitted by Candace Hoff