



POE PTO

"Panther Pride"

EDGAR ALLAN POE ELEMENTARY
PARENT TEACHER ORGANIZATION
(PTO)
2800 N HIGHLAND AVE
ARLINGTON HEIGHTS, IL 60004

PTO Meeting Minutes: 2/3/2018

Minutes taken by Margaret Connelly

Executive Board Members Present: Sarah Hill, Wendy Nicholas, Kelly Eidson and Margaret Connelly

Faculty and Staff Present: Members Present: Christy Campbell, Lisa Bernstein, Jen Sipiera, Lisa Haack, Lisa Wilson, Melissa Hales, Carla Cozzi, Karen Camacho and Susan Apicella

The meeting was called to order at 7:05PM. The motion was made by Jen Sipiera and seconded by Lisa Wilson.

The January minutes were adopted. The motion was made by Susan Apicella and was seconded by Christy Campbell.

Treasurer's Report:

- \$6476.43 in checking and \$2505.03 in savings
- January restaurants fundraisers
 - Chipotle Winter roughly \$200
 - Noodle & Company roughly \$100
 - Portillios around \$200
 - Talent Show \$86
- Tile Wall has sold over 100 Tiles so far
- MiniCourses, MakerSpace and Family Dance please turn in receipts as soon as possible
- Donation Drive Letter will be going out soon

Principal's Report:

- Thank you to all the volunteers for all the committees.
- Banner for the 50th has arrived (outside the building for the year and then moved into the gym)
- ACCESS testing has finished
- PARCC Testing is around the corner
- Great Schools is being looked into as to where the numbers are coming from
- Information on any school in Illinois
 - Illinois School Report Card (Illinoisreportcard.com)
 - Videos explain each piece of the school report card
 - Can look at individual schools

Committee Chair Reports:

- Committee Chair's please fill out the committee notes so that it is clear what and when things with you committee need to happen
- Makerspace - Great night, huge success! Looking at restructuring it a little to share the event or help run it with more people. Thank you so much for all the hard work! The PTO donated \$1300 for the night.
- Variety Show - The daytime and nighttime shows were both a success. Thank you to everyone who helped with both the night and day show.
- Box Tops
 - Boeing won for January
 - \$489.50 check came in.
 - Please do not turn in Campbell Soup Labels. They are not a part of the Box Top fundraiser.
- Teacher Lunch
 - Grande Jake's was provided to teachers for conferences

- MiniCourses
 - ¾ done
 - Will be reaching out for feedback
 - Question was asked if the kids received or could receive 2 schedules so they could keep one on their desk as a reminder and have one at home.
- Family Reading Night
 - Thursday, schedule was sent out to help families plan for the night
- Family Dance
 - Pre order forms went out
 - Need food servers
 - Donations for baskets due 2/21 and looking for volunteers to help make baskets after school 2/21.
 - Sign-up Genius for volunteers will be sent out

Executive Board Report:

- Superintendent Meeting
 - Happiness Curriculum
 - Writing Curriculum
 - Amy Breiler will be at the Poe Reading Night
 - Lucy Caukins Writing Units of Study
 - What can parents do?
 - Read, Read, Read
 - Don't try to fix their writing, try to help them grow
 - Visit the local Library
 - Ask your child what he/she did in Writer's workshop
- CCSD21 Design 21 Focus Sessions
 - What do people want and how can we finance it
 - Grants
 - How to get things without cuts
 - March Follow up Meetings 6:30-8:00
 - 3/7
 - 3/14
 - 3/17
 - 3/22
- Executive Board openings next year (Co-President, Treasurer, Secretary)
 - We will have an executive board meeting to relook at allocation of the positions and duties
 - The executive board will be meeting this week to review the by-laws and leadership responsibility positions. The goal is to make the positions more defined for those interested and help with equity of responsibilities.

Upcoming Events:

- 2/19 No School
- 2/28 Yearbook Pictures
- 3/2 Family Dance and Silent Auction
- 3/7 2&3 Music Show (10:15 AM and 7:00 PM)
- 3/13 PTO 7:00 PM
- 3/20 No School
- 3/26 Spring Break Begins

The meeting was adjourned at 8:26 motion was made by Lisa Bernstein and seconded by Lisa Wilson