



# POE PTO

## "Panther Pride"

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

### PTO Meeting Minutes: September 17 2017

Minutes taken by Margaret Connelly

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

**Faculty and Staff Present: Members Present:** Verna Neumann, Julie Witt, Christy Campbell, Lisa Bernstein, Jen Sipiera, Karen Camacho, Laura Kuhl, Debbie Gasparik, Stacy Hipsak Goetz, Elizabeth Bushek, Sharon Rzyski, Lisa Haack, Natalja Lukasevich, Aliona Groju, Susan Apicella, Carla Cozzi, Jane Holze, Ingrid Maradkel, Robin Nagy

The meeting was called to order at 7:06 PM. The motion was made by Jen Sipiera and seconded by Susan Apicella

The May minutes were adopted. The motion was made by Lisa Bernstein , and was seconded by Jane Holze

A general introduction was given of the PTO and introductions of members present.

### Treasurer's Report:

- Income was reported between end of school and today. Membership dues and ice cream social have been the two main income and expenses so far.
- \$600 in so far for membership which is 50% of what we are budgeted for
- If you are buying items please use the tax exempt form we will not reimburse for taxes. There are copies of the form in the PTO box in the main office. If there is a place that requires additional forms for tax exempt let Kelly know and she can get a tax exempt for that place.
- Reimbursement forms are in the box
- If you are a committee and are taking in money please fill out the green deposit slip and turn it in with the money. You can turn it in in parts rather than holding onto a large amount of money.
- We are currently at a -\$1000 projected budget.
- We have made some cuts
  - Educational gift is now \$2000 down from \$4000
  - Transportation Funds are now \$2000 down from \$2500
  - Other minor cuts were made on the budget
- A question was asked about an item that was not on the budget. Expenses can be added to the budget with a vote at a future PTO meeting.
- Another question was asked about seeing the numbers for what we actually made last year
- Another question was asked if we could make the donation drive more specific so that we can allocate what we are raising the money for
- \$6500 for the 5th grade field trip. In the past this money comes from a fundraiser by 5th grade
- \$250 budget was approved for box tops
- Kelly Eidson motioned to pass the budget
- Budget was voted in by the membership

### **Principal's Report:**

- 455 students 90 are in Kindergarten
- Class sizes are close to target and are continuing to be monitored
- This Friday there is an assembly to kick off Panther Path and Kids at Hope
- 9/11 Tradition as a whole school the students did a great job
  - A request was made to let parents know about videos on sensitive topics so parents can be prepared.

### **Committee Chair Reports:**

- Each committee gave a brief report of what their committee consists of
- STEAM Night
  - Second annual night
  - Looking for support/donation of items and funding
  - A Planning meeting is set for Tuesday 9/19 from 6-7 in the LMC
  - Teacher conference meal will be provided and an email will come through asking for donations
  - Book Fair signup will come from Scholastic asking for volunteers
  - Movie Night flyers will be coming home soon
  - Culver's Night September 20
  - Spirit Wear forms are due this Friday and we are hopeful to have spirit wear passed out by mid-October
  - Ice Cream Social was a success and we had lots of memberships that came from it
    - A suggestion was made to move the times closer and the night so that it is not the night right before school starts.

### **Executive Board Report:**

- The PTO supply cabinets have been looked through, please see the cabinets before purchasing items they may already exist.
- Each committee was given one main contact and there is a list of people who are open to volunteer please contact them.

### **Other Items:**

- It was encouraged to attend and be informed of School Board meetings
- A question was also asked about can how we do donations for things like the Hurricanes

The meeting was adjourned at 8:16 motion was made by Jen Sipiera and seconded by Carla Cozzi