

# Oakdale PTO

Meeting Minutes  
September 8, 2009

## Opening:

The regular meeting of the Oakdale PTO was called to order at 6:34 p.m. on September 8, 2009 at Oakdale Elementary School by President Jennifer Hill.

## Present:

Leanne Adcock, Tamara Ahrens, Bridget Scott, Michele Gramley, Kim Yates, Darin Cooper, Nea Jones, Angie Ehrmantraut, Paulette Cocco, Sue Sparrow, Lori Jacobs, Jeanne Morris, Michelle Hartrich-Jackson, Krista Tidaback, Amy Yetter-King, Kara Thompson, Amber Jones, Melissa Fasig, Claire Brucker, Tim Harlow, Richard & Gina Franke, Linda Bach, Jennifer Hill, Barb Prochnow, Misty Fairfield, Kedra Donnelly, Hassan Vungu Dvedo, Julie Cunningham.

### A. Approval of Minutes

N/A

### B. President's Announcements

- Bulletin Board - Please visit the new PTO bulletin board across from the office. The board will be updated periodically with current information.
- Student Directory - Last year a student directory was not printed. There are plans for a directory in the 2009-2010 school year. If you do not wish to be included in the directory, please contact President Jennifer Hill ASAP. The directory will likely be completed by the end of this month.
- Wish List - The board is trying a new approach this year with Teacher Wish List. Previously, there was one budgeted amount for all teachers and the PTO attempted to prioritize items. This year each teacher will be reimbursed up to a certain dollar amount for the Wish List items they purchase.
- Courtesy Policy - The PTO Courtesy Policy was updated over the summer and copies were available for review at the meeting. The main changes were in regards to teacher/staff gifts. Paulette Cocco made a motion to approve the Courtesy Policy as is, Kim Yates seconded the motion, with a unanimous vote from those present.
- Childcare - The decision has been made that PTO will not provide child care during the meetings this year. The reasons for this change include a better allocation of funds elsewhere. However, the board is open to hearing feedback

regarding this change if the lack of childcare poses an inconvenience to our members. Please voice your opinion!

### **C. Principal & Teacher Rep Announcements**

- Wish List - The new Wish List idea to reimburse teachers up to a specific amount has been well received by the teachers and they are excited.
- Volunteer Screening - Anyone volunteering at a Unit 5 school this year will need to complete the volunteer screening. To complete this process, please contact Sharon Reed in the Oakdale office and she will send you a link to the application. We will also have laptops set up at PTO Open House so volunteers can complete the screening process online. You may also schedule a time to visit the school office to complete a paper application. Volunteer badges will be forthcoming by the end of this month. If you will be in contact with students you must go through the screening process.
- Monthly Newsletter – The first school newsletter will be coming out soon; information to be printed in the newsletter will be due the 20<sup>th</sup> of each month and will come out at the beginning of each month. The first newsletter has been delayed.
- CAC - Volunteers needed for Citizens Advisory Council (CAC). This council has input into major happenings within the district. If interested please contact Mr. Cooper.
- Friday Assembly - Morning lineups on Friday's will be in the gym for assembly. During this time, birthdays for the week will be announced and the Panther Paw drawing also occurs. This allows time for regular recognition in front of the entire student body.

### **D. Treasurer's Report**

- Each month during PTO meetings the budget will be reviewed and approved. The fiscal year is July 1 through June 30. The proposed budget for the 2009-2010 school year was reviewed. A motion was moved by Melissa Fasig to accept the budget as is with Amber Jones seconding the motion. Approved budgets will be posted to the Oakdale website.

### **E. Committee Reports**

#### Vice Presidents

- PTO Open House is coming up soon on 9/24! Parents will be asked to donate a dozen cookies so refreshments can be served during open house. Booths will be set up for various activities & volunteer opportunities.

#### Box Tops

- Last year Oakdale PTO received \$2630.30 from Box Tops collections.

- There were two classes awarded parties last year - 1st place (1J) received a pizza party & 2nd place (KK) received an ice cream sandwich party. We will offer these same contests this year.
- There will also be a booth set up at Open House to see examples of products that have Box Tops on them, as well as sign up for the BTFE email newsletter.
- In addition to student incentives, this year we will also have a teacher award which will go to the teacher whose classroom brings in the most Box Tops. The winning teacher will receive a Scrip gift card.
- Collection sheets will be sent home to assist with the collection effort. These sheets can be found on the Oakdale website – share them with your family & friends to assist in the collection effort!

### Correspondence

- Linda Bach is making greeting cards by hand for our correspondence needs as opposed to store bought cards. Thank you Linda!
- Mrs. Ghrist had her baby on Saturday; a girl named McKenna. A card and gift will be sent on behalf of PTO.

### Fundraising

- Melissa Fasig will be coordinating all fundraising this school year. We are trying a new fall fundraiser this year - Crayola Cooking Kits. The order forms will be due 9/24. Look for flyers coming home soon!
- Fundraiser prizes will also be different this year; 1<sup>st</sup> place seller will receive \$100 cash; 2<sup>nd</sup> place is \$50 and 3<sup>rd</sup> place is \$25. Everyone who sells something will receive a small token of appreciation (an Oakdale logo item).

### Historian

- A volunteer is needed ASAP to assemble newspaper articles, pictures, etc in a book. This is something that can be done at home on your own time and no fancy scrapbooking skills are required! The goal is to get the clippings into a book in an orderly fashion and in date order.
- Subsequent to the meeting, Gina Franke volunteered to take over Historian duties. Thank you Gina!
- PTO needs everyone's help in collecting photos/articles for the Historian books.

### Homecoming

- Homecoming is October 2<sup>nd</sup>. Kim Yates is currently working on obtaining donations for candy. She is requesting volunteers to help build the float. Please contact V.P. Kim Yates if interested.

### Hospitality

- Linda Bach is coordinating hospitality lunches this year. These are appreciation lunches for teachers and staff (one each month). She hopes to have gift card drawings each month as an added bonus.
- The first staff luncheon is Friday 9/18. A signup sheet will be posted in the teacher's lounge and an email will be sent out with details.

### Logo Sales

- Logo Sales are Oakdale imprinted items such as apparel, water bottles, pencils, tattoos, etc.
- Paulette would like to change the name of "Logo Sales." Ideas welcome.
- Apparel order forms have been collected and will be submitted this week.
- Michelle Gramley has volunteered to assist Paulette with the program this year. Thank you Michelle!

### Market Day

- Angie Ehrmantraut is coordinating Market Day this year; volunteers are needed for pickup days. Please contact V.P. Angie or Volunteer Coordinator Amber Jones if interested.

### Oakdale Eats Out

- This is a "no hassle" fundraiser program for those parents wishing to contribute financially. Oakdale has partnered with local restaurants to receive a portion of all revenues received on the appointed "Eats Out" days. The next Oakdale Eats Out is October 14<sup>th</sup> at Noodles & Company on Main Street in Normal.
- Other locations include Culvers, Meatheads, and Fazolis. Future dates to be announced.

### Playground Equipment

- Our playground equipment is in need of replacement. It is estimated that the cost will be \$30,000-40,000 to replace. PTO already has \$10,000 set aside towards the equipment.
- Nea Jones will be coordinating the equipment project this year. Melissa Fasig is coordinating a "Mile of Quarters" fundraising effort towards the purchase of new equipment. We will also be seeking donations from grants, local businesses & community members.
- We need to develop a plan/vision for the new equipment. Washington School has an excellent display to help us begin developing that vision.

- Nea is seeking assistance with this very big project. She needs assistance with communications, vision, public relations, fundraising efforts, etc. If you would like to assist, please contact a member of the PTO board.

### Reading Mentor Program

- PTO started a reading program last year to help improve Oakdale's reading scores. We had 20 reading mentors last year and we were able to help 35 students. Mentors came from the local universities, parents, and State Farm volunteers.
- The reading program will be continued again this year and Michelle Hartrich-Jackson will be coordinating. Please contact a member of the PTO board if you would like further information on how to become a Mentor.

### Red Ribbon Week

- Red Ribbon Week is coming up in October (Drug Awareness Week). A volunteer is needed to coordinate events. If interested please contact President Jennifer Hill.

### Room Parties

- Michelle Hartrich-Jackson will be coordinating room parties this year. Room party slots are currently being filled. She is hoping to have a sign up during Open House to gain additional participation.

### Scrip

- Scrip is a fundraising program for the school. V.P. Angie Ehrmantraut will be coordinating this year. These are pre-paid gift cards and Oakdale receives a profit from every gift card sold, anywhere from 2-15% or more! There are over 2,000 vendors available and most are local! Everything from Jewel-Osco to restaurants to gas cards. All you have to do is purchase gift cards from American's favorite retailers and use them in place of cash, checks, or credit cards for purchases you were already going to make!

### Volunteer Coordinator

- Amber Jones will be coordinating volunteers this year. She will be providing committee chairs with needed volunteers within the next week.
- Amber is currently seeking volunteers for Open House coming up on 9/24. Please contact a member of the board if you can assist.

## Welcome Committee

- The Welcome Committee provides information and small gift items to new students. Paulette Cocco needs 4-5 volunteers to help deliver these welcome baskets. If interested, please contact a member of the PTO board.
- We are also seeking a replacement for Paulette on the Welcome Committee, as she will no longer be an Oakdale parent after this school year.
- A suggestion raised by a parent regarding new students & parents getting acquainted with the layout of the school (not just for Kindergarten students). Mr. Cooper discussed the possibility of having a “Back to School” evening prior to school starting. He plans to visit with the teachers regarding this idea.

## **F. New Business/Open Time**

- N/A

## **Adjournment**

Meeting was adjourned at 8:06 p.m. by President Jennifer Hill.

Minutes submitted by:

Leanne Adcock

Approved by:

PTO Committee