

Agenda
EAST PRAIRIE PTA GENERAL
MEETING
October 7, 2014

Attendance: Gus Kuman, Kathy Byron, Claudia Lopez, Angel Weiss, Ambi Krishnan, Jill Kempner, Erin Stein, Jen Mehr, Salina Mansour, Beth Negronida, Cindy Payne, Lara Barros, Lea Alog and Frank Alog

I. Call to order/Welcome: Meeting was called to order at 7:01 and members that were present introduced themselves.

II. Secretary's Report:

- a. Reading/Approval of minutes from September 2, 2014 Motion to approve minutes as written by Kathy Byron, Seconded by Claudia Lopez
- b. Website: The secretary worked with Jordan Stephen to update the current website and transition to a new site run by Weebly. The teachers will be transitioning to this type of site. The goal is to create a site that is useful for prospective members to find out about the PTA and serve as a mode of communication for members. The minutes will be uploaded to this site monthly as well as flyers for "Dine Out" nights, information for fundraisers etc. Please check it out!

III. Treasurer's Report: Treasurer's report 9/1 balance as of 9/01/2014 was \$8,431.63.

Ending balance as of 9/30/2014 was \$13,898.28. Total of checks/withdrawals not posted was \$2,008.49

IV. President's Report

- a. Thank you to our Fun Fair Committee (especially Chairperson: Rachel Coppola) for a very fun filled and successful program for our school community! We really appreciate all of your combined time and effort!
- b. Reducing paper output: Administration would like us to make a conscious effort to reduce the amount of paper that we use. Please consider using e-blasts when possible.
- c. We are looking into creating an East Prairie PTA Facebook page to facilitate communication of our events and programs. Per the administrations request, I have been in contact with the Disney II Magnet School's PTA. They have shared with me that "I am proud to say that I believe the DII PTA Facebook page has been one of our most important and useful tools to communicate to our community and members. All posts are written in a "professional" tone and are paced so people aren't "bombarded" with information yet feel informed and can get excited about upcoming programs, events, and volunteer opportunities. We do not promote "discussions" on particular topics clearly distinguishing between what's appropriate to discuss in an "open" public forum versus offline, keeping it

primarily for marketing specific to PTA.” I have asked them to share their policies and procedures with me.

- III. School Report-** Jen Mehr, Reading Specialist is coordinating the “Partners for Learning” event on November 5th. She is requesting that the PTA continue their partnership with this event by providing entertainment for students while parents participate in sessions on a variety of school/social related topics. This is the 5th year for the program and the PTA began its partnership two years ago. A magician has been used in the past. Lara Barros motioned to approve, Gus Kuman seconded the motion to fund the magician.

IV. Committee Reports

- a. Communications Director: A new position has been developed to help coordinate the communications that go out from the PTA. Beth Negronida has kindly accepted the position, and she will try to help us maximize the effectiveness of communications that we send out.
1. Beth will proof-read what goes out (and remind people to use the PTA letterhead if they've forgotten).
 2. Beth will keep a log for the PTA of how much paper is used for xeroxing and flyers that go home.
 3. She will help with the timing of communications so that we get the best attention from families.
 4. Send flyers/eblasts etc. to Beth at bnegronida@comcast.net so that she can review.
 5. The PTA will work with teachers and other school staff to figure out if there is a system to cut down how many printouts go home to particular families with multiple kids.
 1. Mrs. Mansour suggested that we send teachers an email with a PDF and they can send it to families rather than paper.
 2. Mrs. Stein will speak with teachers to get suggestions and work with Beth to determine a system.
 3. Angel suggested that we speak with our copier company to see if they have any suggestions as to how to cut down the paper.
- b. Fun Fair: Committee meeting will take place tomorrow night at the Skokie Public Library. Preliminary numbers look good, we will have more information after the committee meeting.
- c. Box Tops
- d. Fundraising
1. Spirit wear: Volunteers are requested to help with the distribution of the order this Thursday after school from 3-4.
 2. Gift Cards: The total made with the one-day "Thank-Scrying Day" promotion we did over email was \$194.45.
 3. The Fall Fundraiser packets were distributed to students on Monday, September 29. Deadline for forms is October 15th. Online orders will continue longer. There is potential for an iPad donation to be used as a prize to help encourage sales. The committee is discussing how to implement this prize. They are considering either having the family with the highest amount or having every family that sells over \$100 to be entered into a drawing for the iPad.
 - 4.

e. Health and Safety

1. We are looking for a chairperson and more members for this committee.
2. The committee most recently met in the administration building on Sept. 13 and voted on the type of signs that will be requested from the Board of Education. The BOE is generously paying for 2 solar powered blinking speed signs that will be installed on Howard east and west of the school crossings. (Someday the wish is to have 2 more signs to install on the north & southbound sides on Crawford). Dr. Madl is our committee liaison with Village officials and is working on securing the installation date as well as investigating further protection for the school field (guard rails or cement posts) and additional crossing guards. Meanwhile, it was suggested by Skokie Police that EPS involve parents more in safe transportation practices. Other schools have participated in such programs. PTA has agreed to participate and is looking for parents who are able to stand outside between 2:45 and 3:45 helping to keep traffic moving as the school personnel do in the morning. (EPS is not able to provide personnel in the afternoon). The Safety committee agreed that IF parents are willing to participate in such a position, there will be some light training involved and at least 2 parents should always be out there together. If there is any interest in helping in this role, please contact Safety committee members, Gina Lorenz <gmdl2008@gmail.com> or Claudia Lopez <clopezeps.pta@gmail.com>. Thank you.
3. Walk/Bike to School Day is October 8.
4. Safe Routes to School Initiatives: Claudia had teachers poll their students to see how they get to school.

f. Family Art Nights

1. This tradition at EPS is free and fun for those who are able to come. Students must bring at least one adult family member and everyone can participate in a joint art project. Sometimes it's something you make and take home, sometimes it's something we hang in the school. This year there will be 3 art nights - November, January and March. Specific dates are pending administration approval and will be communicated via flyer and email as soon as they are confirmed.

g. Gym Clothes: no new news

h. Membership: no new news

i. Cultural Arts

1. Face to Face productions is going to perform The Wright Brothers on Monday 11/24. They are going to build an airplane on stage. The company is well aware of the age range of our students and will adjust the content for younger/older audiences.
2. Family movie night: Kim Uribe is working with Mrs. Stein to set up a night.

h. Volunteer Committees

1. Room Parent: All 2014-2015 room parent lists have been submitted to teachers and parents for grades 1-5. Two other documents were attached to the room parent lists including; room parent responsibility and classroom party letter. If there are any questions regarding this information please feel free to contact Claudia Lopez at clopezeps.pta@gmail.com. Thank you to all who volunteered to be a room parent this year!

i. Book Fair: The in school fair will be December 10 – 12, 2014. This year's theme for the Book Fair is **Sir Readalot's Castle! Enter the Kingdom of Books!** Beginning in November, 2014 through the beginning of the book fair, we will be running "Token" wars (Change wars) between the classrooms to benefit All for Books. Our

school collects loose change and dollar bills to buy books for kids needing assistance, and to help the school earn more books/resources. The winning classroom of the "Token" war will receive a PIZZA PARTY!!! If anyone is interested in helping with the Book Fair committee, please contact Kim McKinney at kmcalmckinney@sbcglobal.net.

V. Unfinished Business

- a. Gifts to school: We are working on improving the process for Gift to School fulfillment. A form has been proposed to notify the teachers that the item they requested has been approved. The committee hopes that the form will help streamline the process and make things clearer to teachers as to what has been approved.

VI. New Business

- a. Call for volunteers for upcoming events:
 1. Thursday October 9, after school to help with spirit wear packaging and distribution.
- b. Approval of funding for entertainment for the "Partners for Learning" event on November 5. Please see School report for details.
- c. We encourage any parent who took pictures at the Fun Fair to email them to Gina Lorenz with the children who are in the picture listed. Emailing the picture to her implies consent, so please make sure you crop out or get consent of other children in the pictures. Please send to gmdl2008@gmail.com. Pictures may be used in the next year's calendar.

VII. **Adjournment:** Meeting was adjourned at 8:03

The next PTA meeting is set for November 4th at 7pm in the Library.

