



## MSN PTO Meeting Minutes Monday September 11, 2023

**Attendees:** Allison Clark (President), Srimala Kantamneni (Co-Vice President), Jennifer Werthman (Co-Vice President), Kirsten Gimm (Treasurer), Whitney Smith (Corresponding Secretary), Kim Conrad (Recording Secretary), Brooke Crowley (Assistant Principal), Jill Kragseth (Teacher Liaison), George Allen III (parent), Kelly Cranstoun (parent), Theresa Lipari (parent), Chrissie Looper (parent), Lisa Rucker (parent), Monica Mery-Zaro (parent)

1. **Welcome** – Meeting started at 7:05 p.m. Allison welcomed all attendees.
2. **Recording Secretary** – Kim Conrad
  - a. Roll Call – attendees recorded. May 8, 2023 Meeting Minutes were approved during an Executive Board meeting on August 21, 2023
  - b. NFP Annual Report has been filed
  - c. Meeting Minutes will be submitted to the office and posted on the D95 website per our bylaws
3. **President’s Report** – Allison Clark
  - a. **District Updates**
    - i. District is utilizing its new strategic plan “Empower 95”
    - ii. District is in the process of adding a new layer of security at all schools (pre-screening buzzers at outside doors, additional screening buzzers in the vestibule) Some parents have been confused (some buzzers are not fully functional yet), so we suggested a communication from the school administration to parents with new procedures once it is fully functional
    - iii. District is auditing all foreign language classes (including English language learners programs)
    - iv. High School is moving to a central PTO instead of individual booster clubs for each sport.
  - b. **Foundation Updates** Foundation is now working to create its own strategic plan to coincide with the Empower 95 plan.
  - c. Upon review of the PTO budget, the Board is wondering if there are any additional enrichment opportunities for the PTO to fund? We still have funds available for cultural arts and would like to use them on something that will enrich all students. Brooke will mention at a staff meeting to see if any ideas can be generated.
4. **Vice Presidents’ Report** – Srimala Kantamneni & Jennifer Werthman
  - a. 2023-24 PTO calendar is set. Staff appreciation week is set district wide for May 6-10<sup>th</sup>.
  - b. We still need Committee Chairs for Activity Nights, Red Ribbon Week, Dine and Share.

- c. The Board provided a copy of proposed amendments to the PTO bylaws. They had also been previously posted electronically to MSN parents. Most of the edits reflect how the PTO has already been operating and do not involve substantive changes. The only substantive change is reducing a quorum for a vote from 8 to 5. Allison Clark moved to approve the new bylaws, and Theresa Lipari seconded. No one opposed any changes to the bylaws, and the motion was approved unanimously.
5. **Principal's Report** – Mrs. Crowley
  - a. Clubs and sports are in full swing. MSN is bringing back the Art Club and the yearbook has new sponsors.
  - b. Fall testing is complete, and results are available for viewing.
  - c. MSN is working on its school improvement plan which will be presented soon.
6. **Teacher Liaison Report** – Jill Kragseth
  - a. The back-to-school lunch went well and was much appreciated.
  - b. MSN has a lot of new staff, and Jill will continue to remind staff of the availability of grants from the PTO.
7. **Corresponding Secretary Report** – Whitney Smith
  - a. We will be using Smore for PTO communications. We are still waiting on the emails to be able to distribute the newsletters (October?) In the meantime, Mr. J will include a link to our newsletter in his newsletters, and we have been posting on Facebook.
  - b. In addition to the above, MSN PTO will have a new presence on Instagram and Twitter.
8. **Treasurer Report** – Kirsten Gimm
  - a. Teacher Grants will be open year-round, and we will vote via email if necessary. If someone has an idea for enrichment or career day replacement, he/she can create a concrete plan for presentation to Mr. J
  - b. Kirsten presented and explained the proposed 2023-24 Budget. There are no significant changes in the budgeted items from last year. Kim Conrad moved to approve the proposed budget, and Allison Clark seconded. No one opposed the proposed budget, and the motion was approved unanimously.
9. **Committee Reports**
  - a. **8<sup>th</sup> Grade Celebration** (5/17/24) (SK). Monica Zaro and Lisa Rucker (co-chairs) attended to discuss plans. Per Allison, Mr. J approved having a dance instead of an activity type event, because MSS has one. The PTO sets the budget for the event, so the chairs can come up with a plan within that budget and confer with Srimala. DJ must be from the district approved list, but if none are available, they can always ask for approval (subject to insurance issues). There is no limit on the number of chaperones they can use (the more the better!) Also, based on last year's event, Theresa suggested that there be some alternative activities to keep all students engaged. Monica and Lisa are well on their way to a well-planned fun event.

- b. **6<sup>th</sup> Grade Scavenger Hunt** (8/7) Kim Conrad chaired this event. It was well attended by 6<sup>th</sup> graders (approximately 140 students). The bin with all supplies is back in the closet, and the event is fully prepped for next year and a new chair.
  - c. **Hospitality** (SK) Kelly Cranstoun is our new chair. She attended the meeting to discuss future plans. Whitney Smith (who previously handled Hospitality) offered options and explained how she organized the meals in the past.
    - i. **Back to School Lunch** (8/16) Event went well. Food was ordered through Mariano's, and a few items were supplemented by parent donations.
    - ii. **Conference Meals** (10/27 snacks, 11/2,11/9 meals) Kelly will reach out to local restaurants to set up meals, and will supplement with a SUG for parent donations. Based on the overall budget, she can decide to what extent she will utilize catering versus parent donations.
    - iii. **Stock the Lounge** Jill said that the first week of December is a good time due to testing going on – would be a good treat for staff. The second, Spring “Break”fast can be done the week before spring break. Theresa offered to share her SUGs with Kelly to get an idea for what has been done in the past.
  - d. **Social Events/ Dine & Share** (SK) No chair yet. We have an event scheduled for November 14<sup>th</sup> from 5-8pm at Culvers. This will also be paired with a food drive where Culvers will offer coupons for donations (to be provided to the Hope Collective or another similar food pantry)
  - e. **Activity Nights** (8/23 and 9/8) (JW) Kathie Kim and Sonia Sheware ran the 6<sup>th</sup> grade activity night, which was well attended. We do not have a chair for the other activity nights, so MSN staff ran the all-school event on September 8<sup>th</sup>. MSS will host the winter combined activity night (date TBD as it is changing), and we will host the combined spring activity night in February.
  - f. **MSN Connect** (JW) Whitney Smith said the committee is up and running and coming up with ideas for service. The plan is to have 4 after school actions. Jenni Amberg will also be working with the committee to come up with a service event that the Girl Scouts can sponsor. If anyone has any service ideas, please let the committee know. Kelly Cranstoun mentioned that she has a relative in Harbor Chase in Long Grove, and there are many different opportunities for students to volunteer to help and socialize with the residents.
  - g. **Beautification** (SK) Mums have been planted in the front planters. Chrissie Looper offered to give the chairs all of the decorations used in the past. Brooke said she put in a work order for regular watering of the pots.
  - h. **No Stress Fundraiser** (10/16-27) (JW) Jenni Amberg is working on putting the materials together.
    - i. **Buzz Book** – Will not publish this year. We only had a couple requests last year, but we had issues getting approval to publish last year with appropriate security measures in place.
    - j. **Spirit Wear** (JW) Store closed last week and there were over 25 orders
    - k. **Red Ribbon Week** (JW) Scheduled for October 23-27<sup>th</sup>. Activities are set district-wide. Kim Conrad will coordinate since no one has volunteered to chair, but we will also look for a co-chair who could take over next year.
10. Meeting adjourned at 8:29 p.m.

**\*\* Next meeting is scheduled for November 13<sup>th</sup> at 7:00 p.m.**