



# Isaac Fox PTO Meeting Agenda

## January 23, 2024, 6:30pm - 7:30pm

### CALL TO ORDER

**Attendance:** Erica S, Tessa Z, Ms. Culver, Jessica B, Amanda T, Chris W, Karlona B, Andon J, Julie T, McKenna S, Laura S, Michelle B, Katie B, Natasha D, Lauren H, Rosa B, Tavia K, Allana A, Bill S, Tiffani, Jessie L

**APPROVAL OF DECEMBER MINUTES:** <https://isaacfox.lz95.org/students-parents/isaac-fox-pto>

**\*Approved by Erica & Tiffani**

### PRESIDENTS' REPORT (*Tessa Zevallos & Leah Kahoun*)

- ❖ Seeking Treasurer(s) & Secretary for 2024-2025 School Year! (2-year terms)
  - Both serve on Executive Board of PTO
  - Secretary Role:
    - Manages family directory
    - Takes minutes during monthly meetings
  - Treasurer(s) Role:
    - Manage annual PTO budget - and create monthly reports to PTO
    - Track income and expenses in Quickbooks (check mailbox and PayPal regularly)
    - Manage reimbursements to PTO members
    - Manage payments to external vendors
    - Maintain 501(c)3 non-profit status
- ❖ Afterschool Programming Updates- Chess Scholars info will be out tomorrow, Young Rembrandt/Art begins tomorrow, and Sticky Fingers begins this week too and there is still space available to join these classes.

### VICE PRESIDENT'S REPORT (*Lauren DeGiulio*)

- ❖ Enrichments- All enrichment committees are in full swing and are in the process of planning and setting up vendors. We are excited to begin to scheduling these events

### TREASURER'S REPORT (*Sandra Cukierski*)

- ❖ December 31, 2023 Financials
  - We are in a really good place financially.
  - Updates since last Treasurer's Report
    - We paid our Holiday Marketplace invoice so the current report shows our net profit. (\$2,208.65)
    - We reimbursed the Hospitality Committee for teacher's conference dinners in the amount of \$855.44.
    - December Mom's Night Out was covered by the participants who attended.

- Student payments for participation in the Talent Show and the Musical came in.
- The teacher grants were funded as approved previously by the Expenditure Committee.
- Another installment for the Musical was due. \*\*\*\*\* NOTE: The current total for the musical in this Report does not reflect a voided check for a prior deposit that the production company never received or cashed. A new check was issued and a stop payment was issued on the first check (\$2400). As soon as the bank statement reflects the stop payment, the treasurer's report will as well (likely next month's Treasurer's Report will incorporate that and then will be a truer reflection of where the musical stands in relation to the budget).
- No changes to the Literacy or Library Funds.

❖ Please request reimbursement within 30 days of events: <http://bit.ly/459Y3Xe>

#### **SECRETARY'S REPORT (*Erica Saviano*)**

❖ Directory Spot Update - [No Update](#)

#### **COMMUNICATIONS COMMITTEE REPORT (*Liz Cronin, Erin Vance, Chris Warren*)**

- ❖ Please make sure you include social media friendly images with your post requests (JPG or PNG - **please avoid PDF files**) - and **include full links** not just QR code images
- ❖ If you need something posted ASAP please text Erin 847-414-2060
- ❖ Fox Tales content should be emailed to [elizabethcronin10@gmail.com](mailto:elizabethcronin10@gmail.com) on Friday before:  
**Bi-weekly Tuesday Schedule: 1/30; 2/13; 2/27; 3/12; 4/2; 4/16; 4/30; 5/14**

#### **COMMITTEE REPORTS (*RECENT EVENTS*)**

- ❖ **Parents' Night Out Committee (*Erica Saviano, Karli Barber*)** - *December Event went really well, the leftover gingerbread houses were donated to the teachers who seemed excited!*
- ❖ **Spirit Wear Committee (*Gina Gargano, Rosa Burgraf*)** –
  - ***Spirit Wear shop is currently OPEN - Sales have been extended through Friday, February 2nd!***
  - *As of yesterday, 11 items have been ordered and Melon Ink requires at least 24 items for processing. Please place your orders soon if you plan on ordering; this is the last sale of the school year.*

#### **COMMITTEE REPORTS (*UPCOMING EVENTS*)**

- ❖ **Musical Committee (*Gina Gargano, Jessica Burzawa*)** - *Practice is in full swing, and February 1st is our first practice with the production company! We can also use more sponsor if you know of a company willing to participate!*
- ❖ **Talent Show Committee (*Julia Siska, Katie Muhtar, Irene Belcher, Tessa Zevallos*)** - *Please join us on Friday at 7pm! Admission is \$2!*

- **Seeking Concession Donations:**  
<https://www.signupgenius.com/go/10C0C44A4AC2AA1F58-47331955-talent>
- ❖ **Bingo Night** (*Lisa Chua, Mallori Millen, Andon Jacob*) *Friday February 23rd, more info to come next week in the FoxTails!*
- ❖ **Family Roller Skating Party** (*Katie Babicz, Megan Sugrue, Michelle Biro, Stephanie Jacklow*) *Sunday March 10th from 10:30-12:30, more info to come soon!*
- ❖ **Heart Health Committee** (*Keali Riolo, Tiffani Floros, David Serowka, Stephanie Petrykowski*)
  - *Heart Health BINGO cards will be distributed to classroom teachers. Students are to complete one row of activities to get a BINGO and win a prize. A small portion of the student body participated last year, so we have plenty of extra prizes (heart stress balls) leftover to hand out this year.*
- ❖ **Room Parent Coordinators** (*Nina Larson, Jen Johnson*)
  - *Valentine's Day is quickly approaching! All parties will be on February 14. Room parents should reach out to teachers for the time of the party. 4 volunteers are allowed in the room. Please send Nina the list of volunteers by February 6. This will give the office enough time to prepare.*

### **COMMITTEE REPORTS (ONGOING ACTIVITIES)**

- ❖ **Restaurant Night Committee** (*McKenna Serowka, Adriana Ostrowska*)
  - *2/8: Restaurant Night @ California Pizza Kitchen (all day)*
  - *3/5: McAlister (all day)*
- ❖ **Joanie's Closet Committee** (*Stacey Crossman, Christina Bos*)
  - *The biggest thing with Joanie's Closet is the dance on February 10th 6:00 – 8:00. I'm also going to be working with the nurse to possibly do a snack drive. Some of the other schools have done them, and they have been very successful. I'm open to timing input as we are just in the beginning stages of this.*
- ❖ **Trivia Committee:**
  - *We are on a search for a location, does anyone have any suggestions?*
  - *Date to be determined– April 6th?*
- ❖ **Hospitality Committee** (*Kelli O'Connell, Lana Jo Barringer, Stacey Crossman, Amanda Virgilio, Jamie Kahn*)
  - *No current updates*
- ❖ **Specials Teacher Appreciation** (*Lauren Haddaway, McKenna Serowka*)
  - *In December PTO provided a lunch for office staff, and it was greatly appreciated*
- ❖ **Stock the Teachers' Lounge** (*Ashley Pettis, Amanda Virgilio*)
  - *We had a really big stock up after Thanksgiving Break and will plan to do another one after Spring Break. -Ashley*
- ❖ **Yearbook** (*Erin Vance, Corrie Taylor, Jen Stanko, Chris Warren*)

- *Page Layouts are all done - we just need the photos to start filling in content!*
- ❖ **Landscape Committee** (Stacey Crossman, Jessie Larson, Amanda Virgilio, Katherine King)
  - *Spring Cleanup is coming after winter winds down!*
- ❖ **Birthday Books Committee** (Ashley Pettis, Jessica Gold)
  - *Transitioning this program to an amazon wishlist. Parents can now shop for their kids Birthday Book from home and be a part of picking out the book with them. The books will be sent direct to the school where we will add our special label and birthday bookmark. See the QR codes with the flyers being sent home or check out the Library Birthday Wish List link in fox tales.*
  - [https://www.amazon.com/hz/wishlist/ls/2O0OT2WBVI9XT?ref\\_=wl\\_share](https://www.amazon.com/hz/wishlist/ls/2O0OT2WBVI9XT?ref_=wl_share)

### **ADMINISTRATION & TEACHER REPORTS**

- ❖ Principal's Report (Ms. Culver)
  - *2/16 early release day @ 12:50*
  - *2/19 No School*
- ❖ Teacher's Report

### **IMPORTANT UPCOMING PTO DATES:**

- ❖ 1/8 - 2/2: Winter Spirit Wear Sales
- ❖ 1/26: Talent Show (7:00 p.m @ MSS)
- ❖ February - Heart Healthy Month
- ❖ 2/8: Restaurant Night @ California Pizza Kitchen (all day)
- ❖ 2/10: Joanie's Closet Dance (6:00 p.m. - 8:00 p.m.)
- ❖ 2/14: Classroom Valentine's Day Parties
- ❖ **2/20: PTO Meeting (6:30 p.m.)**
- ❖ 2/23: Family Bingo Night (7:00 p.m. @ MSS)
- ❖ March 10–Family Roller Skating Party 10:30-12:30