

PTO Meeting Minutes

September 17, 2025

Meeting called to order at 6:08 pm by Catherin Glidden.

Katie Taylor-Couturiaux motioned and Elizabeth Reigle seconded, to approve the meeting minutes from the August meeting.

Attendance

Catherine Glidden: President	April Huckstadt: Membership Toolkit
Elisabeth Reigle: Vice President - IS	Monica Trent: Yearbook
Katie Taylor-Couturiaux: Vice President - ES	Heather McNelis: Yearbook
Yoon Chung: Vice President - Preschool	Caitlin Kramer: Back to School Bash Chair
Jennifer Knop: Secretary	Guests:
Amber Rychlik: IS Teacher Representative	Veronika Wepler
Gina Ney: MS Teacher Representative	Laura Selzer
Chloe Erkman: ES Teacher Representative	Courtney Billittier
Trisha Kocanda: Superintendent	Ha Pham
Beth Carmody: ES Principal	Claudia Romer
Aga Macoch: School Board	Aileen Veldhuizen
Stacie Brown: Special Events Chair	Karla Filian
Suha Dimon: Art Awareness Chair	Brittany Ricci
Aimee Briggs: Email Communications	Maggi Bushmaker

Reports:

President's Report: Catherine Glidden reported. Picture Day was last week. Elementary School went smoothly. Intermediate School started off a little more chaotic, but worked out in the end. Lincoln and Middle School went well. Room Parents have been chosen and the Room Parent meeting will follow tonight's PTO meeting. There are only a couple teachers that still need a room parent in the K-5 buildings. However, many of the preschool classes still need a room parent. The "Favorite Things" forms will go out to bus drivers and Specials teachers soon.

Stacie Brown reported. Thanks to Caitlin for a successful Back to School Bash. The MAP Picnic (\$200) and Kindergarten Kickoff (\$250) received donations from the Kona Ice truck that was present at both events. The Spirit Wear order for PTO has been placed. Fourth night selections will be going out soon to teachers. Volunteer lists will be sent to each committee chair shortly.

Vice Presidents' Reports:

Lincoln School: Yoon Chung reported. Picture day went great. Teachers put in a ton of effort to encourage smiles. Curriculum night is tomorrow at 6:30. We will be trying to recruit more room parents at Curriculum Night.

Elementary School: Katie Taylor-Couturiaux reported. Kindergarten Kick Off was a great event. Reading Rally will be held on Nov 21 with the Book Fair running that week as well.

Intermediate School: Elisabeth Reigle reported. The Intermediate School is still in need of two room parents. Starting the planning for Truck or Treat, happening next month. The Halloween party host sign up went live last Friday. Sign up closes on Sept 25. If you are chosen, you will be notified by Oct 3. The Mums fundraiser pick up is this Saturday from 9:30-12:30. This year's fundraiser went well, but was a little lower than previous years with 35 orders this year, down from 70 orders last year. Final numbers will be shared next month.

Middle School: No report.

Treasurer's Report: Danielle Coughlin reported via email. While it looks like we are in a deficit, we're actually in good shape. These numbers were run early in the month, so many earning opportunities hadn't been credited yet.

Jen Knop reported. Both of the newer bank accounts have now been closed. All funds have been moved back to the established Mundelein Community Bank accounts. Also, we need to officially approve the 2025-26 Budget. There are small increases recommended in three areas. Yoon Chung motioned to approve the budget. Elizabeth Reigle seconded. All were in favor and the Budget passed.

Mundelein Comm. Checking Balance as of 8/29/25	27,754.88
Mundelein Comm. Savings Balance as of 8/29/25	26,104.18
Republic Bank Checking Balance as of 8/31/25	0
Republic Bank Money Market Balance as of 8/31/25	15,013.44
Less: Committed Funds	71,072.40
Uncommitted Funds as of 8/31/25	(2199.90)
Balance available for 2025/2026:	(2199.90)

Principal's Report: Beth Carmody reported. Great kick off to the school year! Thank you for the Picture Day help, it went incredibly smoothly - amazing that they can turn over another class every five minutes. All of the schools are holding fire drills, but they have been publicized in the newsletters so that parents are aware and can help provide support. Curriculum nights had a great turnout, but the timing might be adjusted next year to allow even more parents to attend. Lincoln's Curriculum Night will be Sept 18 from 6:30-7:30. The Elementary School appreciates your consideration for their funding request.

District and School Board Report:

Aga Macoch reported. Our last board meeting was August 27. They approved the renewal of the elearning plan in lieu of snow days. There was also a hearing for the sale of bonds for safety measures and maintenance - including swipe card readers outside classroom doors. The Board will look to approve this at the next meeting. We honored Brent Burger, the Middle School band director and also the 2025 state qualifiers for track and wrestling. There was a presentation on budgets and annual goals. The next meeting is Monday.

Trisha Kocanda reported. It's been a great start to the year. The Back to School Bash was well-attended and a great night! Intermediate School teachers have moved Makerspace and Technology into the Den space over the summer to create a STEM hub-type setting. The Middle School is now piloting a couple of new 8th grade electives, one of which is about video production.

We will be sending out a survey about next year's calendar regarding the start date. Mundelein High School will be moving their start date back until after Labor Day, with classes running until the 2nd week of June, due to renovation construction. Currently, approximately 80% of Fremont students attend MHS, or have connections to that community. We will be offering two choices in the survey, that will poll parents, teachers, and staff: Option one is a school year that runs Aug 20 - June 2; Option two is a school year that runs Aug 27 - June 10. We plan to make a decision for next year's calendar by November, at the latest. Regardless, we will be looking into working with community partners about childcare.

At the upcoming board meeting on Monday night, we will be recognizing the Technology Department, and will talk through the annual presentation on student performance. In short, we are maintaining our achievement numbers, however, the state has changed the cut scores, so it looks different. The Board is expected to approve bonds to start work over the summer on expanding the Middle School cafeteria and STEM lab.

The first Parent University will be next Thursday. The topic is safety procedures and protocols. Law enforcement will be here for that presentation as well.

Teacher Reports:

IS: Amber Rychlik reported. Picture Day was a little rocky to start, but smoothed out quickly. Many teachers attended the Back to School Bash. There were lots of food options and it was fun to shop.

MS: Gina Ney reported. Picture Day went great for the Middle School. The PE teachers just step in and take control to get them in line.

ES: Chloe Erkman reported. Excited to learn that Trunk or Treat will be included in the Fourth Night options.

Committee Reports:

Art Awareness – Suha Dimon reported. We will be doing an intro meeting for new parents. We also have the list of volunteers, which will be distributed. Elementary School supplies have been checked. Intermediate School will be next.

Birthday Board – Christie Johnson reported via email. Everything is good.

Book Fairs – Stacie Brown reported. The location will be changing to the Intermediate School media center. Will be finalizing dates for the spring sale soon for K-5.

The Fall Dates for the K-5 Book Fair will be November 14-24, 2025. This will include the Friday of the Reading Rally and the Monday of Parent/Teacher Conferences.

Communications - Aimee Briggs reported. Working on our own newsletter. It will feature more graphics and will be sent out by Nick Brilowski at the District. This should help streamline our information so that it doesn't get as lost at the bottom of the Principal emails.

Fundraising – Rosa Lopez-Washington reported via email. \$182 was raised by Portillo's in Vernon Hills. Next Thursday is a Dine-In night at Panera in Mundelein. We will also be doing a Charleston Wrap sale from October 8-November 3.

Hospitality – No report.

Membership Toolkit - April Huckstadt reported. Membership requests have finally started to slow down a bit. We have been able to respond quickly to any requests coming in.

Picture Day and Yearbook - Monica Trent reported. Received the list of volunteers, and will be reaching out soon. Will be meeting with the new editors later this week. Themes will be decided on soon as well. This year, the Instructional 2-3 class will be included in both yearbooks.

Room Parents - No extra report. (see above)

Special Events – Caitlin Kramer reported. Back to School Bash recap:

- Everything went very smoothly.
- We had enough volunteers, and we were ready on time.
- Lots of kids enjoyed the DJ and the variety of vendors.
- PTO kids meal was a new thing and we sold 40/50, but still made about \$100 in profit.
- Between all the vendors that provided donations from their sales, we made about \$600.

Field Days – No report.

Spirit Wear - Melissa Duitsman reported via email. Our Fall sale ran from August 22 - Sept 5. During that time there were 312 orders placed, up from 301 orders last year. All orders are in production and should be in students' backpacks at the beginning of October. We've also sold quite a bit of Spirit Wear at Meet the Teacher at Lincoln, Kindergarten Kick Off and Back to School Bash. Thank you to all that helped make these sales possible!

Old Business: none.

New Business:

Funding Requests:

1. \$894.00 requested by Kathy Salerno for a field trip to the Kenosha Civil War Museum. This will be something special for the 7th grade students not going to Springfield. It will be for 63 students plus 8 chaperones. Motion made to approve by Elisabeth Reigle, seconded by Yoon Chung. Request approved.
2. \$833.00 requested by Kathy Salerno for bus transportation for the Kenosha Civil War Museum field trip. Motion made to approve by Elisabeth Reigle, seconded by Katie Taylor-Couturiaux. Request approved.
3. \$4000.00 requested by Vena Fersch to change shelves and have browsing bins. These browsing bins will be forward facing shelving to highlight book covers to support visual browsing, making it easier for young readers to discover and choose books that capture their interest. This shelving creates a more inviting and engaging library environment that encourages exploration. Motion made to amend the request to make \$2000 available now, with a further \$2000 available after the November Book Fairs. Motion made by Elisabeth Reigle, seconded by Yoon Chung. Amended request approved.

Adjournment: 6:49 p.m. Motion made to adjourn meeting by Elisabeth Reigle, seconded by Katie Taylor-Couturiaux.

PTO minutes submitted by: Jen Knop