

PTO Meeting Minutes

January 21, 2026

Meeting called to order at 6:10 pm by Catherin Glidden.

Rosa Lopez-Washington motioned and Yoon Chung seconded, to approve the meeting minutes from the December meeting.

Attendance

Catherine Glidden: President

Trisha Kocanda: Superintendent

Yoon Chung: Vice President - Lincoln

Beth Carmody: ES Principal

Katie Taylor-Couturiaux: Vice President - ES

Stacie Brown: Special Events

Rosa Lopez-Washington: Vice President - MS

Courtney Billittier: Parent Liaison

Elisabeth Reigle: Vice President - IS

Melissa Duitsman: Spiritwear

Danielle Coughlin: Treasurer

Caitlin Kramer: Sweetheart Dance

Jennifer Knop: Secretary

Guests:

Amanda Monico: MS Teacher Representative

Ha Pham

Chloe Erkman: ES Teacher Representative

Reports:

President's Report: Catherine Glidden reported. The 2026-2027 school picture contract has been signed. Picture Day for all schools will be Wednesday, September 9; with retakes for all on Thursday, October 22. Eighth grade graduation picture day will be Thursday, January 12, with retakes on February 12. The school store is being revamped for IS - students will shop, but items will be bagged and held by teachers until the end of the day. We are working on dates for school store pop-up shops for classes that got certificates at the various class parties this year. The PTO received a nice thank you note from Honor Flight for their help with the MS fundraiser. There was also a thank you note from the PE and related studies teachers for what we do.

Vice Presidents' Reports:

Lincoln School: Yoon Chung reported. The next parent involvement event is Feb 5. Jim Gil is returning again this year. All party hosts for the Valentine's Day parties have been notified.

Elementary School: Katie Taylor-Couturiaux reported. We are starting to plan the multi-cultural fair and bingo event. All Valentine's Day party hosts have been notified.

Intermediate School: no report.

Middle School: No report.

Treasurer's Report: Danielle Coughlin reported. We are in good shape.

Mundelein Comm. Checking Balance as of 12/31/25	45,060.34
Mundelein Comm. Savings Balance as of 12/31/25	48,122.71
Less: Committed Funds	83,301.04
Uncommitted Funds as of 1/19/26	9,882.01
Balance available for 2025/2026:	9,882.01

Principal's Report: Beth Carmody reported. Thank you for all the holiday festivities in the lounges. Teachers really enjoyed it. Summer school is in the planning stage for Fremont Scholars an Extended School Year. They will run June 11-July 2. There will be a meet and greet for those students on June 10. Summer Adventures in Learning is the elective program that will run June 15-July 2 as a series of one week sessions, with two classes available per day. Registration is now open, and will close on April 10. Finally, the Summer Boost program - which pairs students with a teacher for asynchronous math and reading, will run June 15 - July 24. Prizes for completing the Boost program will be available through the library. Registration for Boost opens in February.

The next community event is the Multilingual night on February 12. We will be hosting the Big Balloon Show.

Lincoln updates - They are excited for the Jim Gil program. They are also happy to share PTO information at the event.

Elementary School updates - They are looking forward to the upcoming author visit. Thank you for the class parties so far. If possible, it would be great if party hosts and art awareness volunteers would share their plans with teachers in advance. Teachers would like to be able to make suggestions and be better prepared for these activities.

Middle School updates - Thanks for kicking off the 8th grade dance planning. Everyone is very excited!

District and School Board Report:

Trisha Kocanda reported. December board meeting recap - approved final tax levy. Reviewed inclement weather late start option. We are watching the weather for Friday very closely to be able to prepare for an e-learning day. Our threshold is -30 with windchill.

We are actively pursuing a bus tracking app. While this is exciting, we need to remember that it is not a perfect science. We hope to pilot on a few routes with a possible launch next school year. We are also looking into a parent pick up app. Currently working with three vendors with demos this will likely take a little longer to implement.

In other news, we are actively pursuing healthy food choices for lunchtime. There were student focus groups, as well as meetings with other stakeholders and we will be implementing some different choices. We are also looking into an alternative for Teacherease. This is also a longer range project, with implementation targeted for Fall 2027.

The next Board meeting is Monday night. We will be officially honoring Mr. Atchley. There will be a mid-year update on strategic goals. Update on area developments - both Round Lake and Mundelein.

Teacher Reports:

IS: Amber Rychlik reported via email. Our winter parties went well and were very organized. We hope everyone had a wonderful break.

MS: Amanda Monico reported. Thank you for the holiday decor. Lots of positive feedback for the newsletters. Staff will be going to the Windy City Bulls game.

ES: Chloe Erkman reported. Excited for the upcoming author visit and thanks in advance for the Valentine's Day party!

Committee Reports:

Art Awareness – Yoon Chung reported. While there has been a delay, we are still planning on launching monthly projects before February if volunteers want to pick up and go. Volunteers are still welcome to do their own projects as well.

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

Book Fair - Jen Knop reported. Middle School Spring Book Fair will be held the first week of March to coincide with conferences.

Communications - Aimee Briggs reported via email. She is getting great feedback on the new email format.

Fundraising – Rosa Lopez-Washington reported. The Chicago Wolves fundraiser was January 17. Brought in \$621. Chipotle dine and share was January 20, this raised a somewhat disappointing \$32. California Pizza Kitchen in Kildeer raised \$472.14. February will be Panera on the 26th. Culvers will be back in May. March 8 is a fundraiser at the Windy City Bulls. Flyers will go out this week. Krispy Kreme will be Feb 1 - March 1. Since this is our first time with this fundraiser we will be offering certificates that buyers can redeem at any participating Krispy Kreme. A flyer will go out soon.

Hospitality – no report

Marketing/Facebook - no report.

Membership Toolkit - no report.

Parent Liaison - Courtney Billitier reported. The next Parent University will be Simply Be on February 3. Book club - featuring "Permission to Feel" has been moved to March 11. While you don't have to read the book to attend, it will be more worthwhile if you have. Trying to plan and build on our events with the idea of a community-wide parent university - but it's slow going.

Picture Day and Yearbook - Monica Trent reported via email. As of last week, there are only 10 families that we still need addresses for from the mailing address issue. I will follow up with them again. The composites/class pictures are in and we are preparing to reach out to the room parents with instructions for them to work on their class pages. The room parents will need to complete their pages by the week of spring break so there is time for the teachers and administrators to review them before we send the yearbooks to print at the end of April.

Room Parents - No report.

Special Events – Caitlin Kramer reported. Everything seems to be in good order for the upcoming Sweetheart Dance. Flyers went home last week. The DJ is booked. We have bakers lined up for refreshments. NJHS has been contacted for volunteers - and all the slots were filled within a day for the games and activity stations. Elisabeth Reigle will be making corsages again and also some flower crowns. There will be dine and share opportunities as well - Tina G's and Pop's Pizza are both on board already. Working on adding a potential bbq place in Mundelein as well. Planning to advertise on social media next week.

Stacie Brown reported. March Madness will be held March 7 at Mundelein High School. Currently working on coaches and teams. Things will be changed up a bit this year. The 8th Grade Dance planning kicks off with the first meeting immediately following this one. The dance will be held May 27. DJ has been secured already.

The mother/son event is slated for May. There was a question on whether it could be moved earlier in the year as that is such a busy month.

Spirit Wear - Melisa Duitsman reported. The next sale will run Jan 30 - Feb 13. Items will be back before spring break. There was a question about how to get this information in the dedicated PTO email. She will also reach out to see if room parents can forward the sale information to families as well.

Old Business: none.

New Business: none.

Adjournment: 7:00 p.m. Motion made to adjourn meeting by Rosa Lopez-Washington, seconded by Yoon Chung.

PTO minutes submitted by: Jen Knop