



## HIGHLANDS PTC MINUTES

September 1, 2009





The meeting was called to order at 9:07am.

The written minutes were reviewed by the members in attendance. Barb Soyak made a motion to approve the minutes from the May meeting and Adamina Podraza Rogozinski seconded it.

The meeting opened with the introduction of PTC board members for 2010 by President, Irene Callam. In attendance were Jeanie Rozner-Vice President, Karen Materick-Treasurer, Jeni Moore-Asst. Treasurer, Shannon Wojcik-Recording Secretary and Stacy Kafkes- Corresponding Secretary.

### **Treasurers Report**

Karen Materick reported there was no revenue posted in August. She reported the following updates:

-  School supplies and wrapping paper orders have been received.
-  Book socks, calendar fees and insurance have been paid; however, no revenue was received.
-  No registration deposits have been recorded to date.
-  eScript not showing revenue in August as no bank statements received.

A complete budget review will take place during the October PTC meeting.

### **Assistant Treasurer Report**

Jeni Moore had no news to report.

### **Corresponding Secretary**

Stacy Kafka has received two thank you notes. The first thank you note came from Tammy O'Reilly on behalf of the Show Choir. She sent a note for the generous donation from the PTC and from the "Art Smart" fundraiser that made a big difference. The second thank you note was from speech dept for appreciation of the back to school lunch.

### **Student Council**

Meredith Stack, President of the Student Council, reported there are over 60 students participating in the student council this year. They are excited about the many upcoming events to bring the middle school students together such as spirit day, red ribbon week, and adding electronic games at upcoming dances. The Student Council Back to School Dance will be held on September 11 at 4:00 in the middle school gym.

### **Superintendent**

Dr Armanetti reported that she WILL NOT be retiring in the school year 2009-2010. June 30, 2010 is her official retirement date.

Dr. Armanetti reported the district is in great financial support. She is very excited about the completion of the parking lot. She highlighted that the parking in front of the school is for the parents, therefore, please use the lot and try not to park on the street. Teachers have moved parking to the church parking lot behind the middle school baseball field. The goal is to help the neighborhood minimize congestion. Dr. Armanetti reported that the Highlands will begin paving the streets surrounding the school very soon and although may pose some traffic challenges, they are working with the contractor to avoid paving during school hours. This will enable the neighbors' use of the school parking lot during non-school hours. She stated the paving did not occur over summer hours was due to the funding of the project. It was federal money and was not allocated for the project until late, and the project could not begin until there was funding.

Dr. Armanetti reported that school was off to great start with a smooth beginning. Dr. Armanetti announced there will be a superintendent search beginning September 3. There is a third party group working with our Board of Directors to help with the search. It will begin with an online survey posted to our website. She expressed the purpose of this survey is to collect input from the community and the Highlands faculty to see what profile of a new superintendent we would like to see. The surveys will be sent directly to this third party group and not to the school board. A link to the survey will be on the web site and she encourages the parents to go online and complete the survey.

Dr. Armanetti also reported an update to the Highlands website with a tab on the homepage dedicated to H1N1. This tab will link you to a whole host of info including links and documents to educate you on the virus, such as, education on teaching kids how to avoid the virus by washing hands at school and at home to keep them clean. She reported the school nurses will be tracking the illnesses and the nurses will send the data to the Illinois Dept of Health and to Cook County Health. This information will be used to stay on top of school closings. Dr. Armanetti expressed that one case in the school will not deem it necessary to close school but if there are sufficient cases, the school will consult with Cook County to make decisions on school closings. Dr. Armanetti encouraged parents to keep kids home that experience illness and not to medicate the child with Tylenol to mask flu like symptoms. She also asked that if one child at home is sick, keep siblings' home also. She stated that if a child is in the nurse's office sick, the child will be isolated from others and will be sent home. Faculty also with symptoms will be asked not to come to school. Dr. Armanetti recommended that working parents need a plan in place for worst case scenarios and their children cannot come to school.

One meeting attendee made a suggestions to hand out wipes or have large gallons of purell as children walk into the lunch room to help with cleanliness and avoid infections.

Dr. Armanetti reported that Thursday night, September 3<sup>rd</sup>, during Open house, each family will be getting a survey regarding the interest in a hot lunch service. She is gathering interest in providing an outside food service hot lunch each day. The company being researched now offers a hot pack and cold pack to select from. The cost of the lunches will be \$2.50-\$3.25 per day and the lunch program will be completely voluntary. The concept is the program will offer flexibility in a child can choose to buy hot lunch one day a week or five days a week. Along with the survey to sample the interest level, a

sample monthly menu will be provided so families will get an idea of foods provided. There will be no frozen food, no cooking on site, and the food menu will be kept simple. Pleasendale dist 107 uses the current catering company investigated. However, if enough interest is raised, the school district will go out to bid before selecting a catering company. If there is enough interest, the timing would be to offer a lunch program by mid-year.

Dr. Armanetti indicated the catering company will be very flexible and very open to working with the PTC to avoid conflicts with the PTC hot lunch fundraiser days. The sales director for the catering company used at Pleasentdale is a parent in pleasentdale so there is no interest in competing with the PTC hot lunch program.

Joan Metz requested the school board keep the PTC involved in the discussion to ensure the PTC stays competitive with fundraising.

Cathy VanSpakeren inquired about the walking lane progress of a dedicated walking lane. Dr. Armanetti indicated that upon completion of the paving, the walking lanes would be created.

Dr. Armanetti finished with requesting help from parents during drop off. She asked that parents pull all the way up to the next car until you cannot go further and then drop off your child to avoid back up of cars down Laurel.

### **Elementary**

Updated from Mrs. Gamester on behalf of Dr. Powers-Richard who could not attend.

Mrs. Gamester announced the back to school picnic for new students and kindergartners was a wonderful beginning to the school year with 100s of people in attendance.

Mrs. Gamester wanted to thank the PTC for a wonderful luncheon on Aug 21<sup>st</sup>.

She wanted to invite all parents to attend the elementary open house on Thursday, September 3<sup>rd</sup>.

Mrs. Gamester wanted to stress the importance of building safety in the classrooms with a DVD, priority is safety with Children. Beyond parking lot safety, September will begin fire and tornado drills.

She announced school picture day will be held on September 24 for the elementary school.

Mrs. Gamester announced that 19% of families prefer paper form of communication coming home with their child or in the mail. There will be a sign up for electronic email distribution, and to call Anne or Ceil in the office to be added to the email distribution list if you are not already receiving emails from the elementary school. When asked, not all information will be electronic. It was stated that some information requires a form and therefore not all will be done electronically.

### **Middle School**

Mr. Papierski first extended a thank you for the back to school luncheon. He reported that registration went without a glitch, in and out within 15 minutes. Middle School open house will take place on Tuesday, September 8<sup>th</sup> at 7:00pm. An email reminder will be sent out to the families.

Mr. Papierski reported students are already participating in the Iron Oaks with fourteen groups per session.

Spin into going Green. Mr. Papierski announced that only 10 parents in the middle school would like hard copy communications. He stated that there are daily announcements being sent home electronically that are a synopsis of what children are getting in the classroom each day so parents can read what is taking place in their children's day.

Mr. Papierski announced a few calendar changes:

The seventh grade Springfield was tentative for Sept 25 and is changed to Oct 2.

Middle school new family pizza night was pushed to Sept 25. He believes there are 12 new middle school families and he will contact those families directly with the date change. Mr. Papierski reported the new family pizza night is a time to welcome new students and their families and to go through the school web sites.

Mr. Papierski reported Beth Eskra is in full swing with fall athletics.

Mr. Papierski reported on evacuation drills and fire drills are planned along with code red drills and cover-up drills are all on the calendar.

Mr. Papierski reported that a "true" home room has been implemented this year. The purpose is at the beginning of each day, students will gather in their home room for ten minutes. He explained that here, a common message is received each morning to all students. He explained this time is used to review such topics as Hornets behavioral ethics, laptop discipline, and next week goal setting program just to name a few topics.

Last, Mr. Papierski reported that there will be four student council dances. This year they will hold two dances at 3:30 (right after school and students do not have to go home prior to the dance) and two dances in the evening at 6:00pm.

### **Elementary Teacher Report**

Mrs. Gamester announced that the faculty is looking forward to the art smart program to begin.

On behalf of the entire staff, Mrs. Gamester wanted to send big thanks for all the PTC wish list items that were granted.

She reported that the teachers were excited about the 5K run this weekend.

Mrs. Gamester announced that on September 8-10, there will be a beginning band and orchestra open house for students and their parents to meet with Mr. Koning and Mrs. Hardesty.

Mrs. Gamester announced there is a lot of new technology in the elementary and the faculty is very excited to put it to use.

### **Committee Reports**

**Art Smart-Middle School** -Sheila Benson reported she is waiting on numbers to report. She reported hot lunch has been moved from Mondays to Tuesdays with the first Hot

Lunch on September 15<sup>th</sup>. The paper copy announcement in middle school had the incorrect date but the calendar and electronic announcement were both correct.

### **Calendar Committee**

Kara Sugarman reported that over the summer, the calendar committee, in coordination with Dr. Powers-Richard, the elementary and middle schools' staff, as well as the PTC president and PTC and committee members, worked with our vendor, AlphaGraphics, to produce the 2009-2010 calendars. This process went very smoothly due to the close collaboration between all key contributors. Calendars were delivered on time for all registration dates. For the October PTC meeting, the calendar committee will provide full details regarding production costs, number of calendars sold and current inventory as these figures were not complete at the time of this meeting. Our next report will also include a summary of how the process was managed for 2009-2010 and any recommendations going forward.

### **eScript**

Maureen Blaber reported 108 families are currently signed up and in June and July there was \$414.65 in donations. She reported five families joined after registration. Maureen indicated a lot of money has been raised with eScript and she encourages more families to join. She informed us that families can select up to three schools to participate with so she wants to encourage the participation of parents, grandparents and neighbors to sign up.

### **Friday night fever**

Colleen Coleman is spear heading this event with a hand-off from last year's chair, Nancy Meinast. Colleen reported the first Friday night fever will take place on September 18<sup>th</sup> and is on the calendar. An electronic flyer is in Mr. Papierski's hand to distribute. The flyer gives information and solicits chaperones. She reported that the district room use application has been completed and a DJ has been contracted for all three events (Sept. 18/Dec 4/March 12). Colleen reported that Chaperones are still needed for Sept. 18<sup>th</sup> and the final pizza order needs to be placed with Nonno's (same vendor as last year). Cash in advance will be requested from the PTC treasurer. A class list for all middle school students needs to be obtained before 9/18 to be used for check-in at the door.

### **Golf Outing**

Jeni Moore updated the results on behalf of Bill Waliewski. Reported only ten golfers have signed up for the outing to date. Jeni wants to encourage more to sign up. Menu volunteers have been select. Many prizes have been donated. Teachers, Faculty, administration are encouraged to participate. The date of the outing is Sept 25<sup>th</sup>. Participation not limited to school families. Reach out to others.

### **Market Day**

On behalf of the Market Day committee chairs Martha Berg and Jill Bonfiglio, Irene Callam reported the first pick up will be on Tuesday 8<sup>th</sup>. She also reported internet and paper orders are due Friday, September 4<sup>th</sup>.

### **Hot Lunch**

On behalf of the Hot Lunch committee chair Alison Credit, Irene Callam reported Tuesday Oct 20<sup>th</sup> will be the first order of the year and it will be with Ledos pizza. On line ordering is strongly encouraged. The committee will be coordinating the list from registration and getting a firm count. The Hot Lunch Committee has received very positive feed back for this years choices and the ease of registering on-line.

### **Room Reps**

In a letter from Blair Ciekko, Terri Keenan and Lynne Hiatt, it was reported that this years back to school lunch on August 21<sup>st</sup>, room parent notification and first day registration went very smoothly. Committee members include: Terri Keenan, Lynne Hiatt, Blair Ciekko (Elem) and Carol Marston and Lori Boo (Middle school). The committee met in late July to begin preparations for the luncheon, created invitations and coordinated with Dr. Powers-Richard and the secretaries to get invitations out to all room representatives, staff and administration. We informed room parents of their selection during that time as well.

Overall, we had very good participation at the luncheon, with about 80 people not attending out of approximately 300 invitees. Serving went smoothly and we had just the right amount of salads. We did have some extra sandwiches. Hospitality was fantastic with providing lemonade and water, and middle school students served it to all guests. We were able to completely set up the room the night prior to the lunch and after cleaning up following the lunch, we set up everything for Monday's registration. Registration was a bit of a challenge this year because of the additional classrooms, but by moving a couple of 5<sup>th</sup> grade tables to the stage area, we were able to accommodate all the tables. One item that made it a bit difficult for room reps during registration is that we did not have complete class lists at our respective tables, only a list of those who paid on-line.

The parent room rep meeting following the luncheon went smoothly as well, as most of this year's parents have been room reps before. Grade levels met individually after the meeting to begin to plan who will be in charge of what parties during the year. We introduced Jeni Moore who talked about the reimbursement policies for the parties.

Parking lot patrol also went smooth, with many room reps pitching in to take a shift. There were also a couple of parents who took more than one shift, so many thanks to all who participated.

### **Music Enrichment**

On behalf of the Dessert/Pizza Day committee Tricia Amonson, Mary Carnevale and Laurie Stevens, Irene Callam reported the first desert day is scheduled for September 25<sup>th</sup>.

### **Social and Hospitality**

Barb Lack and Patty Karpinski reported that social and hospitality will only be attending the elementary open house this year and the middle school open house will be done differently per the request of Mr. Papierski.

They reported the first teacher appreciation luncheon will take place on November 9<sup>th</sup>. Three dates have been selected for the middle school appreciation luncheons and they will be Nov 18<sup>th</sup>, Feb 3<sup>rd</sup>, and May 6<sup>th</sup>. Budgets for the events have not been mailed out but will be officially presented on Oct meeting.

### **Current Events Outdoor Sign**

Liz Wilp is chairing the committee with assistance from Cathy Brom. Nothing to add.

### **Vern Goers/Jewel Shoppers**

Carie Kessler reported that flyers and emails start today. Vern Goers Shop N' Share will begin on Oct 26, with two other dates still to come.

### **Wrapping Paper**

Kathy VanSpankeren reported that the committee went back to Innisbrook as the vendor this year. It was announced that this year has a Jungle theme. Middle school every family has a brochure as family labels were put on each brochure. Elementary brochures will go home on Thursday, September 3<sup>rd</sup>. There will be a display at the school open houses. Kathy announced that Innisbrook has started an online ordering system, whereas a family can place their order on line, print out voucher, and hand the voucher in to school with a check. She reported this will help the committee members keep orders and payment organized. The committee has requested information how to get an announcement on PTC blast or on the website to make announcements for due dates. Kathy was informed to send information to Jeanne Rozner and she can add information to the PTC blast. Jeanne Rozner informed the committee that she can add a link to Innisbrook in the PTC if they send her the information via email.

The committee requested throwing out all old wrapping paper forms from the PTC closet from Mr. Z's (the vendor from last year), and Irene Callam OK'd their request.

### **Brick Pavers**

Joan Metz announced the Brick Pavers fundraiser which is to allow families to buy and engrave bricks, "Buy a Brick, leave a Legacy". More information will be coming out soon regarding the fundraiser.

### **Spirit Wear**

Julie McDermott, Janet Mitchell and Myra Almase report in a written correspondence that Spirit Wear will be adding about 4-5 new items to the choices for this school year. Spirit Wear set up at registration and did sell items. Order forms will be going out soon in the backpacks.

### **Old Business**

Jeni Moore reported that the tile wall added about thirty new tiles over the summer. The wall is looking very nice and still has room to grow.

Jeanne Rozner reported that she will continue to support and maintain the PTC Blast. She will be sending a flyer in the backpacks to inquire if more families want to be added to the distribution list and the instruction on how they go about getting added.

Jeanne Rozner also reported the PTC section of the website has been updated. Grants, wish lists and meeting minutes from past meetings have been updated.

### **New Business**

Irene Callam announced the elementary open house for Thursday 3<sup>rd</sup>. and the middle school open house for Thursday 8<sup>th</sup>.

Irene announced that nominations for the Variety Show fund must be submitted no later than Oct 6<sup>th</sup> when the voting occurs.

Irene announced the next PTC meeting will take place on Oct 6, in the evening at 7:00pm, in the elementary library. The meeting will focus on financials.

Meeting was called at 10:16am.

Attendees of the September 1 meeting included the following:

Dr. Armanetti	Mr. Papierski	Lisa Gamester	Irene Callam
Jeanne Rozner	Karen Materick	Jeni Moore	Shannon Wojcik
Stacy Kafkes	Joan Metz	Barb Lack	Patty Karpinski
Carie Kessler	Robyn Irie Lavaty	Jodi Gezegorek	Adamina Rogozinski
Kari Phillips	Elisa Freimans	Shiela Benson	Sally Wilson-Gamble
Kathy VanSpankeren		Meredith Stack	