



HIGHLANDS PTC MINUTES

October 6, 2009

The meeting was called to order 7:00pm.

The written minutes were reviewed by the members in attendance. Michelle Tabachka made a motion to approve the minutes from the September meeting and Kim Fronk seconded it.

The meeting opened with

Assistant Treasurer Report

Jeni reported that Candy Boskovich provided the spread sheet of all PTC funds collected. Karen Materick transferred the party dues fees from the main PTC account to the Asst. Treasurer Account.

In all, \$5700 was collected for Party Dues in which \$1995 of that total is for the 8th grade party and was moved to that specific account.

Jeni reported that she distributed the room parent totals for K – 7th grade via email to:

Blair Ciecko (Room Parent Committee Chair). Blair in turn sent an email out to each of the Room Parents. Blair's email message read as follows:

Hi all, below, by grade, please see the amount of money you have for party dues this year. This amount is for ALL THREE parties, so each party is allocated 1/3 of the total amount. Hopefully, this will help with budgeting. Thanks to asst. treasurer Jeni Moore for providing these to us.

I don't have all email for room parents, so please feel free to forward this on to any you see I missed. Please let me know if you have any questions. Thanks so much.

Party Dues Allocation

Kindergarten: \$380

1st Grade: \$395

2nd Grade: \$390

3rd Grade: \$515

4th Grade: \$435

5th Grade: \$530

Blair Ciecko sent the middle school room moms, Lori Boo and Carol Marston, the following email message:

6th Grade: \$490

7th Grade: \$570

For your class's party dues. Let me know if there is anyone else representing the 6th, 7th or 8th grade that I might need to pass this info on to. Please turn your receipts in to me within 2 weeks of the event. Let me know if you have any questions.

Treasurers Report

Karen Materick reported via "hard copy" the PTC Annual Budget and her September Expense report.

Karen prepared a document that helps understand the financial picture of the LaGrange Highlands PTC. In her report, Karen explains that the Treasurer's Report is presented and approved at every PTC meeting. This report summarizes deposits and withdrawals from the PTC checkbook. Line items are for each of the numerous committees under the PTC, fundraising activities that are not part of a committee, and for PTC budgeted expenses.

Karen explains further in her report the two primary "funds"- a General Fund and a Music Department Fund.

Karen also details how the PTC spends money. She categorized spending with "Budgeted" expenditures and "Wish List" items. For the 2009/2010 School Year, the PTC is budgeting a total of \$26,325 in expenditures to support and enhance programs and events for the Elementary and Middle Schools. To highlight some of the key allocations, they are as follows:

- Cultural Programs (bringing in outside programs for school assemblies) \$5,000.00
- 5th Grade Heritage Day program, 3rd Grade Native American program, 4th Grade Road to Freedom program \$2,300
- \$50.00 PCard to each teacher for the purchase of items in their classroom \$3,800
- 8th Grade Party and Graduation Reception \$2,100
- RAH for Elementary and Reading Incentive for M.S. \$2,000

Karen summarized with how the PTC raises money and broke down fundraisers into significant fundraisers and smaller fundraisers. In her report, she highlights the significant fundraisers as the intended means to fund the PTC expenditures.

Karen's report can be found on the PTC website if you would like to review in more detail the PTC budget and the expenditures.

Corresponding Secretary

Stacy Kafkes reported there is no new correspondence outgoing in the month.

Superintendent

Dr. Armanetti began with a reminder that tomorrow is "Safe Walk to School" day. She wanted to encourage many to participate. She is hopeful it will be a great day and weather will cooperate.

Dr. Armanetti announced that the township will be adding the walking/bike striping from Wolf to 59th to the school parking lot. Dr. Armanetti has received a lot of great feedback

on new traffic pattern. People are settling in to the new routine and the 59th street change in direction has been receiving very positive feedback

Dr. Armanetti reported on the two available vaccinations for the H1N1, the Nasal spray and a shot. She explained that the medical doctor determines what your child will receive as a vaccination. She announced the Board of Education is considering offering to the school vaccinations. She highlighted that the vaccination is voluntary. Vaccinations during school hours are recommended and Highlands's parents can also get vaccines at school with their school child, but the vaccinations will not open to the community. Dr. Armanetti reported that she will try to get vaccine during school hours and not in the evening. Dr. Armanetti encourages all families with a lot of questions read up on the vaccination. Within next 90 days, the goal is the vaccine will be available at school. Dr. Armanetti concluded the H1N1 discussions by explaining the H1N1 is a 2 phased vaccine, the first will be distributed through school and 2nd will be administered through the families' private doctor.

Dr. Armanetti next discussed safe driving in the school zone. Dr. Armanetti explained there will be a handout regarding cell phone use in the school zone but highlighted drivers will not be able to talk on the cell phone within school property. In her handout, there will be more distinction on the ban, such as, hands-free speaking or just the phone on the ear. Dr. Armanetti wanted to express to all families that speeding in the school zone fine has been increased. She explained the increase in ticket fee goes back to the school district to help educate on safety in the school zone.

Dr. Armanetti concluded with the great response received pertaining to the proposed hot lunch program. She announced the Board of Education has given the district the "ok" to research more offerings and to inquire about a bid. She said they will not enter into an agreement with a company that has a problem with lunch fundraisers.

Elementary

Dr. Powers-Richard reported the elementary school is off to a great start and started with a bang. She announced completion of safety drills, fire drills, and lock down. Dr. Powers-Richard reported that the drills went very well. She explained the drills are required to keep children safe. Fall focus was on the fire drill and tornado drill.

Dr. Powers-Richard reported RAH, the read and grow program, has a "go green" theme. This year each student will get a monthly calendar. At home, you can use this calendar to log reading hours. Parents will then sign off on a reading voucher that your child has read. The student will turn in their voucher and the child will get an incentive. She explained that this year, RAH is not focused on the number of minutes they have read but simply they are reading at home alone or with a sibling, a parent, a grandparent. Dr. Powers-Richard explained she is looking for good quality reading.

Dr. Powers-Richard reported the fall photos have been taken in September and retakes will take place in Oct 26th. She stressed not all students will take retakes, but those

families who would like their child to retake their photo will have the opportunity on Oct 26th.

Dr. Powers-Richard reported preschool screening Oct 9th this Friday, for all 3-5 year olds. This screening is for speech, vision and hearing and overall dept function. She explained the preschool screening is only for parent who have concerns.

Dr. Powers-Richard concluded by just saying sorry she missed the first meeting.

Middle School

Mr. Papierski reported the Millionaire Reading Club has kicked off and the purpose is to encourage kids to read. The program is all on line and the students read books and answer questions provided on line.

Mr. Papierski announced the 7th Grade trip to Springfield took place on Oct 2nd. He reported it was a great day, kids behaved and the kids enjoyed trip.

Mr. Papierski announced Friday as the end of the Block and the kids will rotate their class schedule. He highlighted the importance of the rotation and that the children need to review what classes might be added to their schedule and which ones they might not have in this next block.

Mr. Papierski announced the kick off to Red Ribbon week for the middle school will begin on Monday 19th. He extended the invite for parents to participate. He explained that one week prior to Red Ribbon week, Eddy Slowviski an outside speaker came to the school to speak on the topic of “just say no to drugs”. This years Student Council invited him back from last year as it was such a great speech.

Mr. Papierski reminded all parents that Oct. 21 will be picture retake day.

Mr. Papierski reported Oct 23 ends the first quarter and is a very big day for kids to get all assignments turned in so the assignments will count.

Mr. Papierski announced the 8th grade will take a field trip to the Paramount Theatre. And thanks to Art Smart for their sponsorship of the field trip.

Mr. Papierski announced that on Oct 29th at 7pm the Snowflake presentation will take place and parents are invited to attend.

Mr. Papierski announced Oct 30 from 6pm-8pm the Halloween Dance will take place at school.

Elementary Teacher Report

Mrs. Gamster reported the school store will be Oct 19th in the elementary school.

She reported the 5th grade team met with the art smart committee and dates have been selected for the year.

Mrs. Gamster announced Red Ribbon Week will be the week of Oct 26th and all faculty and students should wear red for Red Ribbon on October 28th.

Mrs. Gamster reported that Halloween parties will be held on Oct 30th with the celebration beginning at 1:45pm with the elementary school parade.

She concluded by extending her thanks for everything and all of your support.

Committee Reports

Irene Callam kicked off the committee reports by first thanking the Hospitality committee for their help with tonight's meeting.

Art Smart

Irene Callam reported on behalf of the Elementary Art Smart committee of Cathy Grundke and Lena Walnut that meetings have occurred and Art Smart will be starting in the classrooms in mid Oct.

Irene Callam reported on behalf of the Middle School Art Smart committee of Sheila Benson and Maureen Blaber. Irene announced that the middle school scheduled a field trip to the Paramount Theatre that will be funded in art by Art Smart.

Brick Paver

Joan Metz reported that the Brick Paver fundraiser is offering families the opportunity to have a brick engraved and placed in the front entrance of the Elementary school. She announced that flyers will be going out as soon as they have been approved. Joan reported that the submission of forms will go on throughout the year. Bricks will be installed during the summer. She is hoping to have a keystone with an engraved hornet installed soon. It is completed and ready for installation. Information will be coming out this week. She reminded everyone, the fundraiser is called: Buy a brick, leave a legacy. Cost is \$60/brick and she highlighted this is a very reasonable price compared to similar fundraisers at other schools.

Calendar

Irene Callam read highlights of the report submitted by Alicia Moore, Stephanie Sisk and Kara Sugarman

Overview

875 calendars were ordered from AlphaGraphics as per the order details from last year.

Distribution Details

The following calendar amounts were provided to the following:

- 70 for the Elementary School Staff
- 50 for the Middle School Staff
- 20 for the PTC Board
- 40 for the District 106 Administration Office, which includes the School Board
- 2 for Grand Avenue Preschool
- 1 for Kensington Preschool
- 2 for Presbyterian Church
- 1 for Highlands Women's Club

The remaining calendars were distributed as needed for registration for Middle School, Kindergarten and Elementary School.

As of September 4th, 2009, approximate calendar inventory is:

- 20 at Middle School office
- 36 at Elementary School office

91 in PTC closet (old calendars from last year were recycled with a few kept for reference purposes)

Financial Details

- The PTC decided that the calendar price would continue to be \$10 for the first calendar and \$5 for the second, the same as last year, even with the increase in production costs.
- PTC has paid \$1852.24 to AlphaGraphics for 875 calendars. It was paid on 8/25 with check #4157.
 - This was an increase of approximately \$700 from last year.
- The Administrative Office has a total of \$5505.00 for calendar sales (internet, cash or credit card) that has been paid to the PTC.
 - This was an increase of approximately \$800 from last year.
- The calendar profit is \$3652.76.
 - This is up slightly from last year, even with the increase in production costs, due to the increase in sales.

Committee Comments and Recommendations for 2010-2011

- The Calendar Committee Chair, along with the PTC president, researched and provided bid information for two different vendors. The PTC made the decision at the end of the 08-09 school year to change vendors from Hunt Printing to AlphaGraphics due to challenges during content population last year.
- The process of gathering and validating dates started earlier this year, which was great. The first meeting with Dr. Powers-Richard was held on June 30th. As a standing principle, the earlier the dates are received, the quicker the preliminary information can be shared with the printer.
- The process of creating and modifying the calendar content was managed electronically this year instead of on paper. Due to this change, the initial content population in July went very smoothly as this process was a true cut and paste effort for the vendor and then committee was then able to review. Just due to the nature of the process, populating the last minute content regarding staff and room parent information as well as last minute additions had a few challenges. Even though the vendor was aware of the tight timeframe, expectations need to be managed even further to ensure this part of the process goes smoother next year.
- Calendars were ready for Middle School registration this year as it was not scheduled as early as last year and was in closer alignment with Kindergarten registration. This was very helpful due to when final information is available regarding staff and room parent information.

Cultural

Both Irene Callam and Dr. Powers-Richard reported on behalf of the Cultural committee chair, Heidi DelliBovi who submitted her report hard copy.

Her report read: “The cultural committee has booked the performance “Hanzel (Franzel) and Gretel”, A Nutrition’s Tale. The performance is a discussion about nutrition with colorful characters. This performance will help students understand the importance of making positive health and nutrition choices and give them the tools they need to stay healthy and happy throughout their lives.”

Directory

Irene Callam reported on behalf the committee. Irene stated that the committee had submitted the flash drive to the printer and that as soon as the directories were printed, the committee would get them labeled and to the school by Friday, October 9th. Irene communicated that Robin made a note for next year’s committee to remind the secretaries that the format needs to be in Word and not in Excel.

Golf Outing,

Jeni Moore reported on behalf of the Golf Outing Committee that the event was held Sept. 26th. Jeni reported that the event had 40 golfers and 46 dinner guests.

Jeni had secured donations from: PTC board members, the Foundation, Océ North America, Ticonderoga/Dixon, Flagg Creek, Wrigley Company, and many Highlands families. The committee received very positive feedback. People thought it was well organized, the food was great, and the timing of the event was perfect – time of day/night – length of time. It was break-even cost-wise.

Jeni shared the following considerations for next year:

Possibly increase fees to include: table décor (for giveaways), dessert (special cake with logo), open bar fees or additional drink tickets (or bring in wine as we did and cover corkage fees), signage materials for mounting signs, tips for wait staff/bar staff, find some sort of entertainment – stand up, open mic, karaoke, student band/guitar player, dj...

Jeni put together the following notes to the next committee chair person:

The facility cannot handle many more than we had – it's small – but worked well. You need a microphone for announcing winners, it was difficult to hear. Timing of the event was challenging. A lot going on at the beginning of the year, we filled up, but just the day before the event, and took many last minute registrations for dinner. Possibly have the outing later in the year, or in the spring might be a better time for the outing. 40 golfers, 52 diners.

She highlighted the comments made on the survey forms distributed at the end of the evening: Flagg Creek was fantastic. The food was great. Flagg Creek donated appetizers. Great donated prizes and awards. A lot of success and fantastic weather. ONLY complaint was NO live band. Wanted 18 holes rather than 9. Future plans next year was to keep to the same size group.

Hot Lunch

Irene Callam reported on behalf of the hot lunch committee of Martha Berg, Kate Brodlo, Alison Credit, Joann McGarry and Kathy Woolfington, The first hot lunch is scheduled for Oct 20th. This year the elementary school will be trying out new system with students having a laminated ticket with meals they ordered. The idea, Irene reported, is school will save on paper and the committee will save time prior to the hot lunch. They are estimating more accurate ordering and the committee can then capture any mistakes prior to the day of distribution of the lunch. Irene encouraged parents to check your child's receipts to ensure accuracy and check with hot lunch committee if there are any inaccuracies. Keep in mind, the school office does not have any record for hot lunches so all communication needs to be addressed to one of the committee members.

Little Caesar's

Kathy Brom reported on the first round of pizza deliveries was today. There are three planned for the year. Kathy reported the committee netted 395 orders from 30 families participating. This fundraiser falls in the smaller fundraiser category with the first order typically being the largest. Kathy reported the ordering tends to decline so she encourages more families to participate in the December and the last one coming in the spring.

Market Day

Irene Callam read the electronic report submitted by Elise Fremanis. There were 67 customers who placed orders in September and the committee made a profit of \$442.05 this month. Pickup for the orders was today, Oct. 6th. Elise reported the committee is becoming more familiar with the Market Day process and they are working very well.

Middle School Special Projects

Terry Lefevour reported that about 23 people attended the Middle School New Family Night hosted by Mr. Papierski. This is an increase from last year's event.

Music Enrichment

Irene Callam reported there is a request that has been submitted for a field trip for the 4th and 5th graders to attend the West Suburban Symphony Children's choir. This trip will take place in the end of Oct. Irene commented that she is very happy to see PTC funds being used to support field trips.

Original Works

Irene Callam said the committee had no news to report

Social & Hospitality

Irene Callam first extended many thanks to the committee for helping set up for this evenings meeting. There was no additional report.

Shop and Share

June Taylor reported on the Vern Goers Greenhouse event is still going on through the end of the month of October. She shared that reminders were going out through the PTC blast to remind families of the very nice stuff they can buy, including the very nice fall mums.

June also reported this month that the Jewel Shop and Share will take place on October 26-28. She said a flyer will get prepared and submitted for approval for the week prior to Halloween. She encourages families to take advantage of this fundraiser as 5% profit will come to school from their spending. June made note that there will be two other dates this year, one in December and an additional one in spring. Fundraising slips will go home with students, but will also be on PTC blast.

eScrip

Irene Callam clarified that eSrip is a Dominick's shopping fundraiser and functions a little differently from Jewel's Shop and Share program.

Wrapping Paper

Kim Fronk reported the sales are down for Wrapping Paper sales from last year and ordering ended last Friday, October 2nd. There were a total of 105 orders placed as compared to 136 orders last year. The financial results are \$11,535.00 compared to \$14,000 last year. Therefore the PTC is looking at approximately \$5,800 in profit this year. The PTC earns a 50% profit from the sales. Kim shared that the orders will be distributed during the November conferences.

Irene Callam added that the PTC offers so many fundraisers as a way to offset those fundraisers that are not doing as well as prior years due to factors, such as the current economy.

Friday Night Fever

Irene Callam reported the first event was held on Sept 19 with 196 students attending. The next event will be held on Dec 4th.

Spirit Wear,

Janet Mitchell reported that the first orders have been placed. She reported that the order was placed in bulk so there will be some extra items for sale. The committee spoke to Mr. Papierski to discuss selling spirit wear at home games and they have put announcements of spirit wear items for sale in the PTC blast. The extra items will be sold on a first come first serve basis. Janet reported the order quantity from families was pretty good. She highlighted that they are selling off much of last year's inventory and that is great. She said the committee has collected around \$3,000 but she was unsure of the total dollars owed for the production of the items ordered. Janet shared the Spirit Wear vendor is R and H, a company Julie McDermott found.

Old Business

Jeanne Rozner reported that all parent volunteer forms have been distributed to the various committee chairs active in the 1st semester. Jeanne made note the only committees still awaiting volunteer forms are the book fair, wrapping paper and faculty help. Jeanne said she would distribute in December a list of all volunteers to the committee chairs active in the second half of the year. Jeanne reported the PTC blast will announce a last request for volunteer forms to be submitted.

Dr. Powers-Richard made a recommendation to specify on the volunteer form which grade parents were signing up to help so that the information could be provided to the grade level teams.

New Business

Michele Tabachka reported the planning for the variety show "Highlands Goes Hollywood 2009" has begun. The selection for the charity took place with twelve nominations submitted. The nominations included the following charities: The Genesis Therapy Foundation Center, CatNap From the Heart, Off The Street Club, West Suburban Humane Society, Child's Voice School, Juvenile Diabetes Research Foundation Illinois Chapter, Garden Center Services, Aspire, Lustgarten Foundation for Pancreatic Cancer Research, Ronald McDonald House Charities, One Step at a

Time/Children's Oncology Services Inc. and Make a Wish Foundation. A document was passed to all meeting attendees with a brief description of each charity. Voting took place and with the election of just one charity, the Garden Center Services was the number one vote getter this year. Garden Center Services was founded in 1956 by parents of children with autism, down syndrome and other developmental disabilities. As the children grew, Garden Center adapted and now meets the vocational needs of over 150 adults with disabilities through two work centers located in Burbank, IL. Unfortunately, these adults continue to sit on the wooden chairs that were donated when the new school building was completed in 1965. Ergonomically designed chairs are needed to maximize the overall health and safety of these adults who sit most of their work day performing light assembly tasks. The chairs cost about \$100.00 a piece for a total project cost of \$15,000. For every \$100 donated, an adult with disabilities has the chance to live a healthier, fuller life. Last year, the talent show raised \$2,000 for Clearbrook with over 175 elementary participants and 30 middle school participants.

Irene Callam announced that the weather was expected to be nice for the October 7 Safe Routes to School Walk to School Day. She recognized Laurie Scheer, Terri Keenan and Beth Tolomeo who have put together a great program to get volunteers coordinated and with checkpoints for children to pass. She reported the PTC has donated water and a snack for the walkers and bike riders. Irene also pointed out that Pleasantdale will have extra emergency vehicles out and checkpoint volunteers will be wearing bright orange shirts. Toe tags were distributed to each child in elementary and middle school with a reminder of the date. She concluded with the checkpoints will be out after school to help students home as well as to school.

Irene Callam announced the District Foundation movie night taking place on October 16th, Friday. The event will be held in the Elementary multi purpose room.

Irene Callam announced that the District 106 Foundation will have an early bird drawing for a table for 10 at trivia night with a catered.

Irene Callam announced the Book Fair taking place on Nov. 11.

Irene Callam announced the date of Feb. 28th for the Highlands Chicago Wolves night. She said it is a great event and all seats sold to Highlands's family are together and the group sits as a block. Tickets packages include a meal and souvenir puck or hat. She said more information will be distributed as it gets closer to the event.

Meeting was called at 8:17

Attendees of the October meeting included the following:

Dr. Armanetti	Mr. Papierski	Dr. Powers-Richard	Lisa Gamester
Jeanne Rozner	Karen Materick	Jeni Moore	Shannon Wojcik
Stacy Kafkes	Irene Callam	Barb Lack	Phil Palmer

Sean Conboy
Michele Tabachka
Jean Gronke

Nibra Robinson
Chris Salvato
Kathy Brom

Lynn Hiatt
Janet Mitchel

Kim Fronk
June Taylor