

MEADOW GLENS HOME AND SCHOOL ASSOCIATION BOARD

MEETING MINUTES

November 12, 2007

President Kilkenny called the meeting to order at 7:10 P.M.

A dedication ceremony was held to honor Kim Hogan with a commemorative plaque for her efforts in making the Peace Quilt. Kim made the quilt in 2002 and was signed by students and teachers. The plaque explains that the Peace Quilt was made as a fundraising effort for the Dan Shanower Memorial. It will be hung next to the quilt for current and future students to appreciate its significance.

A motion to approve the minutes for October 9, 2007 was made by Carla Brinker, seconded by Sharon Rezac. The motion passed.

President's Report (Christine Kilkenny):

- American Education Week is this week. Christine arranged breakfast and lunch for the staff on Monday. The custodians will be given gift cards and teacher assistants will receive hot chocolate.
- The first Office Max Teacher Innovator Award of the year was given to a teacher at Naper School. Please help support the program by nominating a teacher.
- We will continue with the Jaycee's Food Drive and Andrea's Angels book drive for our holiday charity projects. Information on the Adopt-A-Family program will be included on the Jaycee's flyer. Food delivery is scheduled for December 10th. Help may be needed with the delivery, further information will be given.
- \$75 worth of books was raised through Scholastic's One for Books. The books will be donated to Andrea's Angels.
- Christine passed out invitations for the H&S Holiday Party that will be held on Tuesday, December 11th, 7-9:30 P.M. Please bring a \$10 snowman gift to exchange. A sign up sheet for food and beverages was passed around.
- Please make sure job descriptions are up to date and send the information to Cindie Ramm. The nomination process for next year's slate will begin in January.

Treasurer's Report (Lori Halldow):

- The ending checking account balance as of October 31, 2007 is \$33,085.21. Wishlist funds total \$3,000.00 for 2007/08 and \$461.93 for 2006/07. Ending available cash balance is \$7,103.93.
- Lori revised the Procedures for Depositing Funds and Requesting Checks to include information on utilizing the school safe, and allowing only H&S board members or school staff to verify cash deposits. Lori moved the information on making deposits within 2 weeks of receipt and not leaving deposits in the Treasurer's Binder up in the procedures to highlight importance. The revised procedures will be put into the Treasurer's Binder located in the H&S mailbox.
- Funds not used from last year's wishlist will be rolled into this year's funds.

Vice President's Report (Neveen Michael):

- Chuck E. Cheese night made a profit of \$213 with 43 families attending.
- An engraving of an expert from Dan Shanower's essay "Freedom Isn't Free" will be made and hung with the Peace Quilt and commemorative plaque.
- The Parent Boutique is scheduled for December 8th, 10-12 P.M. Vendors will contribute 15% of their sales to the school.

Secretary's Report (Mary Gallagher):

- Mary passed around thank you letters made for H&S by Mrs. White's 3rd grade class.

- Mary reported for Art Awareness, Environmental, Holiday Store, MG Reads, Newsletter, and Room Parents. See reports below.

Principal's Report (Chuck Freundt):

- Mr. Freundt thanked the volunteers who helped bring in food for teachers and staff. It was much appreciated by all.
- The district completed a random phone survey of 400 Naperville residents to determine if the views of those who attended the Touch the Future meetings and tours were the same of those surveyed. The responses showed a major support for renovating Naperville Central. Please check out the district website for further survey results.

Assistant Principal (Christine O'Neil):

- Please sign up for Talk203 if you do not already receive it. Information is sent out regularly every other Monday. The service can be used to communicate H&S information, please contact Miss O'Neil. Please note that it may take a couple of days as the information is sent back and forth to the district for formatting, etc.
- Please be sure to exit the school through the front doors and let others know to do the same.

Art Awareness (Jackie Wilhelm):

- The program is up and running. A volunteer is still needed for Mrs. Sommers' 5th grade class.

Birthday Books (Carla Brinker):

- No report.

Book Fair (Dawn Bakker, Kathleen Wolf):

- Bookfair sales totaled \$8,555.00 with a profit of \$2,000. Julie Kassen received \$200 in vouchers from Scholastic.
- Dawn was told that we have \$700 in a Scholastic account. Dawn is waiting for confirmation. She believes the money may be from a previous year's bookfair. Once verified the money will be used to purchase birthday books.
- The board discussed which vendor to use for the spring book fair: Anderson's or Scholastic. Scholastic provides more promotional material, gives vouchers based on sales, and are less expensive. Anderson's is a business partner and provides the school with author visits. Dawn noted that we can request more soft covered books from Anderson's. Further discussion followed with a motion made by Michelle Wessel to sign with Anderson's for the spring bookfair, seconded by Tracey Schmitz. A vote was taken, the motion passed.

Box Tops for Education (Michelle Wessel):

- Flyers went out this week.
- A bonus certificate worth \$200 was turned in. Michelle does not know where it came from.

Directory/Handbook (Eileen Reedy):

- No report.

Environmental (Angela Pearson):

- Fall clean-up went very well. Fifteen participants with their children had fun. Angela would like the board to consider having the plant sale pick-up midweek. Due to work commitments she is unable to take a half day for the sale. Angela feels a midweek dispersal would be great and parents would be sure to pick up their plants after school.

Gift Card Program (Sharon Rezac):

- Sharon manned a table for gift card sales during conferences but did not get a lot of interest; \$200 worth of cards was sold during the last 15 minutes of the sale. Sharon noted that there was a lot of interest in Spirit Wear and Market Day. She recommends that in the future including all running fundraisers at the H&S table.
- Neveen will work on setting up the H&S table for the Parent Boutique. Sharon has preordered \$710 worth of gift cards for the event. Checks will only be accepted.
- A profit of \$500 was made from this month's sale. Pick-up is scheduled for Friday. The next order which includes the form to contribute to a teachers shopping fund will go out this week. Sharon will also be taking orders for teacher gift funds during the Parent Boutique.

Gift Wrap (Christine Burke):

- Distribution went well. Other than one order with a defected item there were no problems. Christine noted that Innisbrook has a low error rate.

Great Books (Franci Marchio):

- The books used for all grade levels except second have been discontinued. The new books have different stories and will cost \$20 for those participating in the program (students will not be able to purchase for used books as they have in the past). Franci will need to purchase new teacher manuals for approximately \$40 each. The program runs January through February. Information about the program will be sent home next week.
- Franci is an Usborne Books vendor and will be selling at the Parent Boutique. In lieu of the contribution fee Franci will match sales with a donation of free books to the school. If her total sales meet \$500 she will give 50% in books. If her total sales are less than \$500 she will give 25% in books. Neveen Michael made a motion to waive the contribution fee for a donation in books seconded by Kathleen Wolf. A vote was taken, the motion passed.

Health & Safety (Donje Swanson):

- No report.

Holiday Store (Laurie Klass):

- Kids Korner Gift Shop will be supplying the merchandise this year. Flyers will go out soon and the display case will be set up to present some of the items.

Hospitality (Dianne Skrabacz):

- Goodies will be provided at the Holiday Store.

Hot Lunch (Cindy Yuan, Mien Auw, Patti Gustafson):

- Order forms are due November 28th.

LRC Coordinator (Lynn Boswell):

- No report.

MG Reads (DeeAnn Crabill):

- The first meeting to discuss this year's event is scheduled Tuesday, December 11th at 2:45 P.M. in the LRC. The event is scheduled Thursday, February 28th.

Market Day (Patti McKeska, Carol Cianelli, Maureen Guttosch):

- December is cookie dough bonus days.

Memory Book (Kathleen Wolf):

- No report.

Newsletter (Sheila Gallagher):

- Newsletter went out today.

Nominations (Cindie Ramm):

- Please send your committee job descriptions to Cindie.

Parent Resource (Debbie Hojnicky):

- SciTech/Museum of Science & Industry passes are available through January. Contact Shari Ross to make arrangements.
- November is renewal time for the Naper Settlement pass. The cost is \$50. Debbie stated that we have the budget and recommends renewing since the SciTech pass will be discontinued. The stats for Naper Settlement usage is rather low, but Debbie is concerned that some of that may be due to inconsistent record keeping since several people were involved with it. Debbie recommends sending reminder notices through Talk203 to increase usage during the summer months. Debbie will discontinue the program next year if usage does not increase.
- Reorganizing/labeling of resources in the parent library has begun. Eight color coded categories have been established: Parenting; Behavior Modification; Character Training; Education; Recreation; Social/Emotional; Special Needs; Well-Being (Health, Nutrition, Fitness & Safety). The first category being rehabbed is Education. Once it is done the group will be placed on the new mobile cart in the lobby for check out. The rest of the resources will be rehabbed and rotated out as they are completed or as needed. Debbie plans to highlight topics as they relate to the school curriculum, for example, display books about Drugs/Self Esteem during Red Ribbon Week. Debbie's husband fixed the broken shelf, and they are working out the details to add wheels to the cart for ease of moving it.

Programs/Assemblies (Jennifer Schneider):

- No report.

Room Parent Coordinator (Sarita Gilligan):

- Harvest parties went well. Across the board the all school snack was well received. Sarita felt it allowed room parents to be more creative with crafts and games. Sarita is working on the Winter Party.

SFCP (Tracy Schmitz):

- Tracey met with Miss O'Neil and Mr. Freundt to discuss ideas to better serve students and their parents transitioning out of kindergarten into first grade. The newsletter will be used to communicate suggestions to families.
- "Turn OFF the TV" week is being planned for February/March. Tracey is working on activities for the event.

School Store (Brandi Boomgarden):

- A flyer for the digital book timers will be sent out soon.

School Supplies (Vicki Gianacakos):

- No report.

Spirit Wear (Angie Tarman):

- Product will be delivered to Angie at the end of the week. The rhinestone t-shirts are not available yet, but should be in by the end of the month.

Volunteer Coordinator (Cathy Vekkos):

- No report.

Yearbook (Michelle Bratton):

- We have sold 347 books so far with a goal of 400. Last year we sold 360 books in the fall and another 86 in the spring. Michelle asked if we should reduce our order quantity from 450 to 425 books. There will be a cost increase and Michelle is waiting to find out how much. The publisher will send extra books (anywhere from 10-30). If the same sales percentage applies to this year, Michelle estimates we will sell 435 books by the end of the school year. It was suggested that Michelle send out another flyer and have order forms available at the Parent Boutique. Any leftover books will be sold during the spring Ice Cream Social.
- We have a cover winner! Over half the students chose the outer space theme. A message will be sent out on Talk203 on November 29th.
- We need photos!! Please drop them off at the office or email them to Michelle at michelle@bratton.com.

Old Business:

- None.

New Business:

- None.

Lori Halldow made a motion to adjourn, seconded by Kathleen Wolf. The motion passed, meeting adjourned at 8:38 P.M.

Our next meeting will be held on Tuesday, January 8, 2008.

Submitted by Mary Gallagher, Secretary.
November 16, 2007