

Hales Corners Elementary PTO Meeting Agenda
October 18, 2007

1. The meeting was called to order at 7:05 pm. Those in attendance were Rob Chase, Tracy Galewski, Sue Doherty, Jon Richter, Carol Ann Braovac, Jana Knapp, Renee Balcerak, Lori Komasa, Amy Newgard, Laurie Morrison, Eileen Valaitis, Christopher Adams, Mrs. Kenaston, Mrs. Murphy, and Mrs. Janick.
2. The October agenda was approved and seconded.
3. The September minutes were approved and seconded.
4. **Kindergarten Teacher Presentations**
 - Mrs. Kenaston spoke about the writing program – Lucy Caulkins – there are several stages to the program including drawing words, writing out sounds, and finally writing the words.
 - Mrs. Murphy spoke about the reading program – Literacy by Design. Program includes comprehension, vocabulary development, and take home books.
 - Mrs. Janick spoke about the math program – Everyday Math. Program includes graphing, patterns, simple addition/subtraction, and estimating.
5. **Lori Komasa, Principal's Report**
 - Teachers are going to Smart Board training. District bought two boards and PTO purchased one. Mrs. Krall's class is getting the mobile unit. Mrs. Komasa asked PTO to consider buying an extra mobile Smart Board if funds are available.
 - Asked that people donating baked goods to various events label the items either "made with nut product" or "has nuts" or "No Nuts/No nut product". There are a number of severe nut allergies in the school that parents need to be aware of.
6. **Carol Metz, PTO President's Report**
 - PTO supplies have moved to the new cabinets located near the Lost and Found. The new Die Cut program is in place now. Teachers will put their requests on the clipboard located in the PTO cabinet, volunteers will complete the order, then put them in the teacher's mailbox.
 - There is a new Event Coordinator form to fill out by the coordinator of each event to document the process for future coordinators. Coordinators should make suggestions for improving this form as needed.
 - Changing when money is collected for the next fundraiser and the pros and cons of such a change were discussed. This year's orders are being calculated.
 - Need a coordinator for Sham Rock n' Roll in March. Room, entertainment, and DJ are already booked. If you are interested contact Carol Metz for more details.
 - There are a number of classrooms that are still in need of JA Volunteers. Contact Mrs. Sarenack if you are interested in volunteering.
7. **Treasurer's Report** –The September report was approved.
 - Rob Chase was asking for two basses for the music room to be purchase at \$450 each. Mrs. Komasa was going to look into the school budget for additional funding.
 - Library book vouchers for Barnes and Noble - Fundraiser for HC Library
8. **Committee Reports:**
 - Student Directories Update – Jane is working on putting it together
 - Third Grade Postal Service Date Scheduled (Terry McGlenn)
December 19th 9:45 AM start time – Miss Brehl
February 13th 10 AM start time – Mrs. Singer
March 19th 9:45 AM start time – Ms. Sarenac
May 28th 10 AM start time – Mrs. Nowak

- **Fall Fund Raiser (Carol Metz)**
 - Due date for orders and money was Oct 17th. Will accept until the end of the week.
 - Rally held at end of school day- full school assembly
 - Pick up date is November 13th, reminder will go out prior to Pick up date
 - Should money be due at pick up vs. how it is done now with money due at the time the order is taken and when the orders are submitted to HCE?
 - Advantages and disadvantages of changing when money is due to HCE – Decided that it's better to collect money when the orders are submitted.
- **Reading programs-** Still looking for committee volunteers. Mrs. Fehrenbach is doing a book swap in Spring

9. Other business not on Agenda

- It was suggested that some of the field trips take place on days that the destination offers free admission. For example Betty Brinn is free on Thursdays, Public museum is free on Mondays, Art Museum is free on Mondays. This would save the PTO and parents money on the cost of field trips. Mrs. Komars said she'd look into the various free programs.

10. Motion to Adjourn – 9:05