

Riverside Brookfield High School PTO Meeting Minutes

September 9, 2019

The meeting was called to order at approximately 7:02 p.m. by President Julie Laube. Board members in attendance included Heather DiForti, Meaghan Mathews, Amy Regan, and Cindy Vitek. About 10 others were in attendance, in addition to Principal Freytas.

OPENING CEREMONIES: Julie Laube welcomed everyone to the PTO's first meeting of the 2019-20 school year. At her request, everyone in attendance introduced themselves.

PRESIDENT'S COMMENTS: Julie mentioned that this year the PTO will be looking to spend more money to help students and teachers at RB through philanthropy grants. For example, the PTO Board fully funded the grant request received regarding Suicide Prevention Week, voting to use funds from the interim budget as the Week was this week (before the Board had finalized the PTO's budget).

PRINCIPAL'S REPORT: Principal Freytas reported that this is Suicide Prevention Week; there will be different activities throughout the week, such as making ribbons. Sophomore PSATs are tomorrow. He recommended that parents check-in with their students about their stress levels. This Friday is the first home football game; it will be Senior Night at the game. Principal Freytas talked a little bit about himself: he sees himself as a communicator and wants to share the most important information and news with parents through emails, but does not intend to send emails about every little item; he intends to be present in school and throughout the school (even showing up in unexpected places and at unexpected times), which perhaps will be at first unusual at RB; he thinks that proximity can deter bad behavior; he doesn't want to be simply reactive on student behavior/discipline matters. He also discussed crisis event drills at the school and responded to some questions from parents in attendance.

SECRETARY'S REPORT: Jacqueline reported that she had organized the PTO closet a bit. She also reported on actions taken to publicize the RB Boutique, taking place on September 21st, and to seek donations of dresses and other merchandise: there have been announcements facilitated by Heather on the RB PTO website and Facebook page, with emails to PTO members and on the RB Boutique Facebook page; Jacqueline has posted announcements on the Riverside Exchange Yahoo group, on the Riverside Juniors website, in the RB Landmark newspaper, and in the Riverside Dancing Club website; Jacqueline posted 25 flyers in various locations in Brookfield, Riverside, North Riverside and even LaGrange Park. She reported that a Sign-Up Genius seeking volunteers for Friday's set-up and Saturday's sale will be sent out soon. In general things are proceeding well, but she asked that if anyone knew of more outlets for publicizing the event to Brookfield residents, she welcomes hearing about them. The minutes of the May 6, 2019, PTO Board meeting, which had been taken and typed by Julie Laube, were approved.

TREASURER'S REPORT: Julie Laube presented the Treasurer's Report, as Linda Zanieski was absent. This year the PTO is considering increasing philanthropy grants to around \$4000. In past years, the PTO has had a budget item for Student Summer Enrichment Grants, but has found that the PTO receives only a handful of requests for a few \$100; so last year the PTO donated its Student Summer Enrichment funds to the RBEF, which has an annual budget of about \$30,000 and a mission to spend money on such matters.

Last year, the PTO supported the Guardian Corps of America by facilitating donations of items to be given to homeless military veterans; this year, Julie suggested that the PTO expand its efforts on this activity by: 1) spending funds to reach a broader audience (through flyers, etc.); 2) trying to increase the number of students who participate in the event by making contact with more sponsors of sports teams and clubs at RB, mentioning that this is a good opportunity for students to collect volunteer service hours and be involved in a good cause (last year about 40 students participated in preparing kits for homeless veterans).

Julie discussed the proposed 2019-20 PTO budget, stating that the column in blue shows it. The Interim Budget was approved, with DiForti making the motion and Regan seconding.

Julie also stated that the Audit Committee had been formed.

V.P. COMMUNICATIONS: Heather DiForti discussed how she posts items to the PTO website, and they automatically are made into an email that is sent to PTO members and is posted to the PTO's Facebook page via MailChimp. She stated that she thinks the Facebook posts elicit more responses/receive more attention than does the PTO website.

V.P. MEMBERSHIP: Meaghan Mathews reported that the Membership Directory book is ready to be printed, except for student information that must be received from RB administration. Hopefully she'll receive that information sometime next week. There was a discussion of how the Directory books should be delivered, as in the past the bulk of them were passed out at the August Open House event (this year the student information was not provided by RB in time for the book to be printed in time). She also discussed the number of directories that the PTO should have printed this year (a certain number of extra directories should be printed based on an estimate of how many parents and teachers join during the rest of the school year).

V.P. PHILANTHROPY: Amy Regan discussed the PTO's inventory of decals and lawn signs, reporting that she will be ordering 200 decals and providing details as to which sport and club decals are included. She also will order 50 more RB Senior yard signs as the inventory is <10. Heather mentioned that she is working on the PTO website to allow online ordering of decals and signs.

Regan discussed the three philanthropy grant requests received to date, having provided the Board prior to the meeting with information about the past 3 years of philanthropy grant requests. In addition to the Suicide Prevention Week request that already was approved, tonight the Board needs to consider a request for \$200 to fund Black History Month and a request for \$1600 to partially pay for flying equipment rental and training to allow student actors to "fly" in the fall play, "Peter and the Starcatcher". After general discussion by the Board - including as to

the number of grants the PTO has made to the theater department in recent years, the large amount of the grant request, and the small number of students (<3% of the student body) who would benefit from this \$1600 grant, Meaghan made a motion to deny the \$1600 request, Cindy seconded, and the motion was approved by consensus. After general discussion, Meaghan made a motion to approve the \$200 grant request, which was seconded by Cindy and approved by consensus.

V.P. SPECIAL EVENTS: Cindy Vitek reported on new fundraising efforts and plans. There was a general discussion, which included general PTO members at the meeting, about Dinners Out, including the frequency of Dinners Out sponsored by the RB PTO, the specific dates they should be scheduled (general agreement that holding them around events like Open House and big sporting events), the varying amounts of money the PTO may realize from a Dinner Out, the fact that other community PTOs and groups hold Dinners Out, and the effort required by PTO volunteers to set this up. Cindy and Julie also discussed Market Day as it exists now: all the PTO needs to do is promote Market Day, and need not administer or process orders or organize pickups of the ordered food items, so this may be a worthwhile funding source. Julie also mentioned a fundraising program called That's My Pan, by which people order kitchen gear and similar merchandise; she passed around promotional material.

COMMITTEE REPORTS: Julie Laube reported about the Staff Breakfast on August 26th. She also stated that a Chair was needed for the Staff Luncheon which is scheduled for February 5, 2020. She also reported that there were about 150 families of freshmen and transfer students at the PTO's Freshman Family Welcome.

ANNOUNCEMENTS: The next PTO meeting will be held on October 7, 2019, at 7:00 p.m.

Julie Laube adjourned the meeting at 8:40 p.m.

Minutes submitted by Jacqueline Miller, Secretary