

Riverside Brookfield High School PTO Meeting Minutes

January 13, 2020

The meeting was called to order at 7:01 p.m. by President Julie Laube. Board members in attendance were Meaghan Mathews, Heather DiForti, Michelle Marconi, Amy Regan, Cindy Vitek, Linda Zanieski, and Jacqueline Miller.

OPENING CEREMONIES: Julie Laube led the Pledge of Allegiance.

PRESIDENT'S COMMENTS: Laube said that the Hauser Jr. High PTO had asked her if the RB PTO would like to contribute to Hauser PTO's 50th annual Feed the Community Food Drive. After discussion, the Board consensus was not to contribute any funds; if we did so, the Board would either feel compelled to donate money to other school PTOs within the D208 area or feel that it was treating Hauser more favorably than the other PTOs. We'll help to publicize the event and encourage RB students to participate on the day that the food donations are packaged (DiForti intends to send out an email to RB PTO members and put a post on our website).

PRINCIPAL'S REPORT: Principal Freytas was sick and so did not attend tonight. Julie Laube gave his report. Freytas would like to create a Hiring Committee to fill the Dean of Students position after the current Dean retires; Freytas would like to have 2 parents on this committee, who could come from a parent organization, and he'll be soliciting volunteers in future. Freytas also is considering whether additional "late start" days should be added at RB.

SECRETARY'S REPORT: Jacqueline submitted the minutes of the November 4, 2019, PTO Board meeting; they were approved by the Board without correction.

TREASURER'S REPORT: Linda Zanieski presented the Performance to Budget documents for both the period ending November 2019 and the period ending December 2019. No concerns were mentioned by Board members.

V.P. COMMUNICATIONS: DiForti said that she continues to work on the PTO website, and creates and sends emails to the membership and posts on the website as events occur.

V.P. MEMBERSHIP: Mathews reported that almost all of the PTO's Family Networking Directories for this year have been delivered to members. She'd like to start a group or committee that will take a look at how the PTO can adopt a new membership system. The current system - which involves manually inputting information for every member - is very time-consuming and inefficient (the system is not "updated" from the past year, but rather information has to be inputted for every member including renewing members); this work falls on her and Heather DiForti. The Board discussed this topic, including the possibility of talking with the

Boosters and the Music Sponsors about their membership systems, and even about whether the three parent organizations could benefit from some type of joint system; possibly the expense of software could be shared and the organizations could cooperate to make becoming a member of all three groups simpler and easier for parents.

V.P. PHILANTHROPY: Regan had received one philanthropy grant request since the Board's last meeting. It was a request for \$750 from the Drama Department to fund half of the cost of a choreographer for the Spring musical. The Board unanimously voted to approve the full amount.

V.P. SPECIAL EVENTS: Vitek reported that the PTO's first Dinner Out event of the year was on November 25th (3:00 to 8:00 p.m.) at the Jimmy John's sandwich restaurant in Lyons. Although Jimmy John's generously donated 20% of sales to the PTO, we received only \$86. Vitek raised the issue as to whether Dinner Outs were a sensible fundraising tool for the PTO to continue using; it requires PTO volunteers to do a fair amount of work with the chosen restaurant to arrange the Dinner Out event, to choose a good date, and to publicize the Dinner Out event. Other Board members mentioned that it seems like Dinner Outs have become a less profitable fundraiser for other local organizations that use them. So an issue to consider for the future, as well as finding other fundraising options that would be more profitable with less effort.

Vitek mentioned that although the PTO had a table at Future Bulldog Night on January 8th, there was little interest from parents of future RB students; this may've been because the PTO had nothing significant to handout, or to sell (by contrast the Boosters' table was very busy, in part because they were selling merchandise). Board members discussed whether the PTO should make more of an effort at future events to have some type of handouts or to have merchandise (decals, yard signs, and perhaps new merchandise) that we could sell, all in order to generate more interest in the PTO.

PARLIAMENTARIAN: Michelle Marconi continues to review the PTO Bylaws. One area she'll be changing is to add descriptions of some V.P. roles that have been created in the past few years. She also might edit (and shorten) the lists of duties for some PTO Officers. Marconi is starting to put together the Nominating Committee for next year's PTO officers; she asked for a volunteer for the single Board member who needs to be on the Nominating Committee; she also sought help in identifying 2 general members of the PTO to join the Committee. Board members should tell her if they wish to renew their Board position for next year, take on a new position, or leave the Board.

COMMITTEE REPORTS: There were no committee reports.

NEW BUSINESS: MLK Service day will be on January 20th. Packing the kits for the homeless will begin at 9 a.m. Christine Kawiecki has again organized this event. This year she (and student volunteers from the National Honor Society) have raised \$1000.

The Staff Appreciation Lunch will be on February 4th. Julie Laube, Heather DiForti, and Meaghan Mathews have taken on the responsibility of organizing the lunch in the absence of other parent volunteers. We will send out a Sign-Up Genius seeking food and beverage contributions from parents, and Laube will arrange the primary caterer.

Zanieski led the required Mid-Year Review of the PTO Budget. The Board discussed items that could be closed out soon (such as Directory Advertising under Other Income and Guardian Corps Service Project line items); Zanieski recommended that the Guardian Corps Service Project not be a line item under Other Income next year. Overall, she didn't see the need to amend the budget, as no significant changes in Income or Expenses have been realized or are expected.

ANNOUNCEMENTS: The next PTO meeting will be held on February 3, 2020, at 7:00 p.m.

Julie Laube adjourned the meeting at 8:08 p.m.

Minutes submitted by Jacqueline Miller, Secretary