

## **Agenda**

November 3, 2015

6:00 pm

**1. Call to Order** Natalia Domo vessova called the meeting to order at 6:03pm.

**2. Minutes: Review and Approval of minutes from October 6, 2015 meeting**

Approval of last month's minutes passed unanimously.

**3. Officers' Reports:**

- a. President's Report- Committee reports worked very well this month. Thanks to everyone for the successful Walk A Thon. All committees are invited to review the website which was redone recently. There is a slightly new structure and any issues, please report.
- b. Treasurer's Report – Walk A Thon profits are close to \$10,000. Early Childhood Center donation was sent.
- c. Principals' Report – We are off to a great start. The Walk A Thon was a great success. Family literacy night is Thursday, 11/19 (Frindle).

**4. New Business:**

- a. School assembly for next year proposal by Amy Chaney (attachment) – Amy is working to get a grant and would like to have a book that can be used to record hopes and dreams. It would be presented with a video. The book is meant to be a long lasting book that could be added to as the child ages. This would be dependent on the grant acceptance. The proposal for the grant is \$1500. There would be no cost if the grant is accepted. It would go along with the theme for next year of goal setting. Amy will present the final design of the book to the PTO once completed.
- b. JB Rewards/MANNA Gift Cards: progress update – We are set to launch. The first order would go out 11/9 and would have until the 13<sup>th</sup> for the orders to be collected. There would be two pick up dates – tentatively 11/20 and 11/23. We would launch the second for before Christmas. Maura Hirshaura is a parent volunteered to handle the pick up. Orders can be done online (after verification) or paper. Shipping is \$5 which comes out of the profits and is free if over \$1500. Paper orders must come with a check written to the PTO and MANNA will take the money out of the checking account that we provided. PTO agreed to purchase \$100 worth of \$5 gift cards to be offered at the holiday fair on December 5th for sale. It was also agreed that an informational booth will be set up on December 5th for parents to learn about JB Rewards and/or place their paper orders.

- c. Chicago Wolves: date finalization – March 20<sup>th</sup> at 3pm. The ticket price is \$20.75 and we would get \$4 per ticket back to the school.
- d. Purchase of wireless handheld microphones – Request from the school to fund the purchase of wireless handheld microphones. The microphones are compatible with the system that we have today. The cost of the microphones is \$660 each. We have 4 corded microphones but for the talent show we wanted a cordless microphone to remove the tripping hazard with kids moving in and out. The group agreed on the use of the Instrument Sales funds for the microphones, however, considering the limited budget recommended to purchase 1 microphone at this time.

**5. Old Business:**

- a. Draft By Laws Review and Approval – Following a brief discussion regarding the quorum, number of officers and minimum budget amount, Andrew Graham moved to approve with Erica Vershaw second and all in favor – motion approved to accept By Laws. Heather Wnek moved to approve record retention and conflict of interest policies. Erica Vershaw seconded and the motion approved unanimously.
- b. Classroom Giving Tree Feedback – There have not been too many apples on the tree lately, Mrs. Prentiss will send reminders to teachers and staff to put more apples before the parent-teachers conference and reminders will be sent out to parents to check out the giving tree.
- c. Schwan's Program Feedback – We do not have a check from Schwans yet, the numbers on the website are at ~\$325 so far.
- d. Display Cabinet Ideas - Family literacy night and Winter Fest will be coming up. Erica will work with Mrs. Prentiss and Mrs. Phillips on this.
- e. Movie night volunteers still needed – Inside Out.

**6. Questions on Committee Reports (attached with the agenda back up)****7. Announcements:**

- Chili's 90 day fundraising event starts November 2 - flyer can be attached to the newsletter. Can go as many times as you would like in the 90 days.
- Jennifer must be copied on Word document version of the Newsletter
- All committee chairs to visit the website, check the information and provide feedback

**8. Questions/Comments/Ideas**

- Science night – considering booking Steve Bellevue for the entertainment/science show for \$400. Budget is \$500. A number of dates have been set related to

science projects. Topic help night: 1/5. Intent to participate due 1/15. Help night: 2/2. Science night on 2/25. Science assembly will be set for before science night.

- Family game night at JB Nelson idea presented by Erica Vershaw – board games, parents, kids, sell pizza by the slice. We would like to do this during the winter.
- Stephanie Banahan suggested allowing kids at lunchtime to sit where they want instead of with their class. This could be used as a reward for good behavior maybe once per week. Currently, children must sit with their classroom and some children would like to sit with friends in other classes. Mrs. Phillips suggested to consider this on "crazy days". Mrs. Prentiss agreed to explore this idea and research other schools' practices.

## **9. Adjournment**

Natalia Domovessova called the meeting adjournment at 7:34pm.

### **Attendees:**

Mrs. Prentiss

Ellen Kohlmeir

Erica Vershaw

Heather DeBaun

Andrew Graham

Julie Green

Mrs. Phillips

Heather Tarmichael

Amy Chaney

Katie Yurkewicz

Heather Wnek

Linda Widmer

Stephanie Banahan

Natalia Domovessova

**Committee Reports:****Date:** 10/26/2015**Name of Committee:** Art Appreciation

**Committee Activities Description and Status:** All classrooms have at least one volunteer. Each volunteer was given an informational packet which included where to find artwork, paperwork, and art supplies, tips for a good lesson, a list of the artwork, and a contact list for each volunteer. Presentations in the classroom began in October and can run through May. Volunteers are aware that they can make their own schedule with their teacher and do not have to present every month if that is a hardship. At this point the volunteers are on their own to collaborate with the classroom teacher and do not have to report to me unless they have questions or are need of something.

**Proposals/Recommendations/Motions to be Presented:** N/A

**Requests/Questions to be Addressed:** Every year art volunteers spend their own money on supplies because we never know what we need until we start planning the months lessons. Since we have a larger \$600 budget, I was hoping I can have volunteers save their receipts and be reimbursed. Maybe \$20 a person. I would collect the receipts about three quarters into the school year. Then spend the rest of the budget on restocking the basic supplies. Please let me know if this is possible.

**Submitted By:** Erin Fornelli

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**Date:** 10/27/15**Name of Committee:** Effortless Fundraising**Committee Activities Description and Status:**

For this week, I have an update on our Dining Night Out numbers for October. We have raised \$36.02 from Chick-fil-A and \$122.55 from Pockets.

**Proposals/Recommendations/Motions to be Presented:**

We are about to begin our Chili's 90 day fundraising event. The kids will be getting vouchers sent home with them. We can visit the restaurant anytime between Nov2 and

Feb 2<sup>nd</sup> and present the vouchers. Fifteen percent of the bill will go back to JB Nelson. There is no limit of times a family can visit.

**Requests/Questions to be Addressed:**

**Submitted By:** Annie Hansen

**Date:** October 28, 2015

**Name of Committee:** Teacher Appreciation Committee

**Committee Activities Description and Status:** We are responsible for the teacher's luncheon for fall conferences and teacher appreciation week in the spring.

**Proposals/Recommendations/Motions to be Presented:** Our committee has decided to keep the fall Chili/Soup luncheon the same as last year. We still have spots open for Chili, soup and salad that is needed for November 12th. Our budget will be used mainly for the spring Teacher Appreciation week. We should be able to keep close to last years budget of about \$500.00. Plans for the spring are not finalized yet.

**Requests/Questions to be Addressed:** I request that it is put in this weeks newsletter so we can fill the remaining spots for food donations. I will send over the request to Kathleen Kilburg today.

**Submitted By:** Kathleen Garcia

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1. **Date:** 10/28/15

2. **Name of Committee:** JBN night at the Chicago Wolves

3. **Committee Activities Description and Status:** Not much progress due to inability to make phone contact with Wolves representative. Have written to ask for possible dates beyond Feb. 20.

4. **Proposals/Recommendations/Motions to be Presented:** Hope to be able to propose a March date to increase attendance (Jan 16 date would require ticket sales to be finalized during Christmas break, which I expect would result in smaller attendance.)

5. **Requests/Questions to be Addressed:** Is a March date OK?

**6. Submitted By:** Katie Yurkewicz

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**Date:** 10/28/15

**Name of Committee:** Website & Social Media

**Committee Activities Description and Status:**

Website update completed

New items and announcements posted and up to date as of 10/27

Still to come: Google calendar inclusion

**Proposals/Recommendations/Motions to be Presented:** None

**Requests/Questions to be Addressed:**

Request that Jennifer be added to the distribution list for the Word document version of the Newsletter

Please ask all committee chairs to visit the website, check the information, and send feedback and updates!

**Submitted By:** Jennifer Baerren & Katie Yurkewicz

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**Date:** 10/27/2015

**Name of Committee:** Compliance

**Members of Committee:**

Kimberly Tarver

Katie Yurkewicz

**Committee Activities:**

Presented draft of bylaws and policies. (conflict of interest and records retention)

Documents were posted on the website and invited comment from the membership.

**Activities to Be Addressed:**

Develop audit process in collaboration with treasurer.  
Implement policies, if approved. (see below)

**Proposals/Recommendations/Motions to be Presented:**

Make motion to approve bylaws as presented.  
Make motion to approve Conflict of Interest Policy; consider any changes.  
Make motion to approve Record Retention Policy; consider any changes.

**Submitted By:** Kimberly Tarver

**Date:** 10/29/15

**Name of Committee:** Spiritwear

**Committee Activities Description and Status:** Sale is in progress now. We cannot get any updates or numbers until it is done. Final orders must be submitted by Nov 6. Just in case the website will not be taken down until Nov. 9 after that there is nothing we can do to order more.

We have not gotten much used spiritwear donated back to the school. What has been given back are all walkathon t-shirts.

**Proposals/Recommendations/Motions to be Presented:**

**Requests/Questions to be Addressed:** Is there anyone that would be willing to take over spiritwear for the 2016 sale??

**Submitted By:** Ellen Kohlmeir

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**Date:** 10/29/15

**Name of Committee:** Family Science Night

**Committee Activities Description and Status:** Steve Bellivue is available to give a presentation to the JB Community. He charges \$400.

**Proposals/Recommendations/Motions to be Presented:**

**5. Requests/Questions to be Addressed:**

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**6. Submitted By:** Ellen Kohlmeir

**Date:** October 27, 2015

**Name of Committee:** Book Fair

### Committee Activities Description and Status:

1. The JBN PTO Fall Book Fair was hosted in the LRC the week of October 28<sup>th</sup> 2015.
2. <http://www.signupgenius.com/go/508094eada629a31-book2>  
We had 27 slots out of 30 volunteer slots filled.
3. INVOICE

School Name: NELSON ELEMENTARY SCHOOL Date: 10/06/2015  
Address Line 1: 334 WILLIAM WOOD LN Invoice #: W3427855BF  
Address Line 2: Fair ID: 3427855  
City, State, Zip: BATAVIA, IL, 60510 Account #: 19625  
Chairperson's Name: JULIE PHILLIPS Region ID: 15  
Chairperson's Phone: 6309378400 Rep Code:  
Chairperson's Email: julie.phillips@bps101.net

### BOOK FAIR SALES – INCLUDING SALES TAX

Cash & Checks	Credit Cards	POs	
\$3460.09	\$4639.44	\$0.00	\$8099.53
Total includes any All for Books donations.			
<b>SALES TAX COLLECTED</b>			
Tax-Exempt Transactions	–	\$653.72	
Total Amount Collected (excluding Tax-Exempt Transactions)		=	\$7445.81
Tax Rate (your tax rate is 8.0)	÷	1.08	
Taxable Transactions (excluding Sales Tax)		=	\$6894.27
Sales Tax Amount		\$551.54	
<b>BOOK FAIR SALES</b>			
Taxable Transactions (excluding Sales Tax)			\$6894.27
Tax-Exempt Transactions	+	\$653.72	
Total Fair Sales (excluding Sales Tax)		=	7547.99

### PROFIT OPTIONS



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Your Fair Sales of \$7547.99 entitles you to receive (50%) in Scholastic Dollars or (25%) in Cash.

Scholastic Dollars Value \$0.00

Cash Profit Value \$1887.00

### AMOUNT DUE TO SCHOLASTIC

Total Fair Sales (excluding Sales Tax) \$7547.99

Subtract Cash Profit - \$1887.00

Sub-Total = \$5660.99

Subtract Credit Cards \$4639.44 + POs \$0.00 - \$4639.44

Sub-Total = \$1021.55

Add Sales Tax + \$551.54

Sub-Total = \$1573.09

### CHECK AMOUNT TO REMIT TO SCHOLASTIC BOOK FAIRS

\$1573.09

### OVERALL CASH PROFIT

=\$1887.00

Product Pulled for Family

Literacy Night \$279.88

Total profit= \$2166.88

### Proposals/Recommendations/Motions to be Presented:

### Requests/Questions to be Addressed:

Submitted By: Julie Phillips

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**Date:** 10/25/2015

**Name of Committee:** Student Directory Committee

**Committee Activities and Status:** This committee helps get the A to Z online directory setup each fall for the app the parents area able to use and then gets out the paper copy of the directory each fall. They need to work closely with Ann in the office as far as her getting the info. from Power School once it's finalized the first month of school. That info. is then passed on to A to Z directories and they set up the online portion with the app. and another reminder or two is sent out for parents to verify data, add nicknames, etc. A to Z has a number of templates to choose from once parents

verify and then info. is sent on to Kon Printing in Batavia for the paper copy. There are a number of phone calls to be made to local businesses in Batavia each summer and fall asking if they would like to have ad space in the paper directory for a donation of \$20 to our PTO. This year we had 16 businesses donate money for ad space and 56 families bought paper copies so far. The \$20 from local businesses helps offset the cost of the A to Z company not only setting up the app but the paper format used each year and maintaining our site for the year. There is a \$5 charge for the paper copy each year. It is supposed to be a "cost neutral" service/product provided by the PTO. At the time I'm writing this parents are still verifying data and we hope to get the directory out to parents in November. There was a delay this year due to Power School changing the wording this fall when parents registered as to whether or not parents wanted their info. in the directory and/or year book and many marked this box incorrectly. The office staff worked diligently making almost 100 phone calls to clarify these issues before we could proceed and be certain who wanted their information in or not.

**Proposals/Recommendations/Motions to be Presented:** none

**Requests/Questions to be Addressed:** none

**Submitted By:** Becky Wit

**Date:** 10/30

**Name of Committee:** JB REWARDS/ MANNA

**Committee Activities Description and Status:** Manna or JB Rewards is a fundraising program in which gift cards are purchased at a discounted rate and sold by the PTO at face value.

All families were assigned an individual username and password. An Excel file was created to organize usernames and passwords for each individual family. The excel file has the family's last name, family code, username, password, organization id and youngest child grade and class. This excel file will be used to place paper/pencil orders by Maura H. and allowed Heather Tarmichael to complete the verification process.

JB families that chose to do so, are currently completing the online MANNAPAY verification process. The deadline for completing the process is 11/2. Once this process is complete, all parents that plan on ordering online will be approved to do so. Heather Tarmichael will contact families individually via email when the verification process is complete. This will allow for a smooth transition. At this point we have 3 families officially approved. We have 17 families going through the process. (as of 10/30)

**Proposals/Recommendations/Motions to be Presented:**

1. The first MANNA order will go out paper pencil on 11/9 to all families.
2. The families that are approved through MANNAPAY will also have their specific codes attached to their order forms. The families that have NOT been approved, will only get the paper version of the order form, they WILL NOT have access to online ordering.
3. The orders will be due on 11/13 by 3:30 pm. There will be NO EXCEPTIONS to this. Any forms that are turned in after 11/13 will be returned home. MANNA will block the online ordering after 3:30.
4. Maura Hirschauer will collect the orders on 11/13 and have until 11/15 to place the orders online. This should allow for delivery on 11/18.
5. Once delivered to JB, Heather Tarmichael will pick up gift cards and sort them.
6. Pick up will be on 11/20 & 11/23. Times TBD at meeting. (Maura Hirschauer is willing to do pick up)
7. The second order will go out on 11/27 and will be due on 12/4 no later than 3:30. Orders will be picked up and placed online by the volunteer and are to be entered by 12/6.
8. The orders will arrive by 12/10 and be picked up and sorted by Heather Tarmichael.
9. Pick up will be on 12/14 & 12/15.
10. All orders will have to be signed for upon pickup. I will provide a sign out sheet prepared for the pick-ups.
11. Any gift cards that have not been picked up will be mailed.
12. All checks will be made payable to JB PTO. MANNA will automatically deduct the total funds from the PTO account provided by Linda W.

**Requests/Questions to be Addressed:**

1. Finalize pick up dates & times. Present to Maura H.
2. With the difficulty and delay of the verification process, is everyone ok only permitting families that have completed the process to place orders online for the months of November and December? Should we offer another verification process again in January or February?

**Submitted By:** Heather Tarmichael

## **Description of the Dream Catcher: Capturing the Hearts of Our Students**

Submitted by Amy Chaney

- ∇ I am currently working with a marketing group [Lighthouse Marketing Services, Batavia, IL] to have the design of the ***Dream Catcher*** completed and 250 copies produced. I will bring these books to an orphanage in Haiti on Thanksgiving Day for a mission trip (November 26, 2015). Upon request, I would be happy to send you the final design as soon as it has been completed.
  
- ∇ The book will be 5.5 inches wide and 11 inches high, with 20 pages held together by a spiral binding. The cover and last page will be plastic based, with water resistant pages for stability. Also, the book will be placed in a heavy duty zip tight bag (6 mil. in thickness) with a label matching the book design [also designed by Lighthouse Marketing]; the bags are a crucial part of the durability for the longevity of the ***Dream Catcher***.
  
- ∇ The cover and pages will be printed in full color. Each page will have a unique design to prompt creativity of the child. However, despite the slight design, the page will be left mostly clear to provide open space for the child to place his/her dream on, whether written, drawn or another type of media glued or attached to the page.

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**Front cover before design completed**



**Inside pages before design completed**

