



HORACE MANN ELEMENTARY PTO MEETING

DATE:	Thursday, Sept. 21st
TIME:	7p-8:30p (preceded by the New Family Potluck at 6p-7p)
LOCATION :	In person in the Library
ZOOM:	https://op97-org.zoom.us/j/3257685670#success

ATTENDEES

highlight who is present

2023 – 2024 PTO Board	Board Position	Board Member	Board Position	Board Member
	Co-President	Kate Odom	Fundraising	Kim Luckey
	Co-President	Karley Wyss	Communications	Therese Burkle
	Co-Treasurer	Matt Arata	Volunteer Coordinator	Julie Spyrisson
	Co-Treasurer	Jequeatta Smith	MannPower / Summer Bump	Erica Wessel
	Co-Secretary	Katie Diamond	Principal	Mr. Ali
	Co-Secretary	Brad Rist	Student Support Specialist	Mrs. Pryor
	Diversity	Rachel Zargo Kedra Newsom		
2023 – 2024 PTO Committee Chairs	Committee	Chair	Committee	Chair
	Kindergarten Liaison	Ashley Zak Amanda Shaker	Assemblies	Emilie Caulfield
	Mannapalooza	Gauri Khatkhate	Mann on the Run	Julie Spyrisson
	Social Media	Erin Cottingham	Yearbook	Katie Zapata
	Green Initiative	Chris Anderson	T-Shirts	Kristie Ayers
	Indoor Composting	Melissa Lobring	Outdoor Gardening	Chris Anderson
	Special Events	Maggie Wickett-Altier	5th Grade Ceremony	Lauren Pero and Karen Lareau Patel
	Olympic Day	Pete Wessel		
Other Community / PTO Members:	<i>If large numbers, simply put # parents and # of teachers present</i>		3 parents and 2 teachers	

MEETING AGENDA

Time	Topic	Discussion Leader(s)	Key Meeting Outcomes
10 min	Board Introductions <i>Name, role, and children at Mann</i>	Presidents	Exec board intros only
5 min	Approval of Minutes and Consent Agenda <i>A motion should be made, seconded, and then passed by vote for both previous meeting's minutes and current meeting's agenda</i>	All	- August mins motioned and seconded for approval - September agenda motioned and seconded for approval
5 min	Celebrations and Acknowledgments <i>Opportunity to give recognition and appreciation</i> - Curriculum Night–Amanda Shaker organized and quickly created the childcare sign up! - Indoor compost team-Melissa Lobring, Julie Buchannan, Chris Anderson really pulled this through and are creating a leadership opportunity for our students -MannPower Team was a huge success! Thank you Erica Wessel and the MP team - New Family Potluck–Therese did the heavy lifting, with Erin Cottingham supporting!	All	- Thanks to Amanda Shaker to organizationing child care. - Volunteer signup needed daily for signup to help with composting - Therese Burkle did a ton of work to help with new family potluck, thanks Therese! - Ms. Bolis and Mrs. Miller joined as teacher liaisons
15 min	Principal Updates - Community safety - Brief review of protocol of coming on campus - Request for financial support of after school care (\$1530)	Mr. Ali	- Let staff know if there are unknown visitors – protocol if you are a visitor, wear a pass. - Make sure you sign in every time as a visitor - Leftover funds from previous donor and some Mann family funds to pay for this request ☐ motion to approve \$1530 to pay out of our budget after Angel Funds are exhausted...seconded and approved. All in favor: 17 yes, zero opposed, five abstained to vote.

Time	Topic	Discussion Leader(s)	Key Meeting Outcomes
15 min	• Student Support Specialist Update – Overview and plan of standardized assessments (explain how/why/when a student may be pulled from class for assessment) – Horseshoe Hooray store is coming soon!	• Mrs. Pryor	• Separate setting testing most commonly for makeup testing or for IEP plan • Looking for one more volunteer for horseshoe hooray store. • Mustang stables begin next week.
20 min	• Special Guest Presentation(s) – None	• TBD	•
10 min	• Committee Updates/Reports <i>Refer to attached table</i> – GreenTeam: Lunch composting/recycling seems to be moving along. A lot of students have stepped up to help; it would be great to get more parent volunteers! Julie S. helped create a volunteer sign up, and Julie Buchanan volunteered to manage it and take care of the laundry. Zoey and I are donating extra food to Beyond Hunger and community fridges on Friday afternoons.	• All • Melissa Lobring	• Calm Classroom: all staff have been trained as of 9/6. Surveys will be sent to teachers later in the fall. Teachers have implemented the exercises with positive feedback.
15 min	• Discussion Topics / Business Items <i>New topics; to be identified in advance of meeting</i> – Principal Ali's request to fund TA for a student during MannPower T1 at \$550 – Process for requesting volunteers and getting events added to the PTO calendar – PTO's level of support of safety patrol	• Presidents • Presidents • Presidents	• MannPower will handle the coordination with Principal Ali to sponsor the \$550 • Moving forward: we need to budget TA support after 3P to be inclusive • Kate: Safety patrol went to water park in years past – in budget – student service organizations.
5 min	• Upcoming Events – RunTough for Team Owen -Saturday 9/23	• All	• Ali will be in the dunk tank at TeamOwen block party. Come support! •

Time	Topic	Discussion Leader(s)	Key Meeting Outcomes
10 min	Action Items and Discussion Items for Follow-up <i>Review status of open action items and parking lot items from previous meeting(s)</i> *Note for Oct's agenda* discuss shifting financial responsibility of all TAs during MannPower to PTO (from school)	Presidents	- Ali will identify needs for TA help and teacher help; - Topics to present: who's who at Mann; spotlight people's roles; IEPs, - Kate reached out to Dr. Shah and Luis ?? to discuss progress of swings – will take two to three months to write the proposal in order to present the swing proposal.
5 min	Meeting Adjourned <i>A motion should be made, seconded, and passed to adjourn</i>	Presidents	Motion to adjourn had a second motion and meeting adjourned at 8:07 PM.

Action Items Tracker

Action Item	Date Assigned	Assigned To	Target Due Date	Current Status	Comments
•	•	•	•	•	•

Decisions Tracker

Decision	Date Made	Who Was Involved	Comments
•	•	•	•

Parking Lot Tracker

Parking Lot Item	Date Identified	Current Status
•	•	•

Committee Updates/Reports

PTO Committee	Chair(s) / Team	Major Event	Date	Update	Decisions / Support Needed
• Presidents	• Kate Odom • Karley Wyss	• Welcome Back Coffee & Donuts	• Aug 23	•	•
		• New Family Welcome Dinner	• Sep 21	•	•
- Kindergarten Liaison	• Ashley Zak • Amanda Shaker	• Kindergarten Meet & Greet	• Aug 21	•	•
- 5 th Grade Ceremony	• Lauren Pero and Karen Lareau Patel	•	• Jun 3	•	•
• Diversity	• Rachel Zargo • Kedra Newsom	•	•	•	•
- Assemblies	• Emilie Caulfield	•	•	•	•
• Fundraising	• Kim Luckey	•	•	•	•
- Art Appreciation	- XXXXX	• Art Appreciation	• Jan-Feb	•	•
- Mannapalooza	- Gauri Khatkhate	• Mannapalooza	• Feb 24	•	•
- Mann on the Run	- Julie Spyrison	• Mann on the Run	• May 9	•	• Should we have Mann on the Run this year? • If yes, when should it be? • If yes, what should we change?
- School Supply Kits	- Gina Demes	• School Supply Kits	• Early Jun	•	•
• Communications	• Therese Burkle	•	•	•	•
- Social Media	• Erin Cottingham	•	•	•	•
- Yearbook	• Katie Zapata	•	•	•	•
• Volunteer Coordinator	• Julie Spyrison	•	•	•	•
- Green Initiative	• Chris Anderson	•	•	•	•
+ Indoor Composting	• Melissa Lobring	•	•	•	•
+ Outdoor Gardening	• Chris Anderson	•	•	•	•

PTO Committee	Chair(s) / Team	Major Event	Date	Update	Decisions / Support Needed
- T-Shirts	• Kristie Ayers	• 8/23 return to school • 8/31 room parents identified • 9/8 class mascot and name selected. • 9/29 deadline for room parents to submit t-shirt package. Package includes shirt size, design and color. • 11/13 All shirts delivered to the students.	• Nov 13	•	•
- Special Events	• Maggie Wickett-Altier	•	•	•	•
+ Back to School Bash	• Maggie Wickett-Altier	• Back to School Bash	• Aug 21	•	•
+ Olympic Day	• Pete Wessel	•	• May 31	•	•
• MannPower and Summer Bump	• Erica Wessel	• Fall Sign-up	• Aug 26	•	•

Key Mann Initiatives

Mann Initiative	Chair(s) / Team	Date	Update	PTO Support Needed?
• Kindergarten Open House	• Kinder liaisons	• Aug 21	•	•
• All School Supply Drop-off	• Presidents	• Aug 22	•	•
• Curriculum Night	• Presidents	• Aug 31	•	•
• Picture Day	• N/A	• Sep 7	• Retakes on Oct 26	•
• RunTough for Team Owen	• Julie Spyrison	• Sep 23	•	•
• Custodian Appreciation Day	• Special Events	• Oct 2	•	•
• Walk to School Day	• Green Team	• Oct 4	•	•
• Autumn Garden Clean-up and S'mores	• Green Team	• Oct 6?	•	•
• Fall Bookfair	• NA/Librarian	• Oct 25 – 27	•	•

Mann Initiative	Chair(s) / Team	Date	Update	PTO Support Needed?
• Fall Teacher Luncheon/Coffee Bar	• Special Events	• Oct 26 – 27	•	•
• Halloween Parade	• Principal Ali	• Oct 31	•	•
• Turkey Trot	• Ms. Garcia	• Nov 3	•	•
• 5 th Grade Outdoor Ed	• XXXX	• Nov TBD	•	•
• Winter Choral Concert	• Ms Acosta	• Dec 14?	•	•
• Chicago Wolves Game	• Mr Hayward	• XXXX	•	•
• Winter Bookfair	• NA/Librarian	• Feb 7 – 9	•	•
• Winter Teacher Luncheon/Coffee Bar	• Special Events	• Feb 8	•	•
• Social Worker Appreciation Week	• Special Events	• Mar 4 – 8	•	•
• Instrumental Music Concert	• Ms Acosta	• Apr 3	•	•
• Choral Concert	• Ms Acosta	• Apr 10	•	•
• Administrative Assistant Appreciation Week	• Special Events	• Apr 22 – 26	•	•
• Teacher Appreciation Week	• Special Events	• May 6 – 10	•	•
• Nurses Appreciation Week	• Special Events	• May 6 – 10	•	•
• Bike to School Day	• Green Team	• May 16	•	•
• Spring Sing K/1/2	• Ms Acosta	• May 16?	•	•
• Spring Sing 3/4/5	• Ms Acosta	• May 17?	•	•
• 5 th Grade Concert	• Ms Acosta	• May ???	•	•
• Spelling/Geography Bees	• XXXX	•	•	•
• Variety Show	• XXXX	•	•	•
• 6th Grade Parent Orientation	• XXXX	•	•	•