MANN PTO BOARD MEETING AGENDA

DATE:	Thursday May 15, 2025
TIME:	6:00 PM
LOCATION:	In-person in the Mann Library (2nd Floor)
ZOOM:	https://op97-org.zoom.us/j/3257685670#success

ATTENDEES

highlight who is present

2024 – 2025 PTO Board	**Board Position**	**Board Member**	**Board Position**	**Board Member**
	Co-President	Karley Wyss	Fundraising	Kim Luckey
	Co-President	Julie Spyrison	Communications	Betsy Riley
	Co-Treasurer	Matt Arata	Volunteer Coordinator	Julie Spyrison
	Co-Treasurer	Jequeatta Smith	MannPower	Erica Wessel Pete Senechelle
	Co-Secretary	Maggie Wickett-Altier	Principal	Mr. Ali
	Co-Secretary	Brad Rist	Student Support Specialist	Ms. Breyer
	Diversity	Kate Odom	Teacher Representatives	Ms. Miller + Ms. Bolis
2024 – 2025 PTO Committee Chairs	**Committee**	**Chair**	**Committee**	**Chair**
	Kindergarten Liaison	Ashley Zak Amanda Shaker Anna Kakos	Assemblies	Emilie Caulfield
	Mannapalooza	Gauri Khatkhate	Mann on the Run	
	Social Media	Erin Cottingham	Yearbook	Katie Zapata
	Green Initiative	Chris Anderson	T-Shirts	Kate Odom
	Indoor Composting	Melissa Lobring	Outdoor Gardening	Chris Anderson
	Special Events	Laura Thomphsen Elizabeth Marklein	5th Grade Ceremony	Megan Elsener
	Olympic Day	Adam Petrzelka		
Other Community / PTO Members:	*If large numbers, simply put # parents and # of teachers present*			

MEETING AGENDA

Time	Topic	Discussion Leader(s)	Key Meeting Outcomes
3 min	• **Welcome and Mustang Motto** **Be Respectful Be Responsible Be Safe**	• Co-Presidents	
1 min	• **Board Introductions** *Name, role, and children at Mann*	• Board	
1 min	• **Approval of Minutes and Consent Agenda** *A motion should be made, seconded, and then passed by vote for both previous meeting's minutes and current meeting's agenda*	• All	
3 min	• **Celebrations and Acknowledgments** *Opportunity to give recognition and appreciation* - Ms. Ventura, Mr. McKinney, and TAs for Spring Sing - Mr. Chris, Ms. Aguilar, Ms. E, Ms. Wilkerson, Mrs. Schultz, Ms. Kuffel - Ms. Ventura and Mr. McKinney for Choral Show at OPRF - Laura, Elizabeth, volunteers for Teacher Appreciation Week - Mr. Bigeck, Ms. Shannon for Orchestra - Mrs. Baylian for Book Fair and Yearbook - Second Grade teachers and Mr. Schmidt for the Zoo project - PBIS for bake sale - Mr. Hayward for Can Do - Teachers and parents for field trips - Kim, Julie, Mr. Ali and custodial support for Wicked event - Karley for Taylor scavenger event - Ms. Breyer and parents for Horseshoe Hooray - Chris and Joe for Bike Bus - Betsy for PTO Blast	• All	Lots to celebrate this time of year for so many helpers with Teacher Appreciation Week: Spa Day, Snacks, Coffee, Bulletin in front with the butterflies Choral Shows and spring sings were a hit. Book fair was a lot of hard work to accomplish. THe zoo project was tons of fun. PBIS - Bake sale Beyond Hunger Canned Drive Wicked Event volunteers, thank you! Basketball signup party tmrw night; Horseshoe Hooray store; one last one! The bike bus has been wonderful fun full of energy.

Time	Topic	Discussion Leader(s)	Key Meeting Outcomes
15 min	• **Committee Updates/Reports** *Refer to attached table* – 2025-2026 PTO Board Elections - Co-President: Kim Luckey - Co-Secretary: Jessica Whiting - Co-Treasurer: Amanda Adkison, Sarah Burrows - Fundraising: Devon Brennan - Volunteer Coordinator: Maggie Potthoff - Social Media: Rachel Molter - Indoor Compost: Rachael Bartzen - 5th Grade Ceremony: Gina Demes - Kindergarten Liaison: Madeline Reto, Caroline Abrahams - Special Events Lead: Brittany Scott - T-Shirt Coordinator: TBD – THANK YOU to outgoing PTO Board Members and parents	• Co-Presidents	- *Motion to approve board slate: Karley Wyss* Second: Kristina Maynard 20 Ayes 0 Nays 0 Abstain We thanked our outgoing Board and Chair members The President offered gift cards to outgoing members
15 min	• **Principal Updates** – Planning for 25-26 Logic Model + Dates for parent survey, etc. + Upcoming focus group with Black families + Intending to meet with focus group families 1x/trimester next year – Kindergarten Updates: + Blast Off for Kindergarten - May 18 (10a-12p - Rehm Park) + K family tours in June – Summer workbooks - planning some fall incentives for completion – Hiring Updates: + Staffing and teaching assignments for 25-26 school year + Mann sections are similar to pre-Covid numbers	• Mr. Ali	Next week welcoming black excellence teaching in OP (BTOP); will provide opp to meet at least once per trimester with coordination with families Trying to coordinate family tours; busy time of year with PD programs 8a-6p; looking for a date in June. Summer workbooks arrived - giving students/families incentives (i.e. movie celebration, etc.) Looking for a couple hires: student support specialist and resource room leader (Dr. Holiday is not returning next year) - gaining a part time person as well as a replacement to staff 3.5 teachers for the resource center.

Time	Topic	Discussion Leader(s)	Key Meeting Outcomes
75 min	**Special Guests** - Dr. Shah, D97 Superintendent - Patrick Robinson, Assistant Superintendent of Elementary Schools -		Spirited discussion took place about classroom size, reduction in classes for the upcoming year. Special emphasis for rising 1st and rising 4th grade as they are losing a teacher. There are criteria the district looks at to address needs: scores, SEL, class sizes, IEPs and 504s, etc. The word budget wasn't used but a lot of it seems to hinge around budget. Dr. Shah offered to have a meeting in the fall to discuss the plan for the school year to align resources to support each and every child. She floated the idea of having individual plans for each kid. A parent asked to move the plan up to this summer to plan for this age cohort. Dr. Shah wants to talk to Patrick and Gavin and Principal Ali to see what is viable. Shah: using a enrollment based staffing process -they are sharpening their system - becoming more efficient Dr. Shah is going to send the powerpoint presentation that explains more about the staffing and classroom size criteria used to make decisions. Budget is tight - in order to reduce class sizes areas would need to be cut. Question: is rising 1st grade a set no to keep the fourth section? It's not a hard no, it's possible, per Principal Ali. Patrick reminded us for classroom makeups they are looking at 8 schools sort of all at once based on data points shared by Principals. A parent asked for the bases by which exceptions are given to be able to support Ali as it pertains to asking for a fourth class section. Julie brought up moving the Renaissance Star rollout to the following year with so many uncertainties…also, what testimonials or other examples are there to discuss and learn from with respect to three new systems coming in one year. This is a new system to incorporate lesson planning and assessing student performance. Several districts are already using these systems.

Time	Topic	Discussion Leader(s)	Key Meeting Outcomes
		•	
5 min	• **Student Support Specialist Update** –	• Ms. Breyer	
10 min	• **Discussion Topics / Business Items** *New topics; to be identified in advance of meeting*	• Co-Presidents	please sign up to volunteer for OLYMPIC DAY: https://www.signupgenius.com/go/10C084CABAB23A4FE3-56005062-thursday#/
5 min	• **Upcoming Events** – Middle School Events (see flyer) – May 18 - Kindergarten Blast-Off – May 23 - All Library Books due – May 23 - 1st Grade Field Trip to Morton Arboretum – May 26 - NO SCHOOL (Memorial Day) – May 27 - 5th Grade Outdoor Education at Starved Rock – May 27 - BOE Meeting (Committee of the Whole) - 7 pm – May 29 - Olympic Day (Rain Day is June 4) – May 30 - Kindergarten Field Trip to Brookfield Zoo – May 30 - Chorus Field Trip to Lincoln Park Zoo – June 2 - 5th Grade Celebration Ceremony and Luncheon – June 4 - Last Day of School	• Co-Presidents	

Time	Topic	Discussion Leader(s)	Key Meeting Outcomes
0 min	• **Action Items and Discussion Items for Follow-up** *Review status of open action items and parking lot items from previous meeting(s)*	• Co-Presidents	
5 min	• **Meeting Adjourned** *A motion should be made, seconded, and passed to adjourn*	• Co-Presidents	Kristina Maynard motioned and Karly Wyss seconded to adjourn.

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	• Karley Wyss	• Welcome Back Coffee & Donuts	• Aug 22	•	• mannpresident@
		• New Family Welcome Potluck	• Sep 19	•	•
– Kindergarten Liaison	• Ashley Zak • Amanda Shaker • Anna Kakos	• Kindergarten Meet & Greet	• Aug 20	•	• kindergartenliaison@
– 5th Grade Ceremony	• Megan Elsner	•	• Jun 3	•	• 5thgradeliaison@
• Diversity	• Kate Morgan	• Mann Culture Night	• April 11	•	• manndivco@
– Assemblies	• Emilie Caulfield	•	•	•	• assemblies@
• Fundraising	• Kim Luckey	•	•	•	• fundraising@
– Art Appreciation	– Karley Wyss	• Art Appreciation	• Oct-Feb	•	• mannpresident@
– Mannapalooza	– Gauri Khatkhate	• Mannapalooza	• Mar 8	•	• mannapalooza@
– Mann on the Run	– Therese Burkle	• Mann on the Run	• *??*	•	• funrun@
– School Supply Kits	– Gina Demes	• School Supply Kits	• Early Jun	•	• supplykits@
• Communications	• Betsy Riley	•	•	•	• communications@
– Social Media	• Erin Cottingham	•	•	•	• socialmedia@
– Yearbook	• Katie Zapata	•	• March 1	•	• yearbook@
• Volunteer Coordinator	• Julie Spyrison	•	•	•	• volunteers@
– Green Initiative	• Chris Anderson	•	•	•	• greeninitiative@
+ Indoor Composting	• Melissa Lobring	•	•	•	• composting@
+ Outdoor Gardening	• Chris Anderson	•	•	•	• greeninitiative!

PTO Committee	Chair(s) / Team	Major Event	Date	Update	Decisions / Support Needed
− T-Shirts	• Kate Odom	• 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	• T-shirts distributed • Invoice Paid in Full	• tshirts@mannpto.org
− Special Events	• LauraThomphsen • Elizabeth Marklein	•	•	•	• specialevents@
+ Back to School Bash	• Laura Thompshen • Elizabeth Marklein	• Back to School Bash	• Aug 20	•	• Special events@
+ Olympic Day	• Pete Wessel	•	• May 29	•	• olympicday@
• MannPower	• Erica Wessel • Pete Senechelle	• Fall Sign-up	• Aug 26	•	• mannpower@

Key Mann Initiatives

Mann Initiative	Chair(s) / Team	Date	Update	PTO Support Needed?
• Kindergarten Open House	• Ashley, Amanda, Anna	• Aug 20	• Successful	•
• All School Supply Drop-off	• Karley	• Aug 20	• Successful	•
• Curriculum Night	• Karley	• Sep 5	• Successful	•
• Picture Day	• Katie Zapata	• Sep 27	• Retakes on ??? Nov. 21 or 20th	•
• RunTough for Team Owen	• Julie Spyrison	• Sep 28	• Successful - Community raised 100K for pediatric cancer research	•
• Custodian Appreciation Day	• Laura & Elizabeth	• Oct 2	• Amazon Gift Cards to Mr. Johnson/Staff	•

Mann Initiative	Chair(s) / Team	Date	Update	PTO Support Needed?
• Autumn Garden Clean-up and S'mores	• Chris Anderson	• Oct 5	• Successful	•
• Fall Bookfair	• Ms. Baylian	• Oct 21-24	• Online - No Winter Bookfair	•
• Fall Teacher Luncheon/Coffee Bar	• Laura & Elizabeth	• Oct 24	• Successful	•
• Halloween Parade	• Principal Ali	• Oct 31	• Successful	•
• Turkey Trot	• Ms. Garcia	• Nov. 6	• Successful	•
• Winter Choral Concert	• Ms. Acosta	• Dec. 3	• Successful	•
• Instrumental Music Concert	• Mr. Bigeck	• Dec. 5	• Successful	•
• Affinity Family Focus Group	• Principal Ali	•	•	•
• Winter Book Fair	• Ms. Baylian	• Feb	• Online	
• Winter Teacher Luncheon/Coffee Bar	• Principal Ali	• Feb	• Successful	•
• Mannapalooza	• Kim Luckey	• March 8	• Successful	•
• Chicago Wolves Game	• Mr. Hayward	• March 9	•	•
• Social Worker Appreciation Week	• Laura & Elizabeth	• Mar 18	•	•
• School Librarian Appreciation Day	• Laura & Elizabeth	• Apr 4	•	•
• Mann Culture Night	• Kate Odom	• April 11	• location: Mann at 6:30pm	•
• Administrative Assistant Appreciation Week	• Laura & Elizabeth	• Apr 23	•	•
• Spring Choral Concert	• Mr. McKinney	• April 28	• location: OPRF at 7pm	•
• Teacher Appreciation Week	• Laura & Elizabeth	• May 5-9	•	•
• Nurses Appreciation Week	• Laura & Elizabeth	• May 5-9	•	•
• Spring Sing K/1/2	• Ms. Ventura	• May 7	•	•
• Spring Sing 3/4/5	• Ms. Ventura	• May 8	•	•
• Variety Show	• Ms. Datz & Ms. Baylian	• Mar 20-21	•	•
• 5th Grade Outdoor Ed	• Mr. Narvaez	• May 27	•	•
• 5th Grade Celebration	• Megan Elsner	• June 2	•	•