



Norton Creek

Parent Teacher Organization

PTO Meeting Minutes

May 2, 2023 5:30 PM

Meeting called to order by Elisa Ignash @ 5:30pm

In Attendance (In-Person) Elisa Ignash, Jennifer Reyes, Elizabeth Doren, Stephanie McCubbin, Jennifer Denison, Hannah Mesick, Amy Maritote, Kristty Knollenberg, Jessica Klepacki.

In Attendance (ZOOM)

Megan Kuczora, Karen Morici

Approval of Minutes - Jennifer Reyes

- April 2023 minutes ([Found Here](#)) have been sent out via multifacet communications. A motion to approve the PTO board minutes was made by Jennifer Reyes seconded by Elizabeth Doren, and passed with a unanimous vote from all in attendance.

President's Report-Elisa Ignash

- Buddy bench and playground bench have been installed and are being put to good use by our Eagles. Front entrance benches waiting for assembly.
- Final assembly of the school year is Wheel of Wisdom being held on Monday.
- 3rd grade classes enjoyed Science is Fun enrichment brought to them by parent, Joe Bopp.
- Dupage Children's Museum will be in RISE, 3rd grade, 4th Grade and 5th Grade in May.
- Poster printer ink has been purchased by the school and is ready for use

Principal's Report - Tony White not in attendance - delivered via proxy by Elisa Ignash

- Teachers and staff have been blown away by the wonderful treats that have begun for appreciation week. A big thank you to all those responsible for making it happen.

Teachers Report -NA

Treasurer's Report – Elizabeth Doren

- Current bank balance is about \$28K.
- Please remember to submit receipts for reimbursements. Room parents who plan to take advantage of the \$100 reimbursement must submit their request form with receipts no later than 5/31. Jessica Klepacki will send a reminder to room parents.
- Elizabeth announced that she will now accept check request forms via email with the committee chair copied on email.

Committee Reports

- **Eagles Eat Out** -Elisa Ignash
 - Dairy Queen cakes ended 4/28 with a total of 215 cakes sold. The cake typically sells for \$30.99 and ours were sold for \$20 each in this promotion, offering a \$10.99 savings with purchase. This partnership gives \$10 per cake back to the PTO. The classroom contest winner was 2S with 72 cakes sold. All received a free small blizzard (not during school). The DQ owner also recognized the 2nd place class, 2KB with 53 cakes sold, by awarding a free small cone (not during school).
 - Portillos on 5/11 5-8pm
 - Eagles eat out YTD total \$5,853.

- **Basket Raffle & Bingo**
 - \$14,345 total sales. Goal was \$9500
 - PTO received \$300 from Fernando's Street Kitchen, \$263 from Kona Ice and \$67 from Toasty Cheese. Discussed food lines with all in attendance at the meeting. Many said the lines were long but food came out quickly after ordering.
 - Also discussed the setup with those in attendance, and all agree a better setup of will call tickets would help the congestion. Multiple rounds of pulling was found to be a nice addition to the event with many saying it kept families engaged. Jennifer Denison had several ideas on creating more "experience" baskets and stated that she would be willing to assist the basket team next year.
 - Sound system was a big issue. Mixer blew the night before Basket during 1 & 3 concert. Replacing the sound system is a capital expenditure for the District.

- **Ice Cream Social-Karen Morici**
 - Event is scheduled for 5/19/23 from 5-7pm. There will be ice cream, games, music and a magician. Some parent volunteers will be needed and signup will be on PTO website.
 - Committee has selected Dippin Dots as the ice cream to be served. There will be 5 flavors to choose from and 2 servers provided from Dippin Dots.
 - All families must sign up for the event on PTO website (nortoncreekpto.org) and indicate how many serving tickets are necessary for immediate family members enjoying dippin dots that evening.
 - Student council will be present selling bubble wands \$2 each to raise funds for a charitable contribution.

- **Teacher Appreciation-Clare Keeney**
 - Teacher Appreciation Week - May 1-5

- Teacher and staff appreciation week is off to an incredible start thanks to generous contributions from local businesses, Norton Creek Families, and the PTO.
- On Monday, Mr. White delivered treats to each classroom and thanked teachers and staff members individually for their hard work and dedication to our Eagles. The PTO also provided treat bags to the bus drivers, crossing guards, and lunch team.
- Tuesday started bright early with homemade English muffin sandwiches made by the Ignash Family, and a full-service yogurt and oatmeal bar donated by the Reid-Lewandowski Family. There were also donuts and coffee donated by the Vaghani Family. In the afternoon, teachers and staff were treated to a candy bar donated by the Doren Family.
- Wednesday being a lunch catered by Olive Garden. Thursday, teachers and staff will be treated to a charcuterie board created by Busy Butternut donated by the McCubbin Family and spa services provided by Tricoci University.
- Friday, there will be a taco fiesta catered by La Huerta, as well as an hour of free time for teachers and staff members throughout the day. Additionally, every member of the Norton Creek family will leave with some kind of gift prize worth at least \$20.
- We were also able to have the Norton Creek parent and owner of Muy Cool Parties, Melissa Mercado, create a balloon installation in the hallway of the school for all students to enjoy throughout the week.
- Thank you again to all of the Norton Creek families and local businesses who made this week possible.

One School One Book - Elisa Ignash

- Reading has started. This is an optional family activity and not required. PTO is in the process of creating Norton Creek's very own wish tree. Stay tuned for details.
- Ice cream social will have a special mailbox where students/families can send a letter to the author. She will personally respond to all letters over the summer.

School Supply Kits- Elisa Ignash

- We are switching companies for next school year to Accurate School Supply, a Norton Creek family owned company. Due to rising costs of supplies, Accurate worked with our teacher's list providing alternative more cost effective items and our teachers also worked on reducing the requested supplies.
- QR code with link to PTO website coming soon. Orders will be due by 6/19/23.

20th Birthday Party- Stephanie McCubbin

- Norton Creek is celebrating its 20th Birthday this August! All families are invited to join in a back to school birthday celebration at Turtle Splash Water Park on 8/10/23 from 7:30pm-9:30pm. All must register to attend on the PTO website (nortoncreekpto.org). Students must be accompanied by a responsible adult.
- Concessions will be available for purchase at the event.

Heinz Nursery Fundraiser - Elisa Ignash

- Head out to Heinz Nursery between 5/15-5/19 with a flyer for Norton Creek to receive a 10% donation of sales. All products, plants & services apply!

New Business

Budget Review - Elizabeth Doren

- A new school year budget will be voted on at our next meeting in August.
- Birthday Books will need an increase to the total budget. Currently, the budget for books is \$600. Due to rising costs and an increase in students an increase will be necessary.
- The 5th grade party currently has a budget of \$2400 that was voted in last year. This year the committee presented with a request for additional funds and the motion was not approved by vote. There was no budget provided by the PTO for this party in previous years. This event was paid for by parent donations prior to 2022. This is one of the highest line items in our budgets and serves the smallest population of students. There are 77 people served with this budget compared to the assembly budget of \$5,000 which serves the entire student body of about 478 students. Elizabeth suggested that this budget item be removed to not commit future PTOs to this large line item each year for a small population of students. A suggestion was made that going forward if removed the 5th grade party committee can petition the PTO for a donation on a case by case basis.
 - Elisa Ignash made a motion to remove this line item from the budget moving forward. Stephanie McCubbin seconded the motion. 10 in favor with 1 opposed so the motion passes removing 5th grade party from future budgets with an optional donation from the PTO.

PE Funding Request

- PTO received a formal funding request from the PE department. Request is for a gymnastics crash pad for \$1,857.07. Elizabeth Doren brought up that the PTO still has Kane County's Fit grant money to spend which the mat would fall into the criteria for purchase. Request was approved for purchase using grant money. While discussing the mat purchase with grant money Elizabeth said that we will have \$400 remaining that needs to be spent before the end of the year. A new bike rack has been discussed but we need to determine if it is West Chicago Park District property or the property of Norton Creek. Jessica Klepacki will reach out to her contact at the park district to try and find out.
 - No vote required due to grant being an existing item in the budget

Open Discussion/Comments-ALL

- AVIC chairs are stepping away, looking for new leads. Please reach out to the PTO or look at details on the PTO website for more info if interested.
- Basket Raffle chairs want help/shadows. Please reach out to the PTO for more info if interested.
- Currently, all available PTO volunteer slots are open on our website, nortoncreekpto.org. If you are interested in learning more about a particular volunteer opportunity please email any of the board members.
- Suggestion was made to reach out to all room parents to be sure that they are communicating the use of funds (gifts given etc.) to the parents that donated.
- Jennifer Denison asked what is schoology? Not all parents or teachers use it properly. It was suggested that parents get a better explanation of its functions and benefits for next year.
- Jennifer Denison also mentioned that the PTO newsletter and communications are much easier to follow than those from the school, school could improve its communications. Website, newsletter and Facebook page to name a few.
 - Elisa will relay specifics to Tony White separately.

Next Meeting will be Tuesday, August 25, 2023 at 9:30am.

Elizabeth Doren motioned to end the meeting, Amy Maritote seconded, all in attendance in favor.

Meeting adjourned at 7:16pm

Elisa Ignash PTO President

Jennifer Reyes, PTO Secretary

Stephanie McCubbin, PTO Vice President

Elizabeth Doren, PTO Treasurer