



**Harper PTO Executive Board Meeting Notes**  
**Wednesday, November 29, 9:30am**  
**LOCATION: Harper Elementary School**

**Attendance** - Allison Achter, Jesse Schirmang, Erin Lawler, Danielle Slattery, Natalie Kapnick, Allison Soderstrom, Daniela Burnham, Deedee James, Kate McQuarrie,

**Old Business**

- Call to order- 9:35
- Approval of Minutes

**Reports:**

- Principal/ Asst Principal (Jackie and Melissa)
  - o Family to Family Fund Needed
    - Greenberg Meal train link provided
  - o Crossing guard update
    - $\frac{3}{4}$  of crossing guards now covered by district
  - o True NU program
    - Northwestern athletes at recess HUGE hit
    - Learning about being a teammate and student
  - o New reading parapro Melissa Mansfield (replacing Eckhart)
    - Being trained by Sarah Salomonsson
    - Literacy focused
  - o Beginning a DEIB teacher book group
  - o Safety measures changes
    - After school club adults now need I.D. badges and special colored lanyards
  - o Book fair huge hit (lots of scholastic dollars and books for classrooms)
  - o Conferences went well
  - o First round of peer observations happening
  - o Toy Drive over holidays
  - o Thanksgiving food drive was a success
- President
  - o Upcoming events
    - Fri 12.15: Teacher/ staff gift distribution (cookies, cards and cash)
    - Wed 1.17: Next exec meeting , 9:30 @Harper
    - Fri 1.26 : Next General PTO, 9:30 @ Harper w/ Dr. Kremscoli
  - o Holiday gift fund \$1500 short
  - o PTO after school club registration 12.4

- o Open Gym confirmed- 8 sessions starting Jan 22 until spring break (Mondays 6:30-8)
  - Need a volunteer for door
- o Cafeteria
  - Standardized emails for no shows and instructions
- President Elect: Danielle Slattery
  - o Green Team
    - Collecting holiday lights
    - Intro to green team in HH
  - o Garden Update
    - Connected w/ chair
    - Standardizing agreements between schools
    - Establishing a maintenance database
    - Bulbs going in in spring
  - o Community Service
    - Toy drive
    - Cards
  - o Teacher Appreciation
    - Thankful Thursdays (hospitality)
- Secretary
- Treasurer
  - o Financials Update
    - \$1500 short on gift fund
    - iGnite- donations trickling in still
    - Some space freed up by district covering crossing guards
    - Offering extra support to the Greenberg fam?
- VP Room Parents / Asst
  - o Too many emails being sent out?
  - o Monitor frequency of emails
- VP Enrichment/ Asst
  - o Fall field trips
    - Every class has a field trip and in school experience
    - Feb all school mindfulness (4x per class)
    - Bullying Presentation with BMX upcoming
- VP iGNITE and Fundraising/ Asst
  - o iGNITE push in Jan or Feb
    - Jackie and/or D sending an email previewing enrichment for spring
    - Cookie kits coming before break (email to room parents and HH sub)
    - Harper Hangouts Feedback

### **VP Communications**

- HH submissions due Monday to Allison

**Adjournment: 10:35**