

# Caruso PTO Meeting Minutes for 2021-2022

Caruso PTO Meetings are scheduled at 7pm on the Monday following the District 109 Board of Education meetings. The Caruso PTO Meeting minutes are consolidated into a single file for the 2021-2022 school year for ease of reference.

Refer to the Table of Contents (below) for the monthly meeting minutes or [APPENDIX 2: Meeting dates for D109 and Caruso PTO](#) for additional details.

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# Caruso PTO Meeting Minutes

July 20, 2021

Attendees: Susan Jensen, Lisa Marshall, Jenn Parker, Beth Lewis, Kristen Smith

Agenda: Review PTO Membership for August blast

September 27, 2021 – Kick-off Meeting

<p><b>Attendees:</b> Tim Brodeur, Caitlin Lucci, Nancy Blitz, Jen Gandy, Katie Glick, Tara Goldfarb, Lori Gross, Darren Hedman, Susan Jensen, Beth Lewis, Erica Lindon, Lisa Marshall, Jenn Parker, Amy Reeder, Kristen Smith, Lesley Weile, Lama Al Abbas, Kara Fine, Dominic, Tina Sun, Jennifer Field, Abby Ranzer, Judith Feldman, Melanie Caspi, Brian Giza, Osama Mohammed, and kmeichg4.</p>	
9/27 Agenda Item	Discussion Points
<b>Welcome!!!</b>	Welcome back to all, and thanks for attending the Caruso PTO Kick-off Meeting!
<b>Teacher Representative's Report</b>	None. (Teacher representative not in attendance.)
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>• Approved July 20<sup>th</sup> (informal) meeting minutes.</li> <li>• Meeting minutes to be added into Caruso PTO Website by Webmaster (Beth) once finalized.</li> </ul>
<b>Treasurer's Report</b>	<ul style="list-style-type: none"> <li>• Caruso PTO 2021-2022 Budget was approved via email. (See <a href="#">APPENDIX 3: Approved 2021-2022 Caruso PTO Budget.</a>)</li> <li>• All expenses have been paid to-date. Fun Lunch (Marla's lunch) payments received to-date. September 2021 budget has been balanced.</li> </ul>
<b>Principal's report</b>	<ul style="list-style-type: none"> <li>• Welcome, Tim!</li> <li>• Newly implemented program is to call parents when kids are doing well! This includes calls to teacher's parents, too (who got a kick out of the calls)!</li> <li>• Tim is available to greet all during Caruso drop-off/pick-up times.</li> <li>• Caitlin Lucci added that lockers are to be rolled out this week.</li> </ul>
<b>President's Report</b> <ul style="list-style-type: none"> <li>• President's Council Meeting updates</li> </ul>	<ul style="list-style-type: none"> <li>• August 31<sup>st</sup> President's Council updates were shared.</li> <li>• <b>Action item:</b> Add agenda item about PTO Zoom account/payment to next President's Council meeting. (See <a href="#">APPENDIX 2: Meeting dates for D109 and Caruso PTO.</a>)</li> </ul>
<b>VP Administration</b> <ul style="list-style-type: none"> <li>• Membership reports</li> <li>• Website updates</li> </ul>	<ul style="list-style-type: none"> <li>• PTO membership (vs total families) report for: 6<sup>th</sup> graders = 119 (of 145); 7<sup>th</sup> graders = 96 (of 155); and 8<sup>th</sup> graders = 96 (of 180).</li> <li>• <b>Action item:</b> Send another standalone blast for PTO membership, benefits of membership, highlight that PTO membership for Caruso is separate from elementary schools, and <b>add more pizzazz!</b> Jenn Parker to work with Erica/Katie for input to blast and Patti to send out blast to Caruso families.</li> <li>• <b>Action item:</b> PTO Membership reminder to be included in the weekly Caruso updates.</li> <li>• Other points highlighted were sharing location of Caruso information for new families, increasing communication, and encouraging Caruso PTO Membership. It was confirmed that no mitzvah events can be posted on the Caruso PTO sites.</li> <li>• <b>Action item:</b> Beth Lewis to evaluate Membership Toolkit as a replacement for Paperless PTO. Transition may take up to 6 months, so recommended to start after winter break. Beth to reach out to Katie Glick for questions and details.</li> </ul>
<b>VP Student Services</b> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> grade bash recap</li> <li>• 7<sup>th</sup> grade bash</li> </ul>	<ul style="list-style-type: none"> <li>• <b>6<sup>th</sup> grade Bash recap:</b> Majority of kids attended a very successful event with DJ/dancers and swag (bag/t-shirt)! Swag was break-even for Caruso at \$15 offering. <b>Action item:</b> Tara and Lesley will work with Patti to offer t-shirts for sale with a general email to be sent to all Caruso families. Additional t-shirts can be sold for \$10 and remaining swag to be given to Caruso (Tim and Caitlin) for use/distribution.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>7<sup>th</sup> Grade “bash”</b>: Date to be confirmed with Tim/Caitlin before proceeding with 7<sup>th</sup> grade event. Target October for a 1-hour event with teachers also. Tim saw parents reconnecting at the 6<sup>th</sup> grade bash, which he thinks will be a good opportunity at the 7<sup>th</sup> grade event also. Consider something for 8<sup>th</sup> graders, too. <b>Action item</b>: Erica and Lesley, Student Services, will work with Tim/Caitlin on possible dates and will identify volunteers for this event.</li> </ul>
<b>Marla’s Lunch update</b>	<ul style="list-style-type: none"> <li>• Jenn Parker shared that Marla’s Fun Lunch seem to be going smoothly and requested that all reports be forwarded to her to address. Seeking volunteers to help run Fun Lunch. Contact Jenn Parker to volunteer.</li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• <b>Caruso PTO Meeting schedule</b> revised due to holiday/breaks. <b>Action item</b>: Lisa to schedule future Zoom meetings (either through Patti B. or PTO purchase of a Zoom account). See revised Caruso PTO Meeting dates in <a href="#">APPENDIX 2: Meeting dates for D109 and Caruso PTO</a>.</li> <li>• <b>Spiritwear</b>: Kids are interested. Tim shared that teachers are working on spiritwear now, so PTO can leverage this ongoing activity. (Ordering in a couple weeks and shipped direct, so no contact.) Jennifer Field will suggest a company that prints t-shirts for \$5 that ships direct; she will send details to Tim/Caitlin. Tara/Lesley, Student Services, to report any updates in the next Caruso PTO meeting.</li> </ul>
<b>Next PTO meeting</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 8:05pm.</li> <li>• <b>Next meeting on November 1<sup>st</sup> at 7pm.</b></li> </ul>

November 1, 2021

<b>Attendees</b> : Tim Brodeur, Caitlin Lucci, Nancy Blitz, Jennifer Field, Katie Glick, Tara Goldfarb, Haschke Family, Beth Lewis, Erica Lindon, Lisa Marshall, Jenn Parker, Kristen Smith, Abby Ranzer, and Elizabeth Stratiev.	
11/1 Agenda Item	Discussion Points
<b>Teacher Representative’s Report</b>	<ul style="list-style-type: none"> <li>• One request from Mr. Hoy includes PTO support for the Fitness Room maintenance, which Susan Jensen confirmed that PTO supports. <b>Action</b>: Kristen Smith (Treasurer) will work with Mr. Hoy on finalizing the payment once an invoice is received.</li> </ul>
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>• Minutes approved</li> </ul>
<b>Treasurer’s Report</b>	<ul style="list-style-type: none"> <li>• Kristen reported an account balance of \$89,614.16 as of today,</li> <li>• October 2021 income was \$2,511.05, plus additional funds are expected from Marla’s Lunch.</li> <li>• October expenses included the 7<sup>th</sup> grade bash (\$625.91) and 8<sup>th</sup> grade bash (\$745). Other expenses are pending, which is for the Fitness Room request from Mr. Hoy.</li> <li>• See <a href="#">APPENDIX 3: Approved 2021-2022 Caruso PTO Budget</a>.</li> </ul>
<b>Principal’s report</b>	<ul style="list-style-type: none"> <li>• Tim shared that October has been a FUN month with the Fall sports wrap-up, all the bash events, Halloween and dress-up! Caitlin added that Winter sports will be starting with basketball, and Friday Spirit theme has growing participation.</li> <li>• <b>Parent-Teacher (Zoom) conferences</b>: Sign-ups begin on November 3<sup>rd</sup> (Wed).</li> <li>• <b>Question about picking the Blue Jay-of-the-week</b>: Tim explained that teachers select the students and parents are called to share their child’s recognition. (House calls were made during the pandemic in the 2020-2021 school year.)</li> <li>• <b>Question about the check-in system and email</b>: Tim shared that this is an ongoing effort to communicate clearly with students about behavior expectations.</li> </ul>
<b>President’s Report</b>	<ul style="list-style-type: none"> <li>• Lisa shared updates from the October 26<sup>th</sup> President’s Council Meeting. There were no questions.</li> <li>• See <a href="#">APPENDIX 2: Meeting dates for D109 and Caruso PTO</a>.)</li> </ul>
<ul style="list-style-type: none"> <li>• President’s Council Meeting updates</li> </ul>	

<p><b>VP Administration</b></p> <ul style="list-style-type: none"> <li>• Membership report (Jenn Parker)</li> <li>• Website updates (Beth Lewis)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Caruso PTO membership</b> (Jenn): 290 members (out of 480 families). In general, PTO membership is lower at other schools also. <b>Action:</b> Send another blast on Tues/Wed for PTO membership. Add a note regarding open position for volunteer(s) needed for Marla's Lunch.</li> <li>• <b>Holiday gift fund</b> (Jenn): <b>Action:</b> Send email for holiday gift fund beginning Friday, then weekly thereafter. Target a close date around end of November. Gift funds will be distributed by Caitlin/Tim during the 3<sup>rd</sup> week of December before winter break.</li> <li>• <b>Website updates</b> (Beth): <b>Action:</b> Beth to coordinate and schedule a demo for Membership Toolkit with the Caruso PTO Executive Board. Updates to be shared at the December 6<sup>th</sup> PTO Meeting for a Go/No go decision for converting to Membership Toolkit (to replace Paperless PTO). Currently, 3 of the 4 elementary schools have transitioned to Membership Toolkit. Carrie Schwartz (SouthPark Webmaster) can assist with questions, as needed.</li> </ul>
<p><b>VP Student Services</b></p> <ul style="list-style-type: none"> <li>• 7<sup>th</sup> grade bash</li> <li>• 8<sup>th</sup> grade bash</li> </ul>	<ul style="list-style-type: none"> <li>• <b>7<sup>th</sup> grade bash:</b> October 15<sup>th</sup> (Kara Fine/Erica/Lesley) – Erica shared positive feedback about the event; kids had a great time! Although there was a shortage with donuts, they were able to quickly buy more donuts. Erica created a google docs write-up to use as a reference/guide for next year.</li> <li>• <b>8<sup>th</sup> grade bash:</b> October 22<sup>nd</sup> (Nancy Blitz) – Nancy reported positive feedback from parents about the bash also. There was good communication about the need for extra donuts, which helped with planning. <b>Action:</b> Nancy will also create a write-up for the 8<sup>th</sup> grade bash for reference.</li> <li>• <b>Feedback:</b> Jennifer Field shared feedback from a parent about the costly bash event. Is there any opportunity to reduce cost through donations or grants? PTO confirmed that a cost reduction is feasible based on the DJ expense. Further cost savings are possible if parents contribute desserts as done with past 6<sup>th</sup> grade bash events. (This year was the only time 6<sup>th</sup> grade bash included swag items, plus it's the first time a 7<sup>th</sup> and 8<sup>th</sup> grade bash was held.) Caruso PTO is able to support families in need; please contact Tim/Caitlin if needed.</li> <li>• <b>6<sup>th</sup> grade bash:</b> <b>Action:</b> Tara to create a write-up for the 6<sup>th</sup> grade bash. Also, it was determined that no further follow-up is necessary for the remaining 6<sup>th</sup> grade swag since Spiritwear will be available soon.</li> <li>• <b>Recognition:</b> Jenn expressed a special thanks to everyone who made these first-time ever bash events so successful! Kudos and thanks to all!</li> </ul>
<p><b>Marla's Lunch update</b></p>	<ul style="list-style-type: none"> <li>• Send any feedback to Jenn Parker. <b>Action:</b> Jenn to follow-up about a vendor review (if applicable).</li> <li>• <b>Caruso PTO seeking a volunteer for Marla's Lunch:</b> The role is to serve as a Caruso point of contact with any questions or feedback for Marla. The role does not involve much time or effort since Marla's Lunch is self-sufficient. Role involves contacting Marla with questions, sharing feedback, be point-person for Caruso parents, or supporting new families initially with ordering lunches online.</li> </ul>
<p><b>New Business</b></p>	<ul style="list-style-type: none"> <li>• Caruso PTO meetings have been added into the Caruso 2021-2022 school calendar.</li> <li>• Send any event photos for the school yearbook to Stacey Max at: <a href="mailto:smax@dps109.org">smax@dps109.org</a></li> <li>• Spiritwear is still being developed - more updates to come!</li> <li>• Reality 101: Caitlin to re-evaluate the Reality 101 program for 2021-2022. (It's a program focused on skills, career day events, etc.)</li> </ul>
<p><b>Next PTO meeting</b></p>	<ul style="list-style-type: none"> <li>• <b>Next meeting on December 6<sup>th</sup> at 7pm.</b></li> </ul>

December 6, 2021

January 24, 2022

March 14, 2022

April 25, 2022

May 16, 2022

June/July 2022

## APPENDIX 1 - Directory

### District 109 Administration

Superintendent	Mike Simeck	msimeck@dps109.org
Executive Development Committee	Chair: Nick Begley Members: Sari Montgomery, Andrew Morrison	Link <a href="#">HERE</a> to D109 Board of Educ Committee Assignments
Director, Communications	Eric Steckling	<a href="mailto:esteckling@dps109.org">esteckling@dps109.org</a> 847-456-1993

### Caruso Administration

Principal	Timothy Brodeur	tbrodeur@dps109.org	847-945-8430 x6139
Associate Principal	Caitlin Lucci	clucci@dps109.org	847-945-8430 x6139
District Coord for Student Services	<i>OPEN</i> (CMS, SP, Wilmot)	Interim: Heidi Lafleur for remainder of 2021-2022 year	
Secretary	Patti Behrendt	pbehrendt@ds109.org	847-945-8430 x6157

### Caruso PTO Board

<b>Co-President</b>	Susan Jensen	rsjensens@sbcglobal.net	
	Lisa Marshall	lisamarshall2011@yahoo.com	
<b>Treasurer</b>	Kristen Smith	smithkr@newtrier.k12.il.us	
<b>Secretary</b>	Lisa Marshall	lisamarshall2011@yahoo.com	
<b>Co-VP Administration</b>	Jenn Parker	jennparker@gmail.com	
	Beth Lewis	bethie.lewis@yahoo.com	
Membership/Webmaster	Jenn Parker	jennparker@gmail.com	
	Beth Lewis	bethie.lewis@yahoo.com	
Cultural Arts	<i>open</i>		
Hospitality	Amy Reeder	amyreeder75@gmail.com	
	Jen Gandy	gpsjen@yahoo.com	
<b>VP Fundraising</b>	<i>open</i>		
Marla's Lunch	Jenn Parker	jennparker@gmail.com	
Discount card	<i>open</i>	jennparker@gmail.com	
School supplies	Mary Beth Furman		
<b>Co-VP Student Service</b>	Erica Lindon	ericalindon@yahoo.com	
	Lesley Weile	lesley.weile@yahoo.com	
6 <sup>th</sup> Grade Social Dance	TJ Bachmeyer	tjbachmeyer@sbcglobal.net	No go in 2021-2022
	Darren Hedman	darrenanderin1222@yahoo.com	No go in 2021-2022
Reality 101	Katie Glick	glickkatie@yahoo.com	Pending/re-evaluating
8th Grade Graduation Activities	Allison Haschke	hr809@hotmail.com	
	Nancy Blitz	blitzbunch@gmail.com	
	Lori Gross	lorigross@gmail.com	
	Jamie Robin	jamierobin110@gmail.com	
	Jenni Jacobson	jenzee718@aol.com	
6 <sup>th</sup> Grade Bash	Tara Goldfarb	taragoldfarb@yahoo.com	
	Lesley Weile	lesley.weile@yahoo.com	
7 <sup>th</sup> Grade Bash	Tara Goldfarb	taragoldfarb@yahoo.com	
	Lesley Weile	lesley.weile@yahoo.com	

## APPENDIX 2: Meeting dates for D109 and Caruso PTO

D109 Board of Educ (Thursdays)	Caruso PTO (Mondays after Bd of Ed mtgs unless otherwise indicated)*	President's Council (Tuesdays, unless otherwise indicated; District Center for in-person mtgs)
29 Jul 2021	20 Jul 2021 (for PTO Membership)	5 Aug 2021 ( <b>Th</b> ) In-person KO mtg
26 Aug 2021	-	31 Aug 2021
23 Sep 2021	27 Sep 2021	28 Sep 2021
28 Oct 2021	1 Nov 2021	26 Oct 2021 - early
18 Nov 2021	-	16 Nov 2021 - early due to holiday
16 Dec 2021	6 Dec 2021 – early due to break	14 Dec 2021 - early due to break
20 Jan 2022	24 Jan 2022	25 Jan 2022
17 Feb 2022	-	22 Feb 2022
17 Mar 2022	14 Mar 2022 – early due to break	15 Mar 2022 - early due to break
21 Apr 2022	25 Apr 2022	26 Apr 2022
26 May 2022	16 May 2022 – early due to holiday	31 May 2022 In-person final mtg
16 Jun 2022	June/July 2022 – TBD (for PTO Membership)	-

\* no meeting due to conference/holiday/breaks

## APPENDIX 3: Approved 2021-2022 Caruso PTO Budget

CMS PTO BUDGET for 7/1/21-6/30/22				
	BUDGET INCOME 7/1/21- 6/30/22	BUDGET EXPENSE 7/1/21- 6/30/22	BUDGET NET INCOME (EXPENSE) 7/1/21- 6/30/22	NOTES
<b>ADMINISTRATION</b>				
Paperless PTO		\$ (320.00)	\$ (320.00)	
PTO President's Council Lunches		\$ (100.00)	\$ (100.00)	Two lunches
Accountants - Audit & Tax Return		\$ (1,700.00)	\$ (1,700.00)	
Illinois Annual Filing Fee		\$ (15.00)	\$ (15.00)	
Insurance - AIM annual premium in April		\$ (400.00)	\$ (400.00)	
Office supplies		\$ (50.00)	\$ (50.00)	
<b>Subtotals</b>	\$ -	\$ (2,585.00)	\$ (2,585.00)	
<b>FUNDRAISING</b>				
P.E. Wear Online Store (10% profit check)	\$ -	\$ -	\$ -	The profit goes to the PTO to help maintain the upkeep of the fitness room and climbing wall. Melissa Signa is in charge of this.
Deerfield Discount Cards (profit check)	\$ -	\$ -	\$ -	Participating schools: Caruso, Shepard, DHS, South Park and Wilmot.
School Supplies (profit check)	\$ 3,000.00	\$ (700.00)	\$ 2,300.00	6th grade: 123, 7th grade:120, 8th grade: 82. Locker ladders: 35 Planners: 382. (Profit per kit = \$8.50 and profit per planner = \$1.) Expense is for 11 kids in need kits.
Fun Lunch	\$ 11,000.00		\$ 11,000.00	Last year was \$17,665 for entire year.
Membership	\$ 3,800.00		\$ 3,800.00	
<b>Subtotals</b>	\$ 17,800.00	\$ (700.00)	\$ 17,100.00	
<b>SERVICE</b>				
6th Grade Bash	\$ 1,500.00	\$ (1,500.00)	\$ -	Estimate to break even (\$15 per child)
6th Grade Social Dance	\$ 4,000.00	\$ (4,000.00)	\$ -	Estimate to break even (\$80 per child). Custodial fees of \$175 per Saturday night.
8th Grade Gift		\$ (1,500.00)	\$ (1,500.00)	
8th Grade Viper Alley Family Party		\$ (1,500.00)	\$ (1,500.00)	
8th Grade Rec Plex Day		\$ (1,500.00)	\$ (1,500.00)	\$ (4,500.00)
Enrichment (Badminton)			\$ -	20 weeks. \$40 for Tuesdays and \$40 for Fridays. Pay Dana Spies \$37/hour
Enrichment (Floor Hockey)			\$ -	10 sessions per half year. \$40 per child. Pay Scott Fowler \$37/hour
Enrichment (Open gym basketball)			\$ -	Scott Fowler
Fitness Club			\$ -	Income is \$80/child. Expense is teacher's time (\$37/hour)
Fitness Room Maintenance		\$ (300.00)	\$ (300.00)	Per Megan Russell, we should include \$300 annually.
Cultural Arts (Holocaust Museum)		\$ (2,500.00)	\$ (2,500.00)	
Reality 101		\$ (100.00)	\$ (100.00)	
<b>Subtotals</b>	\$ 5,500.00	\$ (12,900.00)	\$ (7,400.00)	
<b>DONATIONS &amp; GIFTS</b>				
Deerfield Parent Network		\$ (300.00)	\$ (300.00)	
School Gifts		\$ (4,150.00)	\$ (4,150.00)	See detail
Holiday Gifts			\$ -	Parents' gift and we divide cash among teachers. Consider checks instead of cash.
Hospitality		\$ (2,500.00)	\$ (2,500.00)	This year contributed towards teacher lunches.
Families in Need (Lunches)			\$ -	Reimbursed by district.
Families in Need (Other expenses)			\$ -	4- 6th graders (school supplies, gym uniforms, bash, social dance). 4 - 7th grader (school supplies). 3- 8th graders (school supplies, 8th grade rec plex and family party). Included in specific lines above.
<b>Subtotals</b>	\$ -	\$ (6,950.00)	\$ (6,950.00)	
<b>Totals</b>	\$ 23,300.00	\$ (23,135.00)	\$ 165.00	