

Oak Lawn PTG Meeting

January 17, 2017

5:30 PM

Oak Lawn School Library

Meeting called by: Amy Falcone

Attendees: Mr. James Zanfini, Amy Falcone, Nina Riccio, Amie Ashegh, Jennifer Trabucco, Andrea Liu, Alan DePalo, Yvonne Ricci, Karen Lynch, Cheryl Dubois, Melanie Zeitounian

Minutes

Agenda item: Board Announcement

Presenter: Amy Falcone

Discussion:

Amy Falcone announced her intent to step down as president in the 2017-2018 academic year. She will remain an active member of the Oak Lawn PTG, and act as mentor for incoming president (and board).

The vice president role will also be vacant in the 2017-2018 academic year as Nina Riccio will no longer have a student at Oak Lawn. Amie Ashegh also indicated she would like to offer the role of treasurer to interested parties, and will work to train her successor. Although not discussed at the meeting, volunteers for secretary will also be accepted.

Interested individuals are to volunteer for the positions by emailing Amy Falcone oaklawntpg@gmail.com and Mr. Zanfini jzanfini@cpsed.net. If there is more than one candidate for a position, the role(s) will be filled by an anonymous vote.

Conclusions:

This is an excellent opportunity for volunteers that have time, energy, and fresh ideas to take a more integral part in the PTG while benefiting from experienced mentors that highly value the students of Oak Lawn.

Action items

- ✓ Email oaklawntpg@gmail.com and jzanfini@cpsed.net if interested in acting as a board member in the 2017-2018 academic year

Person responsible

Open to all

Deadline

10Feb2017

Agenda item: Budget Update

Presenter: Amy Ashegh

Discussion: Based on current budget numbers, approximately \$3000 is still needed to be raised to cover budgeted items.

Conclusions: Fundraising remains crucial for the second half of the year.

Agenda item: Fundraising

Presenter: Amy Falcone

Discussion:

Current fundraising plans were communicated. Ideas for large fundraiser and passive fundraising were discussed. It was also communicated that the school will be responsible for fundraising activities in the 2017-2018 academic year. The PTG and Oak Lawn school will have to coordinate their fundraising efforts in order to be able to support all budgeted items for each group while avoiding fund raising burn-out.

Current fundraising plans include: Chipotles in February (50% of proceeds to the PTG), Barnes & Noble in March (minimum 10% of proceeds to the PTG), Uno's Chicago Grille in April, Sundaes in June. A check from Box Tops was

received for \$437. Box Tops will continue to be collected. Final submission for the year is due March 1st. Oak Lawn will make a submission by mid-February. It was suggested that the collection sheet be used again.

Potential passive fundraising efforts: Amazon Smile and Shop-a-Roo

Potential large fundraiser: Color Run, Funny 4 Funds, and Paint Night. A large fundraiser will be coordinated for April or May. Yvonne Ricci volunteered to research the potential to hold a color run (adults vs students, venues, permits, etc.) as a potential fundraiser in May. Alan De Palo will reach out to Funny 4 Funds to get information on what is required to host a benefit comedy night as a potential fundraiser in April. Amy Falcone has contacts at the Thirsty Beaver and with an art instructor (Mrs. Manca) for any future fundraising paint nights.

Amy Falcone is able to distribute marketing materials district-wide. Forward her any flyers for said fundraisers so they may be distributed.

Conclusions:

Between pending income, scheduled fundraisers, and potential large fundraiser, 2016-2017 budgeted items should be covered. Progress will be reviewed at next PTG meeting. Decision on large fundraiser as well as contact to set up June fundraiser at Sundaes and a contact to research / implement passive fundraisers needs to be made.

Action items	Person responsible	Deadline
✓ Set-up fundraiser family night at Chipotles for February	Amy Falcone	31Jan2017
✓ Set-up fundraiser book fair at Barnes & Noble for March	Jen Trabucco	31Jan2017
✓ Set-up fundraiser family night at Uno's for April	Carol Swanson	28Feb2017
✓ Set-up fundraiser family night at Sundae's for June	TBD	30Jun2017
✓ Box Top submission	Alexandra Curran	28Feb2017
✓ Send Box Top Collection sheet to Mr. Zanfini for February collection, to be distributed in Weekly Brief	Jennifer Trabucco	26Jan2017
✓ Research Color Run and report to oaklawntpg@gmail.com and izanfini@cpsed.net .	Yvonne Ricci	17Feb2017
✓ Research Funny 4 Funds and report to oaklawntpg@gmail.com and izanfini@cpsed.net	Alan DePalo	17Feb2017
✓ Research Amazon smiles and Shop-a-Roo	TBD	TBD

Agenda item: Other Announcements

Presenter: Mr. Zanfini

Discussion:

ALD has been contacted about potentially bringing their enrichment program to Oak Lawn in the 2017-2018 academic year. Implementation of the program requires approval by the Central Office.

Conclusions:

The ALD program is an enrichment program held at the school, and would run from 3:15-5:15 PM. It is led and hosted by certified teachers and teacher assistants. The content rotates on a quarterly basis, and offerings vary from STEM, art, physical activities, culinary arts, etc. If approved, program will require a minimum enrollment. No timelines on anticipated approval have been given, but please keep this in mind as a possibility when planning for after-school care.