



Cherokee APT Meeting Minutes – September 18, 2019

Cherokee School

Attendees:

Tara Eggers, Maria Moore, Carolyn Hutchinson, Audrey Margol, Tony LoGiurato, Isabel Witte, Lacy Fidler, Vanessa Karam, Lindsay Gadbois, Annie Ignoffo, Mirela Dalton, Jenn Fogle, Alissa McNicholas, Carrie Ringness, Lisa FlorJancic, Merit Barascout, Kristin Vallaly, Allie Metz, Brianna Meade, Kirstin Carruthers, Anne Axus, Donielle Foss, Cara Ruzila, Elizabeth Martin, Brooke Tagliaferro, Thanh Shorter, Danielle Burk, Tamara Berger, Nicole Cooper, Gisela Orestano, Deanne Plattner, Gillian Goodfriend, Melissa Thoman, Annie Kavanagh, Nora Froelich, Stephanie Knauff, Ali Dacy, Candice Pelser, Natalie Windle, Kaci Spirito, Nicole Oertel, Erica Lump

Meeting was called to order at 9:30 a.m.

Welcome: Carolyn Hutchinson

Faculty Liaison Report: Liz Freibrun

Amy Mobile and Liz Freibrun will be alternating meetings each month. Special thanks for the meals provided since the beginning of school. SEL Committee will be helping to coordinate supplies for the staff bathrooms. Spiritwear Day will be every Monday for staff and students.

President's Report: Carolyn Hutchinson

This year's district-wide APT theme is: **"POSITIVITY"**

I would like to thank all of you for the work that you have done and will do to support Cherokee and the APT. The APT is an integral part of the culture and success of Cherokee and we could not do all that we do without your help!

The APT stands for The Association of Parents & Teachers and our mission is to foster relationships within the school community and to enhance and enrich the educational experience of our children.

There is an APT Board at each of the four schools in District 67 (the 3 elementary schools and the middle school). And there is also an Executive APT Board that oversees all of these Boards. About half the committees on our Cherokee APT Board

have Executive APT Board counterparts. Our Executive APT Board President this year is former Cherokee mom Kristen Lee.

Goals for the Year:

1) Active participation

- Have 100% of our Cheetah families be APT members. (Unfortunately, our membership is down this year, so please join the APT if you haven't. The APT does not do any fundraising -- those \$35 family memberships fund all of our activities. So the more people who join, the bigger our budget!)
- Have more parents come to our meetings (not just those on Board).
- Get parents who aren't on the Board involved more in other school activities.

2) Engaged APT Board

- Stay informed - read those Friday newsletters, read all the emails, come to the meetings.
- Keep everyone else in the loop - submit those monthly reports.
- Manage your given budget and turn in your receipts within 30 days.
- Update your Job Description, complete your Year-End Report, and suggest improvements.

3) Strong communication and relationships

- Continue to store everything in our APT Google Drive to help future volunteers.
- This year, we will be emailing parents directly from an APT mailchimp account. In the past, we have sent emails to the Room Parent Coordinator, who forwarded them to Room Parents, who forwarded them to parents.
- Promote the Friday newsletters, our website, and our facebook group.
- Create a welcoming atmosphere where parents feel inspired to build relationships and get involved.

Guest Speakers for Cherokee APT Meetings this Year:

- (Oct) Cherokee Principal Luke Livingston, (Nov) District 67 Superintendent Mike Simeck, we don't meet in December, (Jan) Cherokee Learning Behavior Specialist Jenny Nasshan and other teachers talking about the inclusive and co-teaching practices at Cherokee, (Feb) Dr. Jeff McHugh talking about his new role as District 67's Director of Teaching and Learning, March is the District 67 APT Annual Meeting at CROYA, and (Apr) Andy Duran, the Executive Director of LEAD (Linking Efforts Against Drugs), talking about how to talk to our young kids about vaping and other issues.

Cherokee APT Reminders:

- We have two APT supplies baskets: one in the closet behind Mrs. Freeman in the front office and one in our APT cabinet in the copy room across from Rm 127. Please use these supplies when at Cherokee working on APT matters. And please let Maria Moore know if we're running low on anything.
- We have a storage closet downstairs next to the Boiler Room to use for storing decorations, signs, etc. Feel free to use that.

- You all have updated Job Descriptions in your folders today. Please use these, even if I emailed you your job description over the summer. These are the most up-to-date. And please mark these up throughout the year with changes/suggestions so we can update them again this summer.
- Please take pictures at our various APT events and send them to Cara Ruzila. We would especially love pictures showing our APT board members “in action” working at our events.
- Don’t forget to let Cara Ruzila know if you want something communicated/promoted on our website or on Facebook.
- Finally, I never want APT work to bring stress to your life; family and work come first. If you get overwhelmed, please reach out to me for reinforcements; we have plenty of parents who would love to step in and help.

General Cherokee Reminders:

- Please label your child’s things (coats, sweaters, lunchboxes), so that if they end up in the Lost and Found at school, they can be easily returned to you! Also, please continuously check the Lost and Found.
- Please do not interrupt classrooms or the lunchroom when you are volunteering at Cherokee.
- We collect Box Tops at Cherokee! We earn about \$500 each year from this for our school. So, cut those out and send them to school with your kids. The class in each grade with the most box tops at the end of the year wins a popsicle party!
- Finally, to find out what’s happening in our larger Lake Forest community, please check out the Community News and Events section of the Friday newsletter each week. It is at the very bottom of the newsletter. There are lots of community events posted there. And there’s also a link to the “Green Backpack” which lists even more fun community events.

Before I close, there’s one correction I would like to make: on the APT Events Calendar handout, the Holiday Cookie Walk for staff should be on 12/16 (not 12/15).

Vice President/Recording Secretary’s Report: Maria Moore

The minutes from April 2019 were presented and no changes or corrections were made. A motion to approve the April 2019 minutes was made by Lacy Fidler and seconded by Kristin Vallaly and passed unanimously.

Yellow APT folders were distributed to all committee members. Maria went through the folder contents and gave an explanation for each item.

Special thanks to Lacy Fidler, Tara Eggers and Cara Ruzila for providing food for the meeting and Elizabeth Martin for picking up the coffee!

Treasurer’s Report: Elizabeth Martin

In October we will have a budget to approve. We are still gathering APT membership dollars (please make sure you have paid for the year).

Just an FYI for everyone, the budget consists of the total of all APT membership dollars divided by the current number of students. Right now we only have about \$2,000 (EM to check with Carolyn on current number) and last year we had approx \$3,700. I'll be emailing every committee about your budget soon.

Show apt check request form (also online on our APT website).

Make sure to tell people to make a photocopy of their receipt.

Be sure to bring tax exempt form when shopping; if you don't we won't reimburse for sales tax.

Please mail or drop off in my mailbox your original receipt and the check request form within 30 days.

Communication Coordinator's Report: Cara Ruzila

Brief Summary of Current Month – Activities: updating Cherokee APT Facebook Page and Cherokee APT Website

Things for members to do:

“Like” the Cherokee APT page (if you friend the Cheetah that is not the same as following the page). When you see an APT post make sure to “Like” it and comment on it. The facebook algorithm likes when posts are liked and commented on. The more you do this the more facebook thinks you want to see these posts.

Bookmark the Cherokee APT website. You can find forms, information, calendar of events, etc.

Email pictures to Cara for posting.

Brief Summary of Coming Month - Plans: Going to try to create an “event” on the Facebook page for all APT sponsored events so be sure to watch out for these and mark attendance on these so we can get a good head count for those events.

Principal's Report: Luke Livingston

Mr. Livingston was not able to attend the meeting due to Jury Duty. He sent a video as well as this report that was read by Carolyn Hutchinson:

Student Updates:

- Overall, we have gotten into a nice routine for the start of the year.
- Lunch: We have heard from several parents about the length of the hot lunch line and kids getting enough time to eat. We have made some changes and students are now getting their full time to eat.
- Student Leadership Team is going to be up and running soon. We will be working on student applications and they will routinely meet with Principal Livingston.

● Junior Coaches Program: This is a new program for 4th graders who apply. The Junior Coaches will be supporting Kindergarteners and 1st graders in the lunchroom and at recess under the direction of staff supervisors.

Staff Update:

● We have posted and are working on hiring for a 4th grade teacher. Laura Jackson is moving into a reading specialist role. Principal Livingston is meeting with parents from 4J to discuss the hiring and transition of a new 4th grade teacher. In the meantime, Laura remains as the teacher until a replacement is hired and transitioned.

Past Events

● Parent Information Night: We had a great turnout for Parent Information Night. Overall, we heard from families that they liked the structure but want more time for Q & A. We will make changes for the future.

● Picnic was a hit - Loved seeing so many families and students and thanks to the APT for such a great event.

Upcoming Events

● Every Monday will be Spirit Day at Cherokee for both staff and students. We encourage all students to participate.

● September 19th - Picture day.

● September 19th - Confucious Day for Mandarin. Parents who are visiting can meet a Tai Chi master on the small playground, you don't need to check into the office. Ms. Wan sent out invitation.

● September 25th - Coffee on the playground with Mr. Livingston 8am

● September 25th - State Rep Bob Morgan is visiting Cherokee. Walking through building.

Committee Reports/Announcements:

Board of Ed: Ann Kiesling, Vanessa Karam

There is a meeting coming up September 24. Please be thinking of questions for Anne Whipple/ Mr. Simeck as we have our small group meeting in October. Questions will be due by October 16.

Bulletin Board: Nora Froelich

Nora created a cute Welcome Back emoji board to kick off the school year. Note that the APT now has the large bulletin board that is across from the office instead of the smaller one outside the teacher lounge.

Celebration Book Club: Ann Kiesling

August and September birthdays were distributed last week!

Community Service: Cathy Montanari, Colleen Berto

Cathy attended the exec committee meeting last week-Just wanted to report that the

HUGS Food Drive dates will be October 28-November 7. We can definitely discuss the drive's details at next month's meeting, but wanted to give the APT a heads up.

Evening Socials: Natasha Schnack

Evening socials have been scheduled for all grades! Be on the lookout for invites.

Fine Arts/Visiting Author: Lindsay Gadbois, Alex Cherry

Brief Summary of Current Month – Activities: Carolyn Crimi will be our visiting Author on Monday, October 21st. Flyers to order books went home in backpacks Monday/Tuesday -- if you did NOT get it, please let us know so we can make sure we get them to every classroom. Please help spread the word that we need ONE ORDER FORM PER STUDENT! This helps with sorting and organizing all the personalization of the books per class. Order forms are due by Thursday, September 26. Students have 7 book options to choose from, including her brand new release that launches on October 1st. Very exciting!

Brief Summary of Coming Month - Plans: We will be working with Ms. Mobile to set up a display highlighting Carolyn and her books. Also, she has willingly volunteered to do a lunch with a handful of students so hoping to work with Mr. Livingston and Ms. Mobile to do some sort of promo for the students to earn this as a reward. Looking forward to a fun event in October!

Food Service: Lisa Olson, Katie McCarney

We put the first bulletin board up with the theme of "Kick Off the School Year with Healthy Choices". Our first committee meeting is to occur late September.

Helping Hands: Kim Walters

Helping Hands: We've had 4 requests so far this year. 1 from 4th grade, 1 from Kindergarten and 2 from 3rd grade. Volunteers were available quickly.

We currently have around 38 parents in the Helping Hands group and hoping for more after the home room surveys go out.

Planters: Provided two planters for the front and decorated the poles with blue/yellow ribbons. Response has been appreciative.

Kindergarten: Alex Cherry, Julie Wade

Brief Summary of Current Month – Activities:

August 23 - Kindergarten Play Date at Northcroft Park was a success! Beautiful day, great turnout!

August 23 - Kindergarten Cheetah Sign delivery to all the Kindy families. Thank you to all the volunteers that helped distribute signs and then pick them up the weekend of 9/6-9/8.

September 6 - Boo Hoo Coffee at Cherokee was a success! Was great to see so many Kindy parents celebrate as their new Kindergarteners started school! Great turnout!

Brief Summary of Coming Month - Plans: Nothing to do until the Spring Coffee!

Feedback about events/meetings

The new format of the Kindergarten ONLY orientation during the Walk-Thru was not well received. Might want to think about adjusting the format or returning to the way it was in previous years.

LF-LB LDA: Danielle Burk

Brief Summary of Current Month – Activities:

Thank you Danielle Burk for stepping up to take on the Cherokee LDA position. Our first meeting will be on September 25, 2019 9:30-10:45 at West Campus. We will be discussing the direction of the organization for the future. Also we will be planning the locations of the future meetings. We are planning to move the meetings to the schools each month to make the organization more visible and accessible.

Mandarin: Nicole Cooper, Melissa Thoman

Brief Summary of Current Month – Activities: Melissa and Nicole have reached out to Mandarin teachers, Wan Laoshi and Zhu Laoshi, for class lists to organize Mandarin Room Helpers. We are working on scheduling a meeting with them to plan events for the year.

Confucius Day is celebrated on Thursday, September 19. A Tai-Chi Master will return to teach the students Chinese martial arts and traditional Chinese music. Mandarin parents are welcome to come and join the sessions. The schedule for the grades is as follows:

Grade 2 Mandarin: 10:10-11:10

Grade 3 Mandarin: 11:10-12:10

Grade 4 Mandarin: 12:40-1:40

Kindergarten and Grade 1 Mandarin: 1:45-2:35

Brief Summary of Coming Month - Plans: We hope to have Mandarin Room Helpers finalized around the beginning of October. We will begin planning for Mandarin Fun Night, a date TBD in November.

Membership/Directory: Shana Ward, Jenna Long

As of 9/13, our membership is now at 804 member families out of 1040 families. That's just over 77% membership rate. The directory information will go to the printer on

Monday, September 16th and we can expect delivery by the third week in October. Directories will be delivered to APT Member Families via their youngest child's homeroom.

Last year at this time we had an 87% membership rate. And we finished the 2018-19 school year with 934 member families out of 1033 families (90%). As memberships are the sole source of funding for the wonderful work of the APT, we would like you to encourage all District families to support the APT. Please be sure to tell everyone at your school about all the programs the APT puts together for the kids at your school and the need for these programs & events to continue.

New Families: Annie Kavanagh, Kate Hanson, Cyncy Schacher

We welcomed 18 New Families and a total of 19 new students to Cherokee with info folders, a back to school new family only info night and tour, T-shirts, magnets and yard signs.

We also worked throughout the summer pairing these families up with current Cherokee buddy Families to give them a contact, familiar face and school aged buddy for their children. Most of these families had playdates together before school even started.

Huge thank you to all the wonderful Cherokee families who helped welcome our newest Cheetahs!

Publishing: Erica Iles, Stephanie Knauff, Carrie Ringness - nothing to report

Room Parents: Lacy Fidler

Carolyn and I met to select room parents along with updating the room parent handbook/workflow. We also met with Mr. Livingston and the school nurse to go over allergy concerns with the class party. Also, a room parent training meeting was held on 9-12.

School Supplies: Kristin Vallaly

The new method of ordering school supplies through The Write Stuff, Target, Amazon seemed to go OK. There have been some feedback and they will be making some adjustments for the upcoming year.

Special Events:

Back-to-School Picnic/Field Day: Lisa Weber, Kirstin Carruthers

Brief Summary of Current Month – Activities: Back to school picnic was held on Wednesday, September 11 from 4:30-6:30pm.

Brief Summary of Coming Month - Plans: Prepare for Field Day events

Detail of Current Month Activities (and prior months if not previously reported), including the following: Food and ice cream trucks were scheduled over the summer. Mr David was notified of event- to provide tables/chairs and secure back circle drive for vendors. Table coverings donated by Kirsten Carruthers. Sign-up went out to volunteers for bathroom monitors a few days before the event.

Events

Name of event: Back to School Picnic

Description of event: Family event with catered food provided by Mean Weiner and treats donated by Forest Orthodontics and Pediatric Dentistry

Breakfasts: Anne Axus, Brianna Meade - nothing to report

Spookfest: Jocelyn Liu, Gisela Orestano, Cara Ruzila, Margareta Komlenac - nothing to report

Haunted Hallway: Anne Axus, Elizabeth Martin, Ali Dacy, Alissa McNicholas - nothing to report

Winterfest: Lisa Florjancic, Shermin Pelinski, Allie Metz, Sarah Bass - nothing to report

4th-Grade Celebration: Amy Pasquesi, Holly Lemon, Isabel Witte, Deanne Plattner, Lisa Florjancic - nothing to report

Spirit of 67 Board: Annie Ignoffo, Mirela Dalton

Join the Spirit! Cross town competition is happening again this year. Cherokee won last year and we want to win again!

We've been busy speaking at various events to encourage parents to donate! New Family Night, Kindergarten presentation, Info Night, etc.

Stand Up For Spirit Night is Thursday, October 17 at Onwentsia. At time of minutes, tickets are sold out.

Spiritwear: Melissa Thoman, Audrey Margol

The spiritwear committee first met in early July with Kiddles and all of the school reps to decide on apparel choices for the 19/20 school year. Following this meeting some changes were made to spiritwear offerings. Specifically, for Cherokee there was a request made for increased options of under armor and/or performance fabrics. Kiddles was great in helping meet this request. The committee felt performance fabrics were more popular items and sold well, thus Kiddles agreed to this change.

Melissa and myself (Audrey) helped Jay from Kiddles run the spiritwear tables during the 1-4 walkthrough event on August 27th. The sale was a huge success and created a lot of interest in apparel. Order forms were handed out to those who wished to order online. Later that week Melissa and Audrey also made copies of order forms to place in all

teacher/staff mailboxes. Order forms went home in the backpacks the first Friday of school, August 30th.

The deadline for spiritwear orders both online and in person was Sunday, September 15th. At the time, all forms were collected from the school (mailbox, front office) and returned to Kiddles.

Orders are expected to be delivered in mid-October and the committee will distribute to classrooms at that time. No expenses for the month.

Spring Parent Survey: Kim Pfahl - nothing to report

Staff Appreciation - Events: Gisela Orestano, Stephanie Knauff, Allie Metz, Tara Eggers
- nothing to report

Staff Appreciation- Meals: Annie Ignoffo, Kristin Carruthers, Deanne Plattner

We had a very busy start to the school year. We had two very successful meals so far, the Back-to-School luncheon and the Parent-Info night dinner.

Back to School Luncheon, August 27, 12pm

We served 55 staff members in the cafeteria. We had five tables set up for the staff to eat at, and one long table set up for a double-sided buffet. We started setup immediately following the walkthrough. Deanne Plattner and I had our kids set the tables for 60 with the napkins and utensils. We also set a chocolate bar at each setting. We ordered sandwiches, including a gluten-free option, from Donati's to be delivered at 11:45. There was a genius sign-up for water, fruit, salads, and cupcakes.

Parent-Info Night, September 4, 5pm

I put a sign-up in the teacher's lounge a week before the dinner, which listed what we would be serving. We planned on dinner for 40ish, and we had roughly that many teachers come through. Deanne borrowed chafing dishes from her friend so we were able to keep the food warm. We picked up taco meat from Mean Weiner and Churros from Costco, hot and ready to go. There was also a sign-up for water, watermelon, chips, salsa, guacamole, and taco fixings. We confirmed that the meat was gluten-free and were sure to have gluten-free tortillas.

FEEDBACK: The teachers raved about both events. This year we are trying to order a main course and have parent sign-ups to bring the sides. We will depend on parent donations fully for the two breakfasts. Everything went very smoothly, the only thing to note is that teachers prefer still and sparkling water over any other beverage (I made a big jug of virgin margaritas for the taco dinner that went mostly untouched.) We had many leftover sandwiches from Donati's, next year I would cut the order down by at least 1/4.

Next up: Fall Conferences- Lasagna and breakfast

Social & Emotional Learning: Meredith Norman, Sarah Bass - nothing to report

Visiting Scientist: Lisa Watters, Ali Dacy - nothing to report

Yearbook: Kelly Pasquesi, Gillian Goodfriend, Annie Ignoffo, Erica Lump

-Thursday the 19th is picture day. We have a lot of volunteers to help make the day go smoothly.

-We have a training with our Lifetouch rep this Tuesday the 24th along with Everett and Sheridan yearbook reps.

-We are finalizing classroom photographers and will be planning a training in October to go over the new system.

Meeting was adjourned at 11:00 AM

Next APT Meeting:

Wednesday, October 16

Featured Speaker: Luke Livingston, Cherokee Principal

Respectfully Submitted,

Maria Moore

Cherokee APT VP/Secretary