**SEVENTH AVENUE SCHOOL PTO MEETING AGENDA**

**DATE: April 10, 2025, 7:00 p.m.**

**LOCATION: Seventh Avenue School**

1. **Call to Order & Introductions –** Meeting was called to order at 7:07 and all attendees provided introductions
2. **Welcome and President’s Report**
   1. **Board position recruiting updates** – Key Positions needed to be filled: Secretary, Room Parent Coordinator, Volunteer Coordinator; Social Media. Discussion held regarding whether a distinct Volunteer Coordinator role is still needed; most believed that this doesn’t warrant a special position. Elections to take place at May meeting.
   2. **Kickball Field update** – Candice stated that things are on hold with the field vendor while fields are so wet. La Grange Little League has some benches that they will be donating, including concrete installation for them.
   3. **Sunshine Grants** – Things fell behind with communication to teachers re: potential round of Sunshine Grants during Spring 2025. Discussion held about whether to squeeze in a round of grants before the end of the school year or whether to shift the “grant cycle” on to the Fall. Ms. Orosz and Mrs. Hall were both supportive of shifting to the Fall; members present at meeting generally supportive of this postponement and planning discussions will resume over the summer.
   4. **School Supply Lists –** Candice has delivered the request forms to teachers and will be wrapping this up.
3. **Principal’s Report** – Erin provided an overview of end of year dates and major events.
4. **Teacher’s Report** – Ms. Orosz expressed gratitude for the teacher birthday gifts from PTO
5. **Other Officer Reports**
   1. **Secretary**
      * *Action Item* – On a motion properly made and seconded, the March meeting minutes were approveda as presented.
   2. **Treasurer**
      * Financial Report – Patricia provided an update on revenue and spends since the last meeting. Jo inquired about spiritwear revenue; Patricia confirmed that we received deposits in October and January. Cash Balance is ~$39k.
   3. **First VP** – No special report this month.
   4. **Ways & Means**
      * Café Salsa Dine & Donate – Becky Mahr reported that revenue was about $100. Remaining is Billy Bricks in May and Buona Beef in June.
   5. **School Support** 
      * Field Day prep is underway. Andy’s will be donating ice cream (ice cream count = 250). Discussion held regarding volume of picnic food. (See additional discussion regarding Field Day under Upcoming Events.)
6. **Discussion Items / New Business**
   * + Yearbook – Cara Gill provided a report on status of book compilation and requested that additional reminders re: purchasing go out to families. Photos of events before the end of April can probably be still be included, with May 2 as the “hard cutoff.” Discussion held regarding whether to buy yearbooks for 6th graders, which members supported.
     + Garden updates and needs – Indoor plants are doing great. Outdoor sign is broken and Jo is working on repairs. Planting will happen at the end of May, provided weather is typical to past years.
     + Teacher Appreciation Week starts on 5/5/2025
       - Ann Marie Ruprecht attended and provided a report regarding planned events/gestures, including donated coffee from Wheely’s, flowers, Pizza lunch, Café Salsa lunch, and Crumbl cookies.
       - Re: volunteer support needs - Ann Marie states that she will need help with picking up Pizza on Tuesday and the Café Salsa lunch. Will be sending around an online sign-up form for families to donate items. May also need some help with clean up.
     + Other Upcoming
       - Administrative Professionals Day 4/23/25 – Jen Burrows will take care of Lou Malnati’s pizzas for the 2 office admins.
       - Sixth Grade end-of-year planning – Jo stated there was a Zoom among the parents who are leading the different events. All seems to be on track.
       - Field Day – Candice intends to do a flyer that will have the t-shirt color info and a QR code for volunteer sign-ups. Ideally, flyer will go home on 5/2. Lauren to follow-up with Maggie to gather sign-up needs.
     + May Meeting – Tuesday, May 13. 6:00 at Café Salsa.
7. **Open Floor** – No items at this meeting.
8. **Adjourn**