Meeting Minutes
Brookfield Elementary PTO

Date: Thursday January 8, 2015
Time: 9:30 am
Location: Brookfield Elementary Library

Present: Dan Westfahl, Michelle Aprahamian, Mark Hansen, Dan Pavletich, Christine Birt, Ginny Bruemmer, Stacy Dumuth, Katy Jorgensen, Nina Stull, Jackie Goldsmith, Sarah Hoffman, Sara DeRosa, Jen Citti and Josie Dornbach

I **Introductions**

II **Secretary Report** *Josie Dornbach*

A. Ginny B. moved to approve minutes from 12/11/14 and Katy J. seconded, minutes approved

III **President's Report** *Christine Birt*

A. Eight (8) Mini Grant proposals were received
    a. Two (2) $500 grants will be awarded for a total of $1000
    b. All Proposals available in the school office to review. Below is a re-cap of each
        i. Mrs. Boggs: Books and materials for her 4th grade class in adopting & expanding a growth mindset philosophy. Based on the learnings from the current staff book selection *Mindset* by Carol Dweck <4th grade class>
        ii. Mrs. Jakubowski: iPad for 4th grade classroom <4th grade class>
        iii. Mrs. Benz and Mrs. Graser: Osmo App for iPads <K5 classes>
        iv. Mrs. Hipp: Legos for Lego Club <school>
        v. Mrs. Wolf and Mrs. Hamilton: Movable Display Boards <school & staff>
        vi. Second Grade Team (Ferree, Erickson, Hoffee & Russell): Funding to attend the WEMTA (WI Wducational Media and Technology Association) <second grade teachers>
        vii. Mrs. Aprahamian: One day workshops and motivational speech by Chris McBrien <school & staff>
        viii. Third Grade Team (Karbowski, Meissner, Mittelstadt & Wasserburger): NOOK GlowLight E-readers <3rd grade class>
    c. Discussions occurred at meeting with group and Dr. Westfahl
    d. Voting to be complete by January 22, 2015
        i. Stacy Damuth to send out email to all PTO Board and meeting attendees to vote via Google forms

IV **Principal's Report** *Dr. Westfahl*

A. **Volunteer Screening** *Mark Hansen (Superintendent) and Dan Pavletich (HR Director)*
    a. Current volunteer screening/background check will be updated
        i. Implement in 2015-2016 school year for all schools in the district
    b. Mark Hanson and Dan Pavletich are attending PTO meetings across the district to present information and asking for feedback

c. They stressed the need for consistency in volunteer screening for all schools in the district
d. Volunteers that will/can be unsupervised with a student(s) (i.e. tutor, field trip, etc) will need an approved background check by the district
    i. Not a requirement for that "one time" visitor
e. Dan Pavletich presented the application and information that will be needed to complete for background check
    i. Background check/screen will be a section in the online registration process
    ii. Cost will be covered by the district
f. Looking for feedback from PTO President in 7-10 days
    i. Information/feedback to be forwarded on to Christine Birt cbirthing@hotmail.com by January 23, 2015

B. Brookfield Elementary literacy publication in Brookfield NOW (12/15/14)
C. Jenifer Berthold working with Dan Gutman for the upcoming author visit
    a. Visit will likely be via Skype
D. Elmbrook Pre-School approved by Board
    b. Dixon School location for 120 spots, open to everyone but preference to students in District who will be 4 by 10/1/15
    c. Registration opens 2/5/15
E. Kindergarten Open House on 1/28/15
    d. Currently 96 potential students from census information
F. Many Assessments going on- more information on the website
    e. MAP testing
    f. Reading Assessments
    g. NAEP Testing
        i. Brookfield Elementary has been selected
        ii. NAEP Personnel to administer tests
        iii. 50 random 4th graders to be selected- letters will go home to family
        iv. We do not see results on testing- use as part as creating a national norm
G. Report cards to go home 1/30/15
H. WI Hills Open House for 5th graders 1/27/15 at 5pm
    h. Student Shadow Day 5/14/15
    i. Karen Hamilton will get information on the website

V **Associate Principal's Report** *Michelle Aprahamian*

A. Working on a Buddy Family project for new families to the school
    a. Partnering with Burleigh Elementary on sharing ideas and determining proper committee to run through
    b. This year have been sharing lunch with Dr.Westfahl and new students to Brookfield Elementary
B. PIN pads in the cafeteria will be rolling out
    a. Starting on Monday 1/12/15 for 5th graders
    b. There will be 2 pads
    c. Student number will carry through high school and other districts
    d. Students purchasing just milk will not be using PIN pads

VI **Teacher's Report** *Dawn Hipp*

A. Had 40 students in GeoBee first meeting on 1/7/15
   a. Just focusing on US currently
   b. Tuesday 1/13/15 second meeting
   c. Winner from school will try to qualify for State and National
B. Math March Family Madness set for 3/12/15 at 6pm
   a. There will be students from each grade showcasing different math related items/ideas/concepts
   b. Dawn will help select certain students to host their own areas- more "open house" concept
   c. Aaliyah Gregor (4th grader) is help organizing the invitations to other students to participate
   d. Looking for donations for prizes
   e. Katy J. suggested that LegoLeague from WI Hills could come in and showcase some ideas

VII **Treasurer's Report** *Stacy Damuth*

A. Reviewed Reports
B. Done with major fundraisers until the Spring Fling
C. Still collecting on fees
   a. 42 outstanding student room parent fees
   b. Also some 5th grade farewells
D. Shoparoo- There are 3 YEC students checking for receipts weekly

VIII **Vice President's Report** *Katy Jorgensen*

A. Winter parties went well
   a. Planning to keep same days/times for Valentine Parties

IX **Director of Ways and Means** *Ginny Bruemmer*

A. Still waiting on Spiritwear winter hats, currently have no delivery date
B. Splash for Cash forms just went out- event planned for 1/22/15
C. Still waiting on totals/checks from past restaurant nights from Blaze, Panera and Cousins
D. BW3 Restaurant night planned for 2/25/15- which is the same night as Science Fair Project drop off
E. **Shoparoo** – Stacy Damuth
   a. There are 3 YEC checking for receipts weekly

XIV **Director of Education** *Sarah Hoffman*

A. Seussical Jr preparation underway and tickets are still available
B. Science Fair is planned for 2/26/15 and Sara Traband will be again chairing event
   a. Open to all grades
   b. Last years there were 120 projects
   c. Planning meetings set for next week and note will be sent home later in the month
C. Battle of the Books on rador
   a. Plan to discuss with Beth Kumer on what was done in past years
   b. Plan to discuss with Jenifer Berthold on book ideas
D. High Interest Day planned for 4/29/15

E. TriMathlon- Anu Deepak from Mathnasium of Menomonee Falls presented a donation of $40 to the PTO for the following students' particaipation on the 4th Annual TriMathlon
    a. Yash Prag
    b. Vaydaant Ebenezer- 2nd place winner at the 5th grade level
    c. Kamran Saadati
    d. Trent Reay-1st place at 3rd grade level

XV **Director of Volunteers** *Sara DeRosa*
    A. No updates

XVI **Director of Hospitality** *Nina Stull*
    A. Teacher Dinner planned for 2/11/15- looking for ideas

If there are any questions or discrepancies about these meeting minutes please contact Josie Dornbach (jcorbodornbach@yahoo.com

Please join us at our next meeting
February 12, 2015 at 9:30 AM in the LGI.
As always, younger siblings are welcome!