

## BFA General Meeting (via Zoom)

September 2020

**\*\*Approved 10/20/20\*\***

**Members present:** Jennifer Khan, Katie Wyzukovicz, Karen Semler, Megan Huber, Amy Weaver, Maria Childs, Jenn Surber, Candace Kehoe, Carrie Modra, Mandy Distel, Meredith Metzler, Mirna Perez, Andrew Wilhelm, Lucinda Troester,

Jennifer Khan called the meeting to order at 9:05

***Principal/Asst. Principal: Dr. Kehoe/Ms. Modra***

### ***School Update***

- Teachers and students have been amazing. Teachers are stretching their creativity while we identify a way to get back in the classroom.
- Butterfield has 441 students - including early childhood and SEDOL (2 sections of early childhood in am and pm, 4 Kindergarten sections, 4 1st grade sections, 3 2nd grade sections, 3 3rd grade sections, 4 4th grade and 4 5th grade sections.)
- Teacher Changes/Updates
  - Abby Vaughn has taken a leave of absence, a new social worker has been assigned
  - Amy Soellner has moved into math intervention
  - Sieroslowski has moved to Highland Middle School
  - Nicole Billon is a new 5th grade teacher
  - Lisa Wolf has moved back to 1st grade
  - Jacklyn Johnson is ELL
  - Mr. Feldman is now a principal in Lake Villa - our new assistant principal is Carrie Modra
- Ways to keep in touch with what is happening at Butterfield: Teachers, Dr. Kehoe or Ms Modra, Dr. Kehoe sends weekly emails highlighting main events, BFA offers “What’s Happening Wednesday” updates and the Butterfliar is posted monthly.
- Meet & Greets were wonderful and really helped families have an opportunity to be face to face.
- Virtual Curriculum Night - successful based on the feedback from the teachers. Hope that people were able to watch the videos that welcomed families that evening.
- Feedback is clear that while not a replacement for in person, this Fall’s ESchool program is much more robust than it was in springtime and that there has been a lot of improvement.

- There currently are staff and students at Butterfield:
  - Day 2 we brought back early childhood, EIP and SEDOL and they are now attending 3 days a week.
  - Majority of the staff is working in their classrooms
  - Students have been brought in to do 1 on 1 assessments with staff. Kindergarten and First grade students have been brought in.
  - E-Center was the next phase - we welcomed students that for a variety of reasons needed to be at school. More of a supervision center. 44 families showed interest - and there are currently a total of 12 students attending.
- ReOpening Committee - original goal was to come back with adaptations and the guidelines that were presented in July on health moved us to all online. That committee has now been divided to several sub committees: metrics, health, middle school and elementary. Each committee is presenting at the board meeting next week.
- Teachers are hoping to offer extracurricular activities soon; student council, cup stacking etc. Goal is to start with 5th grade regarding student council and then work their way down for class contacts.
- Conferences: no official guidance right now. Based on informal conversations - staff will be in the building, but meetings will be virtual. We can provide a box dinner.

***Teacher Update: Tanya Surdick***

Unable to attend

***Committee Chair Reports***

- **SpiritWear Committee:** \$4500 sales, \$450 to the BFA (Over 200 orders); goals is for products to be delivered the week of 9/22
- **40 Book Challenge** is continuing - check out the website from our BFA page
- **Room Parents** - sign up is still open until tomorrow night (missing 8-10 room parents)
- **Dine & Donate** - after we break \$150, 33% of all sales from Chipotle dine and donate on 10/21st will be donated to the school. You can order online/deliver or go in person. It is the first night of parent/teacher conferences. We wil have Lou Malnatis in December - just finalizing the date.
- **Fun Fair:** Should we be thinking outside the box on how we can approach. Rockland did a virtual raffle last year - possibly benchmark from them. We all agree having some type of activity or raffle etc. would be wonderful.
- **Famous Artists:** Lucinda shared all is on hold right now. Hoping to put something together soon.

- **Clothing Sale:** Currently cancelled. Could be opportunities to collect items for families in need. Mostly concerned for our local in district families that rely on the sale. Hoping to have an update at the next meeting.

***Treasurers: Amy Weaver/Karen Semler***

***Budget Update***

- Budget is very minimal - we wanted to prepare ourselves that income would not be coming in. We estimate to be at a loss of \$16,525
- Very fortunate because we ended last year with \$57,000 in our account.
- We did provide our traditional welcome back to teachers gift.
- Budget was approved by the board 9/15/20

***New Debit Card Policy***

- Last year we moved to Chase Bank as the fees were not as extreme so we could keep more money within the school.
- Wanted to create a policy to show transparency for those using the debit cards
- If there are 3 unapproved transactions, the card needs to be put in a “timeout” to confirm everything is above board.
- Currently the 3 cards are assigned to Jennifer Khan, Karen Semler, Amy Weaver
- Debit Card Policy was approved by the board 9/15/20

***Spiritwear % Donation***

- Profits vary on each item based on the margins
- Last year, a few of the vendors gave us \$1/item when they sold things. It has never been a formal process
- Moving forward - ensure transparency of vendors contributions back to Butterfield
- Jennifer will ask the Spiritwear committee to identify the percentages

***2nd VP: Megan Huber***

***FAD 70 Update***

- President and second Vice President meet every other month to get a breakdown from district administration on what is going on. The FAD team is then responsible for going back to the Family Associations.
- First meeting was at the beginning of the month - most of it was about the reopening committees. Several committees are in place and are meeting weekly if not more. They are getting recommendations, benchmarking to identify the best next steps and plans. Goal is for a formal presentation at the October board meeting.
- You can email your district board or Dr. Barbini

- New website was delayed - but the goal is to have it available by 10/31. There will be additional information and changes after 10/31.
- Directories distribution was discussed. Some schools are doing pick-ups. No option for online directories as of now. More to come...
- Dr. Youngman was very interested in our feedback and what we would and would not change from ESchool right now
- Discussion about the Elementary chromebooks vs. Middle School chromebooks as the Elementary chromebooks were not originally purchased for this situation/usage so are not as robust.
- Copeland is doing an in person book fair (parents sign up for times they want to shop), Rockland is doing a fishing derby, Rockland is doing a gator gala (Similar to TAT), some schools are looking into food drives to provide food pantries etc.

***President: Jennifer Khan***

May Meeting Minutes Approved

***Fundraising Ideas***

- Jennifer looked into a mobile movie night and it was quite pricey with licensing etc. Unfortunately based on the pricing not sure if we could break even
- Book Fair will be held virtually during parent teacher conferences.
- Dine & Donates are being used across schools

***Meet-Up Ideas***

- Hoping the head room parent can help provide some ideas to get classes together
- Benchmark with Rockland - they did park meet and greets. One parent/student, no other siblings, masks and encouraged social distancing. Met at Nicolas Dowden - not school grounds.

***Reopening Committee Update***

- They have met twice - been reviewing Lake County health metrics. They provide a school dashboard so you can look down to a zip code level. You can see incident rates, hospitalizations and testing turnaround.
- The Middle and Elementary school plans will not be identical. More updates to come Monday at the board meeting.
- How do we benchmark with neighboring districts? Superintendents meet and discuss their plans. Listening and learning and trying to make the best decision based on our population.

***1st VP: Katie Wyzokvicz***

***Teacher Appreciation***

- Gifts are being distributed to the schools this week. \$100/teacher, \$50 part time/coaching, \$25 paraprofessional
- We do have the coffee machine that we purchased last year and it is in the lounge so hopefully the staff is using it. Maybe as the staff is coming back, we can offer pre-packaged snacks for the teacher lounge and refresh coffee etc.

***Secretary: Jenn Surber***

Nothing to report

***Communications Director: Maria Childs***

***Butterflifer***

- Next issue will go out on 10/2; any updates to be included should be sent to her by 9/28
- Anything for social media needs to be sent to Maria directly.

***New Business***

- Goal is to offer some general meetings in the evening per a parent request. November 17th will be an evening meeting and then they will switch accordingly.

Jennifer Khan adjourned the meeting at 10:43

Next meeting is October 20th

Respectfully submitted,

Jenn Surber  
BFA Secretary