**PTO Board Meeting Minutes**

**September 19, 2017 – 10:30 am**

**Sprague Library**

1. Call to Order and Attendance/Introductions

Katie Snowden

Thomas F. Herion

Erinn Vincent

Christine Murray Upadhyay

Fiona Zhang

Michele Schaapveld

Teresa Hansen

Sandy Switzer

Aaron Jesser

Gayathri Kalyanaraman

Rilina Ghosh

Amy Hoopis

Tracie Conrad

Marissa Grossenbach

Leslie Cornell

Beth Auer

Cristina Lopez

Blanca Bugler

Angela Geiges

Germaine Rosenkranz

Heather Vasilenko

Gustavo Guillen

Purba Kiran

Anita Spohnholtz

Robin Babbo

Tiffany Etzel

Jenniffer Booker

Lauren Dardick

Jennifer Prosk

Scott Warren

Katie Reynolds

Anne van Gerven

Tania Surane

Katie Wolf

a. Introductions from all the presents.

2. Approval of Minutes from May 2017 Meeting

Motion to Approve: Heather Vasilenko

Second: Tania Surane

3. Recording Secretary-

a. Correspondence and Announcements

b. Attendance Sheet

c. School Board Meeting Sign Up

d. Reminder to send the reports to the Secretary

4. Administrative Reports

a. Scott Warren - Superintendent

**1. Construction Completed**

Both Sprague and Half Day schools have new additions! The construction was completed over the summer and school started on time. With the new additions as well as 5th grade moving to Half Day, our crowding issues have been reduced. We are thrilled with our new classrooms and cooperative learning spaces that help promote 21st Century Learning!

**2. New Crosswalk/Pick up at DW**

Daniel Wright will have a new crosswalk across Riverwoods Road. It will be moved to the north entrance so it is located in a more visible area of the property. It will also move the students away from the buses and cars exiting the property. This will occur in early October.

**3. Transportation Changes**

The new start times, shifting of 5th grade to Half Day, and implementing our transportation guidelines has created some new challenges for our routes. We held a meeting on September 7th at Daniel Wright to discuss the changes, the process for making the changes, issues people are seeing, and sought solutions. Mr. Mendoza and I continue to review the issues and solutions to see how we can best serve our community.

b. Katie Reynolds - Asst. Supt. for Instruction

\* Curriculum is up and running. We have new social studies curriculum resources this year. The teachers are receiving new training.

\* English Language Model is been revised this year. Children K-2 may need to work outside of the classroom in small groups; 3-5 won’t go out of the classroom, instead teachers will help them in the classroom.

\* We are in the middle of MAP testing for grades 3-8. We are making some changes. In the past everyone had Fall, Winter and Spring assessments; this year only will be testing on the Fall and Spring. The Winter testing is only for selected students.

\* This year we are having Grading Changes. The district is separating behaviors from academic. Since is an important change on how teachers grade, the District is paying attention to the Parents reactions.

\* Great news is that Mrs. Julie Gaunky (ELA teacher) was published recently. She wrote an article about “The Value in Teaching the Teacher”. The District is very proud of the teachers when they are published.

c. Anne van Gerven - School Board

\* Thanks to all of you for volunteering and the tremendous support you provide to our district and schools – year after year! Thanks to PTO for their donations to the DW library.

\* Half Day and Sprague additions and renovations were up and running for the start of the school year. We had a ribbon cutting on Tuesday, August 22 to officially open the building and share the amazing amount of work that was done. The buildings look amazing and we could not have done it without the hard work, oversight and planning by our administration and the countless hours from our staff and volunteers to plan, pack, unpack and get everything ready to go.

\* At our last meeting, the Board discussed the Board and District Goals for this coming year. These goals align to Vision 2020 and district initiatives. The board will be discussing these as well as Superintendent goals at the meeting tonight with approval slated for next month.

\* On Thursday, September 7th, administration held a parent meeting to discuss transportation. The program began with Dr. Warren and Anthony Mendoza giving an overview of transportation and specifically recent changes that came from the Parent Advisory group on Transportation. Parents can access the presentation as well as the more detailed guidelines on the District website under District => Departments => Transportation. The meeting lasted an hour and half with the majority of the time spent in question and answer format with parents asking specific questions regarding their child’s bus stop or route as well as general questions on bus policy, communication, route timing/schedules and concerns with bus crowding. With the movement of 5th grade and the change in start times, transportation has rebuilt the bus routes and as such is actively monitoring all of these areas and handling parents questions and concerns as quickly as possible. At the end of the meeting, Dr. Warren asked parents to please forward to him any ideas or solutions to address the concerns expressed. We are lucky to have such an engaged, well-educated, and intelligent parent community and would love to hear your thoughts.

\* Next board meeting is tonight at 7pm in the DW library. All are welcome to attend.

d. Thomas Herion - Daniel Wright

\* DW is having a new pick up procedure. Please be patient as we walk thru this process.

\* A new crosswalk will be installed and the bike racks will be relocated.

\* When school starts late, lunch will be later.

e. Erinn Vincent - NJHS

\* The Social Emotional Committee is working on creating a strong advisory program, their 1st lesson is about diversity in the classroom and the community.

\* Erinn and Katie are working on the Spanish enrich program to offer spanish activities outside of school time. They are planning to go to the National Museum of Mexican Art for the Day of the Dead Exhibit, and to have a Tapas Night to have a professional chef prepared tapas for the students.

\* On Oct. 14 is Community Day and everybody is invited to participate. The registration will be on paper.

\* We are organizing a Halloween Custom drive for Kids in need. Is for Junior High kids, please donate the biggest size custom you can find. The customs should be new.

f. Katie Snowden - Student Council

The Council had its first meeting yesterday with over 40 kids. The schedule is already done. They have been working with their sponsorships and different charities to donate money and adopt 3 or 4 families to help.

5. PTO Executive Committee Reports

**a. President**

i. Executive Committee meeting

Is going to be this Friday to review last year's goals and discuss different fundraising opportunities.

ii. School Supply Drive for Houston

The PTO organized a drive to help kids in need after hurricane Harvey. Thank you to all the ones that donated.

iii. On line Directory (Tiffany Etzel)

Is almost ready to launch.

If any one want to test it, email Tiffany.

**b. Treasurer**

i. Financials

\* Some grants from the past has not been spent yet and are in our balance but is not money available to spent.

\* On Friday the Executive Committee will talk about the Budget.

\* The treasurer is missing some reports from last year. We are audited and without this reports we can’t receive our tax return. The most important ones are the fundraising reports.

ii. Membership

Is down from last year. A suggestion to change from “Member” to “Supporter”

**c. Vice President**

**d. Communications**

i. Updates

6. **Events and Programs:**

**a. Ways and Means**:

**Premier Partners**

Tamarak and HSA have confirmed as premier partners, we have yet to receive confirmation from the rest of the partners.

**Book fair**

We had a meeting on 9/8 to go over scheduling. All committee chairs attended scholastic book fair workshops and we are ready to go. We will have a presale of a featured book (Diary of Wimpy Kid for HD and DW and LS will have a different title) on the week of November 7th. Scholastic will drop off books on Monday 11/13 in the morning and then we set up the same day after school. Last day of sale will be 11/20 and we will pack up that night. Online sales will open on 11/6 and continue for three weeks. Our first advertisement for the fair will go out the end of this month.

**Spirit Wear**

The fall spirit wear sale is ongoing until September 28. We have items for each school. New this year is the personalization on the back of the t-shirt and ¾ length shirt. Additionally, we have offered a 15% discount to PTO members. We do think that this discount has helped to promote PTO membership dues along with spirit wear sales. As of September 11, we had the following:

* Daniel Wright class of: 27 orders ($532.06)
* Daniel Wright spirit wear: 17 orders (805.24)
* Sprague: 29 orders ($1022.75)
* Half Day: 35 orders ($1367.95)

Orders will be distributed the week of October 9.

Additionally, we have attended the curriculum nights and back to school bash to sell the hats, socks, magnets, and bags that remain from last winter’s fall sale. Soon these items will be available again on the PTO store.

**Run for D103**

* Race Day is confirmed for Sunday, May 19th 2018.
* Initial meeting with the 3 parent organizations (PTO, Music Boosters, LFF) to discuss expectations and goals for this year's race. Will need to have a goal by November as this is needed for sponsorship communication.
* Timing Company has been locked down.
* Agnes will be sending an email out to the team that helped out with last year's 5K run to confirm if they'll be able to help out this year. Most folks had verbally said that they would be willing to help but an email will be sent to re-confirm.
* Michele will be applying for the USATF course application, village permit, and Lake county permit in November.

**Pizza Sales**

Sales went well this pizza session, we are slightly up in sales when you remove the 5th graders.

Here are the servings ordered per grade:

|  |  |
| --- | --- |
|  | **# of servings** |
|  | Last Year | This year | YOY Variance |
| **6th Grade** | 74 | 79 | 5 |
| **7th Grade** | 74 | 73 | -1 |
| **8th Grade** | 56 | 79 | 23 |
| **Total** | **204** | **231** | **27** |

We just placed our first supply order of the year (we had some remaining from last year). We purchase from Gin Choe, a district parent, who works for a janitorial supplies company.  She is able to use her employee discount to get us plates at a slightly lower cost.

The lunched have gone fairly well.  We continue to have families add orders and have had very few drops.  We have had minimal changes.

We had two late deliveries (one due to an accident) but the kids have all been served. The volunteers really stepped up to get the pizzas out on time.  Having Gary manage the on-site, with his calm demeanor, helps.

**School Supplies**

We matched the sales from last year. We had a total of around 885 orders. As everyone is aware, SchoolKidz botched the delivery and shipments very badly and PTO stepped in and purchased the missing items per child/grade and everything was delivered to the classrooms by the end of August.

**b. School VPs:**

i. Half Day

a. 3rd/4th Grade Curriculum Night Sept. 26

b. 5th Grade Curriculum Night Sept. 27

c. 5th Grade Health Night Girls Oct. 11

d. 5th Grade Health Night Boys Oct. 12

“Girls’ night on Wed 10/11 and Boys’ night on Thus 10/12”. We are trying to round up enough volunteers for the boys night - if we are still short by the meeting, Rilina or I can just mention that.

Also, we now have our 8th grade health night on Monday 4/16, so please feel free to add that to the calendar.

ii. Sprague

a. Picture Day Sept. 26

b. Sprague Author Visit Oct. 3

c. Reading Night Oct. 12

* Room Parents and Grade Level Coordinators have been assigned and orientation took place in early September.
* We are working with Mrs. Hofmeier and the Grade Level Coordinators to plan the upcoming Halloween and Winter parties.
* We have secured volunteers to assist during Sprague Picture Day (9/26).
* PTO has donated combs for the Sprague Picture Day and snacks for the upcoming Reading Night on Oct 12th.

iii. Daniel Wright

a. Picture Day Sept. 27

b. Author Visit Sept. 29

**c. Hospitality events**: Welcome Back Snacks,Back To School Bash at Sprague

i. Custodian Appreciation Day Oct. 2

**d. Parent Ed**: “Parenting for a Successful School Year” Sept. 28

We have a busy fall for Parent Education with some great speakers coming this month and next so please save the date and spread the word.

 **Thursday, September 28th D103 Parent Education presents Parenting Perspectives** team Lauren Bondy and Karen Jacobson. They will discuss “Parenting Your Child for a Successful School Year” It will be held at the Vernon Area Library’s Annex Building from 9:30-11am. (Target audience parents of preschoolers – 5th grade)

**Thursday, October 5th PBJ (booktalk) on Angela Duckworth’s book “Grit”**. Vernon Area Public Library Annex Building 7-8:30pm brought to us through Community Parent Network (CPN)

**Wednesday, October 18th D103 Parent Education presents Elyssa’s Mission** “*Recognizing When Your Tween/Teen Needs Help and What You Can Do as a Parent”.* The event will be held at the Daniel Wright Cafeteria from 7-8pm.

\*\*\*Remember all programs are free to parents. As always, please let us know if you have any ideas for topics or speakers.

Once again this year Tamarak and LCNS are partnering up with us to help bring in many of these great speakers to our community.

**On Thursday, September 14th CPN presented Dr. Deborah Gilboa**

 *Get the Behavior you Want Without Being the Parent You Hate*

9:15-11:15 Vernon Area Library Annex Building (target audience: Parents of K-12grade)

 *Start the Year Off Right: Raising Responsible, Resilient and Successful Teens*

7-9pm Stevenson H.S. West Auditorium (target audience: Parents of 6-12 graders, teens welcome)

7. New Business

8. Adjournment – Next Meeting- **Tuesday, Oct. 10 - Noon @ Half Day Library**

**Upcoming:**

Principal Appreciation Day Oct. 20

Bus Driver Appreciation Day Oct. 23

Sprague Halloween Oct. 27

Boo Bash Smore’s Oct. 27

Half Day Halloween Oct. 31