**PTO Board Meeting**

**Minutes**

**November 10, 2015 – 12:00pm**

**Sprague Library**

1. **Call to Order and Attendance/Introductions**

Tania Surane

Michelle Kowalski

Denisia Anta

Anne Van Gerven

Katie Reynolds

Scott Warren

Michele Shrout

Michelle Brooks

Tracie Conrad

Stacy Szwejbka

Christy Adler

Katherine Robbins

Rebecca Young

Ella Shylak

Karen Borgerding

Lily Farahmandpour

Molly Shapiro

Agnes Beatty

**2. Approval of Minutes from October 2015 Meeting**

* + - * Motion by Michelle Brooks to approve the minutes
      * Second by Tania Surane
      * Minutes approved

**3. Correspondence and Announcements**

* We received thank you notes from all principals for Principal Appreciation Day
* The bus drivers were also very excited about Bus Driver Appreciation Day.

**4. Administrative Reports**

1. **Scott Warren-Superintendent**
   * + - Facilities Improvement Plan

The District continues to move forward with the plans to move 5th grade to Half Day School for the 2016-2017 school year. We have hired a Construction Management firm, Gilbane, to oversee the management of the project to ensure it moves forward on time. The schematic plans for Sprague and Half Day are being finalized and will move to the next phase of more detailed design.

* + - * Transportation Committee

This fall, the Transportation Committee has been reviewing the practices and procedures for our bus routes. Walking distances, ride times and other procedures are being examined to optimize the routes. A recommendation is going to the Board for adoption in February. The idea is to shorten bus route times and improve procedures.

* + - * Start and End Times

The district has been reviewing the start and end times for our schools this year. American Academy of Pediatrics and the Centers for Disease Control has recommended that middle school and high school students benefit from starting school after 8:30 am. Many factors go into making this decision such as the research recommendations, transportation and traffic considerations, afterschool events, and finances. I am asking doctors who specialize in sleep to review the data for our district to see how our students are doing compared to the recommendations from the AAP and CDC. The Board will have an update on this project at the Nov. 17 meeting, a draft proposal on Dec. 1, and then a final recommendation at the Dec. 15 meeting.

**b. Katie Reynolds – Assistant Superintendent for Curriculum & Instruction**

* The K-8 ELL teachers hosted a parent night on October 29, 2015, at Daniel Wright Junior High School. The agenda included an explanation of the ELL program, the W-APT and MODEL Screening Tests, second language acquisition, ACCESS, information about the upcoming parent/teacher conferences and a question and answer session. This year members of the PTO were invited to speak to the parents about how they become involved in the PTO and different volunteering opportunities. I want to thank the ELL teachers for putting together such an informative presentation.
  + - * Thank you to Molly and Agnes for coming to talk to the parents at ELL parent night. The evening went well and it was helpful to have PTO there. Will continue to invite PTO to these meetings.
* CogAT testing is underway at all three buildings. Enrichment specialists, principals and psychologists will attend a training on how to run and read reports in late November. After the training reports will be sent home.
* We have experienced a sub shortage this fall. We have surveyed our substitutes to understand what would help remedy the situation.
  + - * + This is due in part to new rules requiring substitutes to have a Bachelor’s Degree.
        + We are working on ways to further entice this limited pool of candidates to come to the district. Sent out survey to subs and we will be summarizing responses and presenting a report at the next board meeting.
        + There are spots available for anyone to apply. Only a bachelor’s degree is required. Candidates make $100 a day and can set their own schedule. A background check is done.
* The consortium social studies teachers began unpacking the new Illinois Social Studies Standards on October 29, 2015.
* Technology Parent Advisory Committee met on November 3, 2015. There will be another meeting in late January.
* The district is creating a “Freshman Preparedness” survey that will be sent to D103 Freshmen students annually in November. The Alum Survey will provide valuable insight and support our strategic vision: District 103 is committed to providing a positive culture and climate that supports the academic, social, emotional and health needs of all students. The District respects and values academic and non-academic growth. The results will be released in December.

**c. Christy Adler – Principal, Laura B. Sprague School**

* Back to School Bash was successful and we had a great turn out.
* Thank you for the recognition on Principal Appreciation Day.
* Halloween Snacks:
  + - Gave children a prepared snack ordered by parents (apples with carmel, cookie, water. Gluten free options available) Had extras, was enough food for children.
    - Sending out a survey to get parent feedback
    - Did not receive a lot of complaints. (maybe dairy free option?)
    - Considering payment as part of school registration next year. Would still need permission for the menu items.
    - Looking at different options for food as well.
    - Teacher feed back was positive
    - The kids decorated the food bags and then exchanged them.
* Author visit from Aaron Reynolds was amazing. We are excited for Todd Parr’s visit on Thursday, November 12th.
* We finished day 2 of CoGAT testing. The kids liked the questions.
* Parent Teacher conferences are coming soon.

**d. Anne vanGerven - School Board Member**

* Facilities –  Construction Manager firm has been hired and is working with our architects (Wight & Co.) on timeline and schematic design.  In addition the district staff and administration has been meeting regularly to work through the operational and process changes related to moving 5th grade to Half Day.  Detailed update will be coming to the board in December.
* Transportation – Transportation committee consisting of Board members, Administration and parent representatives have met several times to identify transportation guidelines. A draft of those guidelines was distributed to the community for review and feedback.   Transportation committee will meet again next week to prepare final guidelines to be presented to the board in December and will then be used in defining future routes.
* Board continues to work with administration on School Start times and schedules.  Community meeting feedback was very helpful and the Board was grateful for the input.  It is being considered as the administration and board continue to look at options.   Recommendation from the administration will be presented to the board for Approval at the December 15th board meeting.
* Parent Advisory Committee on Technology met last week.  This committee consists of 2 board members, administration and parent representatives.   This committee meets periodically to discuss the use of technology – specifically 1:1 program.   The next meeting is in January

* + - * Next Board meeting is Tuesday, November 17th at 7pm at DW library.

**5. PTO Executive Committee Reports**

**a. President—Molly Shapiro**

* + - * **Passed out audited financial reports and tax filings. Let Molly know if you have questions.**
      * **Met with Teachers Association to discuss the relationship in general and improving communications and to get the Teachers Association more involved with the PTO. Let the Teacher’s Association know we are here to assist them and work with them, part of our Annual Goals.**
      * Also met with Mike Cope, president of the Learning Fund Foundation. Working on communication and relations between the two organizations. Will also get together with Music Boosters. Working toward common goals and communicating among organizations.
      * We have new shelves in the storage unit. We will clean and organize them and could use some help.
      * Wish Lists and Proposals for PTO Funds. Opening the lines of communication from teachers and administration for a wish list for PTO funds. We already have some ideas the Executive Board will discuss in January. If anyone has any ideas please let Molly know.

**b. Vice President—Agnes Beatty**

* **Links to Learning**

* + - Applications were due November 4th
    - Principals are reviewing them now.
    - There are fewer than last year.
* **Learning Fund Foundation**
  + - LFF made a donation of $2800 to the DW Science Olympiad Team
    - LFF will not be doing Innisbrook sale this holiday season. Primary reasons include financial margins, product selections and feedback from parents.
    - LFF is in discussions with District Administration re: funding several STEM focused projects including needs for new expansion at HD and upgrades at both DW and SP
* **D103 Music Boosters Update— Ella Shlyak**
  + **Cookie Dough Fundraiser**

—Our cookie dough sale was very successful! We appreciate the community's support!

—Orders are arriving Thursday, and we can use a few volunteers to help with home deliveries anytime between 4-9pm.

* + **Gift Card Fundraiser**

—Gift card sales start the week of Thanksgiving and will be delivered the week before Winter Break starts.

—New this year, we have full online ordering and a lot more selection for your shopping convenience.

**c. Recording Secretary—Karen Borgerding**

* **Attendance sheet**
* **Sign up for school board meetings.** There are 4 school board meetings between now and our next PTO meeting. They are on Nov 17th, Dec 1, Dec. 15 and Jan 5. All are on Tuesdays al 7:00 at DW. Please go to the sign up genius and sign up. It is attached to this e-mail and is also on the PTO website. Thank you!

**d. Communications—given by Molly Shapiro**

* + - * Update— Communications are going well. We have 333 “likes” on Facebook, up from last year.

**e. Treasurer—Lily Farahmandpour**

* + - * Year to Date Financials — We are doing well financially. We are below budget on spending. We budgeted for $25000 for membership and have brought in $24,855 so far with more expected to come in. We budgeted for $15000 for $103 for 103 and have brought in $17922.

**f. Ways and Means**

**i.** Book Fair—Reported by Agnes Beatty

The planning is ongoing and things are moving forward very fast. We have a marvelous team of volunteers, a lot of them new to the district, who are not here today but who I hope will stay with us for a while.

Kim Disbrow has done a great job taking the lead on this.

Book fair has taken on two parts, with online book sales instead of physical sales being the first part. Online sales are open now. Books purchased using the D103 code will be 30% off the sale for PTO. The second part will be the actual event on December 5th, which will include Teacher Wishlists and the Giving Tree and will be at Daniel Wright from 10-4.

Here is the breakdown on what was accomplished:

*Teacher Wishlists - Heather Vasilenko & Missy Katz*

We have sourced the teachers wishlists from various vendors to save on cost (615 of them). Heather ordered DW Wishlist items through Lake Cook Distributors, Childrens Bookstore and Amazon, depending on the price. Those are expected to arrive by Monday, November 16th to be sorted and organized. She will order the rest of wishlists books this week.

*Volunteer Coordinator - Missy Katz and Molly Shapiro*

Sign up Genius has been created and was sent out to parents who expressed interest in helping through our volunteer registration. A CC will come out soon to everyone. Please consider signing up for a slot if you are available.

*Raffle -Ana Soonthornsima*

We have 18 raffle prizes at the moment. If you know someone/a company interested in donating a raffle, please contact them or let us know. We're collecting raffle prizes until the end of the week. This year we will offer raffle tickets and teacher wishlists for sale not only on PTO's website and at the Book Fair, but also during PT conferences because we anticipate low attendance at the Fair by DW families.

*Entertainment coordinator - Kate Harper (schedule), Katherine Robbins (stage backdrop), John Rutirasiri (Sound system), Ana (logistics)*

Entertainment schedule is being worked on, 11 out of 18 slots have been filled. We are considering inviting outside organizations to perform. If you know of anyone interested, please contact them and let us know. Dance, martial arts, poms, etc. - all are welcome.

*Vendors—Kim Disbrow*

We will have a few vendors selling their items. They are small business owners who have associations with D103 parents.

*Marketing Plan/Communication - Beth Hanna/Gayathri Kalyanaraman*

Marketing plans for next year are under consideration. For the remainder of the planning for December 5th, Beth Hanna has agreed to help designing the posters, CCs, Weekly content, Facebook content.

*Gift Wrap - Astha Maheshwari*

Reusing moving papers and having the students decorate them at a table at the event. Honors Students will help.

*Giving Tree/Bernies Book Drive - Rebecca Young (reported)*

December 1-11 there will be bins at all the schools for students to donate books to Bernie’s Book Bank. They are requesting primarily books for grades 4-8.

At the book fair on December 5th there will be an option to purchase a book for Bernie’s either from the Giving Tree or from a Teacher Wish List for donations to Bernie’s. Parents can also donate cash.

Dr. Warren: Thank you for the book fair and for doing it with all the challenges it has presented.

ii. Run for D103/5K—-Katherine Robbins

Planning is going well. We had a meeting of volunteers recently. Sponsorship is also going well. We will meet again in January.

iii. Membership – PTO Directory update—Molly Shapiro reported

The PTO Directory went out recently. Big thanks to Gina Stec, Jasmine Chiu and Debbie Fisch who did a great job putting it together.

iv. Spirit Wear—Molly Shapiro reported

We have reopened the spirit wear sale for all three schools including the 8th grade t-shirt. The store will be open until November 23. Additionally, we have opened a store teachers to purchase zip up hoodies per their request. There are two styles for each school.

Please contact Brenda Cobb at [bmschrohe@yahoo.com](mailto:bmschrohe@yahoo.com) if there are any questions.

The shirts should arrive mid-December. The shirts will be delivered to the appropriate homerooms this week.

v. Pizza Sales—Molly Shapiro reported

Sales are going well. Second semester sales will open in January.

**g. Cultural & Fine Arts—read by Karen Borgerding**

i. Assemblies

Cultural Arts Assemblies in November:

The 3rd grade will be having an assembly on Thursday, November 19th and will be Discovering the Depths and learning about ocean life including humpback whales.  Should be an exciting assembly complete with a giant blowup humpback whale!

ii. Explore The Arts Day:

We continue to secure artists for Explore the Arts Day on February 24th.  Thanks to Stevenson and all the schools staff at D103, we have secured approximately 20 artists and have about 13 artists coming in.  Our goal is to have 40-50 artists, so we are getting closer.

We continue to discuss logistics and student sign up to make sure things run smoothly.

**h. Community Relations**

1. Hospitality — No report

ii. Welcome Committee—Molly Shapiro reported

Daphne, Astha and Molly will meet next week and are working on a possible D103 Information Fair at the Vernon Area library. It would involve the same types of organizations who attended the Back to School Bash. They can always use more volunteers to help out.

iii. Parent Education—-read by Karen Borgerding

Lauren Bondy from Parenting Perspectives came to speak to parents on Tuesday November 3rd about Conscious Parenting. This was our first morning event which was a huge success. Lauren was a great speaker. We are considering whether to have her come back. Please let us know if there are other topics you would like to hear her present.

Our next Parenting event is Wednesday February 24th at 7pm at DW. Dr. Karen Cassiday will be presenting: “Cultivating Peace in Your Home: Hot tips for preventing stress, mayhem and poor concentration” Please save the date.

CPN’s next event Monday December 7th PBJ book talk on Steinberg’s *Age of Opportunity: Lessons from the New Science of Adolescence.* The event will be at the Vernon Area Library from 7-8:30pm.

On Wednesday, February 3 Dr. Laura Kastner will have 2 presentations:

1. Getting to the Calm: The Early Years (for parents of 3-7yr olds). At 9:30am at the Royal Melbourne Country Club, Long Grove
2. “Wise Minded Parenting: 7 Essentials for Raising Successful Tweens and Teens” after her book of the same title. Please save the date.

As always please let us know if you have any ideas of topics or speakers.

i. **Sprague School Vice Presidents—reported by Molly Shapiro**

1. Author Visit

Todd Parr will visit on 11/12. Rilina is working hard on this visit.

ii. Native American Feast—Rebecca Young

Plans are all set for this day. We had a slight change in the menu. We have all the volunteers needed.

iii. Pilgrim Simulation

Is going on today. All is going well.

**j. Half Day School Vice Presidents—Michele Shrout and Michelle Brooks**

1. Author Visit – David Fitzsimmons 11/17—no report

ii. World’s Fair Chair –

We have found a new chairperson—Tina Schwartz. She has reached out to room parents for help and has met with last year’s coordinator. She will need volunteers.

iii. December Holiday Celebrations

We have met with the 3rd grade teachers for the pancake breakfast event. We will have gluten free pancakes this year and will work to avoid contamination.

We are still working on the 4th grade parties. May change format from last year.

iv. Halloween Parties Recap

Parties went well, we are considering moving them next year so they do not coincide with the Sprague parties.

v. State Fair

Kelly Bichkoff, Jackie Curtis and Chris Acampora are working on revamping the 4th grade State Fair. It will be at Half Day this year.

vi. Indoor Recess—Denisia Anta

Is buying new games for the classrooms.

**k. Daniel Wright School Vice Presidents—Tania Surane**

1. Lighted Schoolhouse – 11/13

Coming up this Friday, Nov. 13th. Registration closes today. There are 200 registered right now.

ii. 5th Grade Health Nights – 11/16 & 11/17

5th grade Girls night on 11/16 and Guys night on 11/17 at DW.  One more email will go out this week but attendance is looking good.

iii. Art Cart

Next art cart is scheduled for December 8-11. The project is Mexican yarn art.

iv. 6th Grade Social Dance Lessons

On December 4 there will be social dance demo during the 6th grade lunch period. Dates are confirmed – Fridays starting January 8th to February 12 from 8-9:30. Currently being advertised in Wright-ings newsletter.

v. Front Desk Office Support

Schedule put out for November and December a couple of weeks ago. All the dates are full until December 18.

vi. 8th Grade Dance

Committee under way, looking in storage area.

vii. Halloween Parties Recap

All went without a hitch. The kids (5th grade) had a fabulous time with activities that were planned and were extremely creative when asked to make a design/costume out of toilet with a real live model.

viii. Library

Have all volunteers needed.

ix. Colonial Days— Stacy Szwejbka

Have begun shopping for items. Will be held on February 4th.

**6. New Business**

**7. Adjournment** – Next Meeting Tuesday, January 12th at 12pm in **HD Librar**y