**PTO Board Meeting Agenda October 18, 2016 – 12:00pm**

**Sprague Library**

1. Call to Order and Attendance/Introductions

2. Approval of Minutes from September 2016 Meeting

3. Correspondence and Announcements, Attendance Sheet, School Board Meeting Sign Up

* Current Recording Secretary – Angie Petschke – is moving. Any suggestions for person who might be interested in the position?

4. Administrative Reports

a. Scott Warren-Superintendent

b. Kendra Perri - Curriculum Coordinator

c. Christine Adler – Principal, Sprague School (not present)

1. A special thank you to the PTO for coming to all four curriculum nights at Sprague!
2. Gearing up for the elections by sharing the books that the PTO generously funded: President Squid and Duck for President. Teachers will be reading these books to our students and talking about character traits that make good leaders. Students will fill out registration cards for use in the school-wide mock election on Monday, November 7th. Students will bring their registration cards to the “polling place” in the library. Votes will be in private voting booths throughout the day with the winner being announced at the end of the day. Voting will take place using a Google Form on the library ipads where students simply click on either Duck or Squid. Students will receive “I Voted” stickers to wear after they cast their vote.
3. To build a better foundation of cultural awareness, an online questionnaire was distributed to all multi-lingual families at Sprague. Over 45 families responded! On Monday evening, October 10th, we met with parents who were willing to talk about their culture, sharing information related to customs, traditions, practices, spirituality...etc. These parents were also willing to present to staff so we have scheduled them to come in on November 1st and 20th to share about India and China. Our first meeting was wonderful…so much sharing of important information. We anticipate continuing the conversation and including more families from different countries who were unable to attend the evening meeting.
4. Preparing for Bus Driver Appreciation Day on Friday, October 21st. By this date, all bus “breaks” will have taken place with me and the driver reviewing expectations, seating guidelines, safety procedure, and problem solving methods with students. Bus drivers were also provided an inservice in early September so that they understand Sprague’s bucket-filling approach. They each have the book, “Have You Filled A Bucket Today?” and are using that language with students.
5. Sent out the Holiday Party Treat plant to all parents, along with the menu. Feedback has been positive so far. Parents who have yet to respond will be emailed a form to indicate if their child will be participating. Peeps have arrived and all other items will be shipped on October 17th.

d. Anne van Gerven - School Board Member

1. Tonight's board meeting (October 18) has been cancelled.  Several Board members will be attending the Vernon Hills board meeting since they are discussing the rezoning and approval of a new development on Milwaukee where The Forge club currently resides.  The District continues to express out concern to the various community boards regarding new development and we feel it is important to attend in person to re-iterate those concerns.  Any other community members that want to express their concerns are welcome to attend this village meeting at 7pm this evening.
2. Facilities:  Bid packages have gone out for the work at Sprague and Half Day next year.  We have had a good amount of interest in the project from prospective bidders.  Bids will be opened on October 20th at 4pm and a recommendation for awarding of bids will be presented to the board for discussion at the November 1 COW and for approval at the November 15th board meeting.

5. **Events and Programs:**

a. **Ways and Means**: School Supplies, Spirit Wear, DW Pizza Lunch, Membership, Camp Fair, Book Fair, Run for D103

1. **School Supplies** - we sold 886 packs and made $8605.75. Budgeted amount was $7500 so we met our goal! Thank you to Diane Lefebvre and Pavi for running this fundraiser over the summer!
2. **Spirit Wear** – Brenda Cobb has enthusiastically taken this on and worked tirelessly until it was done, and she is ready for more! We sold 377 items and profit was $3770, budgeted for $3500 so we again exceeded that. Let us know how you like this year's options and if you have any suggestions.
	* Spirit Wear purchased in September was distributed in early October. Thank you to Heather Vasilenko who helped with the sorting of Spirit Wear at Daniel Wright. We will be opening the American Outfitter store again in early November if any additional orders would like to be placed. They will be received by early December.
	* We are meeting with Jelli Goods about providing spirit wear for an additional sale this year.
3. **Membership** - we are still short $7500 of the budgeted $25,000. That equals to approx. 271 families. Directories will be printed this month - Delayed due to data delivery delay from the district. Also $103 for 103 is sufferring, we are short $4000 (39 families). Any ideas on how to increase this?
4. **Camp Fair** - The 2016 Chicago Suburban North Shore's Camp and Summer Adventure Fair is 19 days away!   November 6th at Daniel Wright.
* Please see our Sign Up Genius on the PTO facebook page and on our website to volunteer.  We would especially appreciate any former Family Registration volunteers to join us again, and would love to have someone who might enjoy updating our Exhibitor Booth Matrix help us out in that department.
* As of today, we have 42 camps registered, but our goal is 60.   Thank you to Anne Vangervan, Sandy Simon and Elzan Ohwein for helping Jackie and I send personal e-mails and make phone calls to encourage more Exhibitor participation.   Please see our list of participating camps, (separate).  If you know of an area camp that is not on this list, please write it in on the list that is being passed around, or contact Jackie Curtis at jackiecurtis4@gmail.com.
* In terms of promotion to families, this year Pediatrust Pediatric Partners has been gracious enough to let us hang a small promotional poster at their area locations.  We've also contacted Libraries, Parks and Recs and are advertising through Chicago Parent's Facebook page.   We'd love additional help in this same vein with churches, child centered business, or gyms you can think of outside of the D103 boundaries, such as your own Pediatrician/Pediatric Dentist, Barre Class/Orange Theory gyms.
* Please spread the word and come to visit. Camps complained about low family attendance so we need to encourage that.
1. **DW Pizza Lunch** - Sales are similar for the first half of this year as the same time last year.   We expect sales to drop off for the second half of the year, especially among the 5th graders based on historical trends. We are trying to add regular thin crust as an offering to offset that drop off.   The current cost per pie for thin crust through Quest/Viccino’s is too high and we will get fewer slices per pie for thin crust, which is why we didn’t offer it for the first half of the year.  Agnes and I met with Dan Stanley too discuss and he thinks we can come up with a solution that works for the second half of the year that would include thin crust.  He is setting up a meeting with us and Quest to try to get resolution on this.

Cost of plates have gone up and pricing on the pie’s with toppings went up. We got Quest to drop the cost of cheese pies, slightly increased the cost of slices with toppings and have an extra week of sales this year so we should make up the price increase and come in the same as last year.  If we can get thin crust added at the right price we should make money year over year.

1. **Run for D103** - we're in early stages of planning. Location at DW has been reserved as well as permits applied for. Some sponsors already secured. All is going well for another fantastic Run!
2. **Book Fair** – Objective of the Book Fair is to get books in kids hands and revenue for the PTO.
	* Diary of a Wimpy Kid will be pre-sold and delivered on Nov 1.
	* Wish list need to be set up by teachers and kids
		1. Children wish list will be sent home with an option for parents to send a check.
	* Communications to be sent out
		1. Email
		2. Back-pack mail
	* Marketing
		1. Email
		2. Back-pack mail
		3. Kiosk on 22
		4. PTO Website
		5. District website/calendar
	* Volunteer sign up will be set up during Sprague and Half Day Halloween Parties.
	* Request translation of order instructions
	* Set up a table during Camp Fair with Book Fair flyers and Volunteer Signup Sheets.

b. **School VPs:** Updates, Halloween Parties, Indoor Recess, Author Visits, Health Nights, Art Cart, Lighted Schoolhouse

i. **Sprague VP’s** -

* Halloween party plans have been discussed and finalized with Grade Level Coordinators.
* We are reminding parents to purchase party snacks and Room Parents to confirm volunteer assistance during party.
* Winter party planning will continue in earnest after Halloween Party.
* We are working with a teacher representative to finalize plans for PTO to provide snacks and a potluck dinner for Sprague teachers during the November parent teacher conferences on 11/21.
* We have organized parent volunteers to assist Mrs. Felt, the Art Teacher, with hanging student artwork in the hallways throughout the year.
* Still tracking within budget.

ii. **HD Indoor Recess** –

* Volunteer participation continues to be high with an average of three (3) parent volunteers a day signed up for most of October.  The office staff mentioned that they have up to four (4) staff members available to supervise a classroom this year so as long as we have a minimum of two (2) parent volunteers on any given day, we should be in good shape to support their needs
* A monthly recruiting email blast and a weekly blurb in the school newsletter containing the link to the sign up genius is set to begin in December.
* Rules and expectations for student conduct during indoor recess have been approved by Mrs. Mau and distributed to the parent volunteers for their reference.  Also, Gayathri posted this document on the PTO website.
* A PTO Go Noodle account has been created for volunteers to use in the off chance there is high student demand in a classroom where their teacher has forgotten to log in before leaving.  Thank you Gayathri for creating the account!!
* We are soliciting ideas for new board games for the 5th grade classrooms.  Currently, the same board games are available in both the 3rd and 4th grade classrooms.  The thinking behind the change is simply to introduce exciting new choices from the previous 2 years.
1. **Sprague Author Visit** –
	1. Jeff Mack (author & illustrator) of Frog and Fly will be visiting Sprague School on Monday, March 20th. He will be doing 3 assemblies in the library for prK to 2nd grade. We are still determining which book sales to offer and books will be ordered through LF Bookstore. Book orders will likely be in February. We have not yet decided whether funds will be used towards a teacher luncheon.

iv. **Health Nights** –

* 1. 5th Grade Guys’ Night Out will be on Monday 10/24 and the Girls’ Night Out will be on Tuesday 10/25.
	2. We currently have 100 students signed up between the 2 programs.

v.. **Fraction Café** –

* We reviewed the documentation from previous year;
* Contacted Mrs. Rendl – teacher’s coordinator for Fraction Café 2016-17;
* Prepared the inventory list (inventory will be conducted in November) – what materials we have, what we need, where to purchase.

**c. Hospitality events**: Appreciation Days, Boo Bash, Parent Ed Committee, Institute Day

 i. **Parent Ed Committee** -

* D103 Parent Education is hosting a discussion/book talk for the book *Screenwise*. Discussion will be led by the author Devorah Heitner. It is scheduled for Thursday, January 26th from 9:30-11am at the Vernon Area Library. Reading the book before is recommended but not required. Please come have the chance to join other D103 parents to discuss this pertinent parenting topic.
* CPN is hosting a PBand J book talk on Parenting in the Age of Attention Snatchers by Lucy Jo Palladino. It will be held Monday, November 14 from 7-8:30pm at the Vernon Area Library. The Vernon Area Library’s Heather Blake will lead the discussion.
* We are also still in the planning process of some other exciting parenting events coming winter and spring 2017.

d. **Cultural Arts**: Assemblies

e. Bus Driver Appreciation Day (October 21, 2016)

f. Principal Appreciation Day (October 21, 2016)

6. PTO Executive Committee Reports

**a. President**

i. Executive committee met last month to discuss goals for this year. You all should have received a copy and it's also available on our website in Toolbox section. We had some great ideas for this coming year which include:

* Increase parent awareness on all that PTO does,
* offer volunteers from our database all volunteering opportunities, even those which are not their first choice,
* support teacher needs,
* encourage volunteers to join PTO,
* assist Parent Ed committee in gathering more participation,
* include Early Childhood under PTO's wings,
* cooperate with other community organizations and
* make an effort to include parents in Sprague Holiday Singalong.

ii Also, we are excited to announce that we started working with our Teacher Association representatives Mrs. Salzman and Mrs. Terson (2nd grade) as well as Mrs. Vincent, a teacher at DW, on more ways to support our teachers and they have some wonderful ideas! They agreed to join us for some of our meetings and provide feedback and suggestions. Feel free to contact them with any questions and let them know of your current undertakings, so that they can pass that information along to the other teachers.

**b. Treasurer**

i. Financials

**c. Vice President**

i. Volunteers, Links to Learning, Extra For Extracurricular, Learning Fund Foundation, Music Boosters

**d. Communications**

i. Updates

7. New Business

8. Adjournment – Next Meeting **Monday, November 14th at 12p at Half Day Library.**