**PTO Meeting Minutes**

**May 14, 2013**

# Call to Order and Attendance

Attendees:

|  |  |  |  |
| --- | --- | --- | --- |
| Veronica Pantelis | Wendy Grujanac | Michele Schmitke | Tiffany Etzel |
| Molly Shapiro | Edward Kogan | Michele Rivkin | Mary Claire O’Donnell |
| Kristin Keevins | Sandy Simon | Katie Reynolds | Debbie Fisch |
| Anne Van Gerven | Jill Mau | Amy Morrison | Hazel Weaver |
| Caroline Cleveland | Melissa Gordon | Tania Surane | Diane Laudati |
| Lynn Driscoll | Wendy Miller | Linda Pinsel | Tricia Jette |
| Kelly DuPont | Yulee Lee | Anne Rainis | Alisa Levine |
| Stacy Szwejbka | Diane Gillis | Susanne Immell | Sharon Chamberlain |
| Robin Babbo | Erika Tully | Beth Hanna | Michelle Moody |

# Approval of Minutes from April 2013 Meeting

# Correspondence and Announcements

# Administrative Reports

## Katie Reynolds – Executive Director of Curriculum & Instruction

### Working on summer curriculum works.

### Math pathways for grades 6-8 are realigning to common core, agreed on 3 pathways but will probably use 2.

### Discontinuing geometry after next year, will go deeper into algebra across consortium.

### Realigned encore classes (specials), eliminating typing and will offer a service learning class.

### 5th and 6th grade band will shift to 7:15am, before school, twice weekly.

### Orchestra will take place after school.

### 7th and 8th grade band will continue to take place during school hours.

### Spanish teachers are being hired.

### New math programs will be piloted.

### Piloting social/emotional learning curriculum.

### 3 Technology Integration Coaches have been hired and technology will be integrated into the classroom.

#  PTO Executive Committee Reports

## President, reported by Sandy Simon

### You should all have a transition meeting on your calendars to transition your role before June 30.

### You should be organizing your digital documents from the year and emailing them to Stephanie Hooper for loading onto Google Docs. Do not upload yourself. Only Stephanie and the President have access to the main site where we load and back up documents. I have been cleaning up and reorganizing Google Docs. Let me know if you have any feedback.

### Please return your Lanyard if you will not be needing it anymore this year and you will not be returning to the PTO Team Next Year.

### Welcome to new members of PTO- Reminder to get all your contact information to Michelle Moody

### Thanks for a Great Year!

## Vice President, Submitted by Kristin Keevins

### OMMPA, reported by Kristin Keevins

#### Gift Card sales continue on for this week and are due 5/16. These make great teacher and graduation gifts!

#### Their new President is Wendy Miller.

### Volunteer Registration

#### The Volunteer Registration form is now up and running for our 2013/2014 school year. Thank you for your updates. If you see anything that needs adjusting with your programs, please let me know. I am continuing to update the Handbook as I get feedback. The final revision will be sent out this summer.

### July 4 LCA Popcorn Booth

#### We are going to help on July 3rd with the LCA festivities this year. We will be asking people to help make popcorn, sno-cones, cotton candy and ticket collection. Mature kids can do this, but Adult supervision is required. We need four people for each shift. 4pm - 10 pm. Please contact me if you can volunteer or sign up on our PTO Volunteer Registration!

## Communications

### School Board Meeting Sign up

## Treasurer, submitted by Mary Claire ODonnell

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## Ways & Means, Submitted by Anne van Gerven

### Ways and Means Recap/Planning/Transition Meeting: May 22 1:00pm in DW Conference Room

### Run for the Fields/5K - May 18, 2013 (Jen Sturgeon/Tricia Jette/Kelly DuPont):

#### 4 days to go until race day

#### Reg is increasing steadily – 688 now.

#### Still need a few race day morning packet pickup volunteers (5-6 more)

#### All day of vendors have been confirmed

#### Street signs have been posted and resident notices of road closure have been hand delivered

#### Race bibs are being labeled and numbers assigned, to arrive 5/15 to us from timer.

#### Walk thru of DW with facilities team completed

#### Race Day site set-up paperwork completed detailing specific needs (# of tables, chairs, stage, podium, power sources, etc)

#### T-shirts are in and look terrific

#### Sponsorship team is reaching out to finalize sponsor perks (complimentary race day registrations)

#### Deliveries are arriving steadily to DW offices (Gatorade, water, etc.)

#### Goody bags are complete (as of Mon 5/13)

#### Street closure plan is in place through village public works (street barricades positioned every 250 ft. on Riverwoods Road from Surrey Lane North Park to keep runners on the LEFT of the course for the entire course).

#### Police, Fire and police volunteers (Explorers) are confirmed to attend

#### Finish Line & Sponsor Banners have been ordered

#### Working on last minute details -- volunteer schedule, packet pickup signage, etc.

### Spirit Wear (Linda Pinsel/Jane Ernst):

#### T-shirts for Run for the Fields/5k are complete and in.

#### PTO Store open with updated Spirit Wear offerings for 2013-14.

#### Order Deadline is June 7th

### School Supplies (Beth Poteet/Robin Babbo):

#### PTO Store open with School Supply offerings for 2013-14

#### Order deadline is June 7th

### Membership/Directory (Debbie Fisch/Yulee Lee):

#### Directory Cover contest for 2013-2014 completed – voting on winner to take place at today’s meeting

#### PTO Store is up and running to accept Membership for next year during Online Registration.

### Camp Fair: No Report.

### Book Fair (Wendy Miller): No Report.

### Friday Pizza Lunch (Anne van Gerven/Stacy Walsh):

#### Confirmed that DW Pizza Fundraiser will return next year for PTO/OMMPa.

#### Met with OMMPa and PTO chairs for next year to review program and work breakdown for next year.

### Premier PTO Partners: No Report.

### $103 for 103: No Report.

# Board Member Updates

## Community Relations, submitted by Diane Laudati

### Administrative Assistant Appreciation - On April 24th we provided 18 Jason’s Deli lunches for all the Administrative Office staff at the four District locations.

### Teacher Appreciation - On May 7th we provided 20 dozen bagels and cream cheese from the Bagel Bin at all three schools.

### Nurse’s Appreciation – New this year – we provided Jason’s Deli lunches for the nurses on May 10th.

### NJHS Reception – On Wednesday, May 22nd, we will provide refreshments for the NJHS Induction Ceremony. We were able to purchase 200 cookies for $20.

### 5th Grade Star Student – Trying to finalize if Friday, May 24th will be the Star Student breakfast. It is really a light continental breakfast or breakfast snack. Need to confirm time and numbers.

### 6th Grade Star Student – Trying to finalize Friday, May 24th numbers for the Frozen Treat presentation at lunch.

### 8th Grade Graduation – Will be sending a request for 6 – 8 volunteers to help pick-up, deliver, set-up, serve, and clean-up the Graduation Reception at SHS on Saturday, June 1st.

### Welcome Committee – no report

### Grant a Teacher's Wish, Submitted by Susie Durlacher

#### A letter was sent out to all faculty members of District 103 asking them to request any items that they may want in their classrooms that did not fall into the category of a typical grant. After their proposed "wishes" were approved by their prospective administration, a letter was sent to all 103 families. This letter described the various items the teachers requested. Families then could connect via email with the Grant Committee to fulfill teacher's wish. Parents/students present item(s) to the teacher. Many "wishes" have been granted!

## Parent Education Committee, Submitted by Beth Hanna

### 4/25/13 Michael Brandwein program (170+ parents attended, overwhelmingly positive feedback "Excellent, informative, relevant, dynamic, engaging, great")

### Fall 2013 Speaker:

#### Excited to announce Fall 2013 CPN speaker: mark your calendars for Dr. Ken Ginsburg on evening of Thursday, November 7 at Stevenson. Topic will be Authentic Success and/or Resilience. He will be here for the day. D96 and 102 will have him do a 2 hour staff development on SEL. Waiting to hear if D103 will participate. Partnering with Deerfield Parent Network for evening parent program and maybe daytime program.

### We're looking for corporate/private sponsors (including corporate matches of individual donations). Please let us know if know of people who may be interested in a great opportunity to support parent education and market their business to a targeted audience of thousands of families in 9 districts (Stevenson, Deerfield, and sender districts).!

## Cultural & Fine Arts, Submitted by Michele Rivkin

### Fine Arts Day: Feedback is being gathered from this year, next year will take place at Sprague.

### Cultural Arts: The final two performances of the year will take place at Daniel Wright.

## Daniel Wright Coordinators, Submitted by Jennifer Qualley

### Lighted Schoolhouse - Last LS took place on May 3.

### 6th Grade Spring Fling

#### We met with 6th grade staff to go over details of the event, scheduled for June 4. Will take place back at DW now that the fields are ready. Coordinators will run the event this year, there will be event chairs next year to take the lead.

### 7th Grade end of the year party

#### We set up an end of the year party for the 7th grade as one had not existed in the past. They will go to Pinstripes on June 5th, with a pizza party following at North Park. PTO will sponsor the pizza party this year. Teachers will take over party organization next year.

### 8th Grade Dance

#### Invitations assembly on April 24 was a success (and a surprise!) thanks to Erika Tully, Colleen Leider and Wendy Riback and their gang. Kids received an awesome, colorful, paper invitation inside a flashy neon cup. We gave 8th grade teachers a paper invite, also.

#### Baby Wall is up by the DW front office thanks to Terri Becker and Erika McCoy and their crew, and it's adorable! Kids are guessing who is who, and voted at lunch for some prizes, such as Biggest eyes, Most likely to become president, etc.

#### We have over 80 tickets purchased for the dance right now (out of a class of 200), so far, so good! For purchase on dance website www.dw8thgradedance.weebly.com or drop check at DW office. $25, and that includes a copy of the DVD.

#### We start decorating Thursday, May 30 at 4:00 pm, and will be cleaning up until about 11:30 pm on Friday, May 31. Kim Bernard, Sheri Lippman and Nancy Jarett have done an amazing job on decorations and food!

#### All photos have been cropped, organized and submitted to the videographer. Extra kudos to Ann Johnson, who has been so organized, put in many hours, and is still cheery about this commemorative DVD! Still to be added is video from dance and from graduation ceremony. DVDs will be put in DW office, probably in July, and an e-mail sent to all 8th grade parents to pick them up.

#### Class gift is selected, green wall mats for the 8th grade gym, underneath the two big/main basketball hoops, with the DW logo (trojan head) and "Class of 2013" on there. It will be announced at graduation, so I think right now, it's a secret...the kids don't know what class gift won.

#### A final e-mail blast will go out to all 8th grade parents filling them in on some of the details above, reminding them to buy dance tix, etc.

### Washington, D.C Trip

#### Informational meetings have been scheduled on May 20th for incoming 7th and 8th graders. The tour company will be presenting information about the trip at 6:30 for 7th and 7:30 for 8th grade families.

## Half Day Coordinators

### State Fair – No Report

### 4th Grade State Fair Report, submitted by Anne van Gerven

#### Illinois Days – including State Fair – occurred last week and culminated with an assembly called, The Living Lincolns, yesterday. Everything went extremely well!

#### Daily Herald and Pioneer Press both sent a photographer (Pioneer Press also a reporter) to State Fair. Daily Herald photo ran on May 9th and we are waiting to see if Pioneer Press runs something this week.

#### Change of schedule to have 4 classes visit Rivershire – each day – was very successful and allowed us to reduce the Booth Leaders time requirement by almost a day.

#### We had a bumper crop of baby chicks – 23 that hatched and attended the fair – so every student that wanted to sit and hold a chick, got the opportunity.

#### Additional Illinois days activities at school included Carol Sente assembly on Monday (5/6), Storyteller (5/7), Square Dancing, Doll Making, Pioneer Games, Weaving and Bingo. PTO helped obtain parent volunteers to support some of these additional activities in the school as well as State Fair.

#### Final housekeeping is occurring to wrap up all expenses and year end reports by the end of this week and to get all binders updated and returned to Rivershire bins.

#### Next year’s chairs – Chris Acampora and Gail Saliba – attended activities last week to get a feel for the program.

### HEPCO, reported by Wendy Grujanac

## Sprague Coordinators, submitted by Kate Harper

# Standing Committees

## Links to Learning (PTO VP), submitted by Kristin Keevins

### We have received some of the feedback from our sponsored programs this year. It is all very positive and the teachers are extremely grateful from the generosity of PTO.

### Our programs included:

#### DW Battle of the Books

#### Raz Kids Math at Sprague

#### Xavix Technology for PE at DW

#### iPad mini for our traveling adaptive PE teacher, and more.

## Nominating Committee (PTO Pres) – no report

## Executive Committee (PTO Pres) – no report

## Finance Committee (PTO Treasurer) – no report

## Legislative Committee (PTO VP) – no report

## Volunteer of the Year Committee (PTO VP) – no report

# Unfinished Business

## Monday, May 20 incoming 7th and 8th graders are invited to an in formational meeting, with their parents, on the new Washington DC trip. The trip will take place over 2 nights and 3 days Pulaski Day weekend and is in addition to the Springfield trip. The PTO will act as liasion.

# Adjournment – Next Meeting is date TDB in August 2013!

## Respectfully submitted

## Stephanie Hooper, Communications

## 05/15/2013