PTO Board Meeting Minutes March 14, 2017 – 12:00pm

Half Day Library

1. Call to Order and Attendance

Gayathri Kalyanaraman

Pavithra Sankaralingam

Maybeth Lockwood

Heather Vasilenko

Agnes Beatty

Purba Kiran

Sherri Liang-Zhou

Anita Spohnholtz

Teresa Hansen

Christy Beckstrom

Prajakta Joshi

Hazel Weaver

Christine Murray-Upadhyay

Scott Warren

Erinn Vincent

Katie Snowden

Tiffany Etzel

Thomas F. Herion

Anne Van Gerven

Lauren Dardick

Jennifer Prosk

Tania Surane

Sandy Switzwer

Jamie Reed

Jill Mau

Michelle Brooks

Cristina Lopez

Rebecca Young

Marissa Grossenback

2. Approval of Minutes from February 2017 Meeting

To be approved next meeting

3. Administrative Reports

a. Scott Warren-Superintendent

**1. Construction at Sprague and Half Day**

The construction projects at Sprague and Half Day schools are well underway. The District is providing weekly updates to our constituents to keep our community informed. We are still on track to have construction completed by the time school starts in the fall.

**2. Superintendent’s Advisory Council for Equitable Education (SACEE)**

The first meeting of SACEE occurred on February 27. This council is charged with helping to guide the district in fostering a more inclusive D103 community. Over 20 members, staff and parents, representing multiple backgrounds will work to provide opportunities for parents; staff and students to better understand those who make up our community. The next meeting will occur on May 15, 2017.

b. Kendra Perri – Curriculum Coordinator

* On March 3th, the Consortium District had a well received speaker, book author Jenny Donahue
* Thanks to the Parents Community for the seminar last Thursday. Excellent exposition. Good Attendance.
* PARCC is running right now in all the schools and going very well.

c. Jill Mau – Principal, Half Day School

* Construction already started and is going very well
* School has been working on World Fair and State Fair. The communication between the school and PTO has been very good.
* Recess has been very busy.
* The set-up of the Library and classrooms is very appreciated.

d. Anne Van Gerven - School Board Member

* School Calendar – 2017/18 School Calendar was approved at the February 21 board meeting.
* Staffing for 2017-2018 – At the February board meeting and March COW, the Board discussed the Staffing plan for next year and provided feedback. Board concerns exist around the budget impact given the proposed increase in staff and administration. Administration is reviewing the plan and will present a staffing plan for approval at the March board meeting next week.
* Enrollment increases and Community Development – Board is actively working with local developers and other districts on ways to handle new developments that impact our school enrollment.
* Construction at Half Day and Sprague is progressing nicely - weekly updates will continue...
* April 4 is Election Day so please vote... we have a contested School Board election for the 2-year partial term.
* Next meeting will be next Tuesday.
* Question: What makes the election contested?
  + - Answer: Having 2 or more people for the same position.
* Question: How to know for whom to vote?
  + - Answer: The information is in the Board Website.
* Question: Regarding the change of times for next year, is there a concern about a wave of staff no coming back?
  + - Answer: No, only one person because a family situation; everybody else said they can work with the new schedule.

e. Erinn Vincent - DW Teacher Liaison

* Thank you for approving the stations asked last meeting.
* A Big Reveal is coming: “What will be the summer reading books”. Teachers ask for help from parents.
* On May 4TH a Book Tasting is happening, kids present their favorite books. Families are invited.
* Schools are celebrating Earth World Day.
* In DW students noticed that they are not recycling properly. An initiative to eliminate plastic bags and replace them with sandwich containers is happening now.
* Staff appreciates the lunch during conferences.
* A sewing project with conducting thread for shirts to light up is happening for 6th grade. A shirt will be presented next meeting.

f. Jami Reed - HD Teacher Liaison

* Thank you for the lunches during conferences. Bring teachers together.

g. Thomas Herion – Assistant Principal

* He volunteered on the Matt Wilhelm presentation for been jump over. It was a great event. He appreciates the opportunity.

4. Recording Secretary

a. Correspondence and Announcements.

b. Attendance Sheet

c. School Board Meeting sign-up

**6. PTO Executive Committee Reports**

a. President

i. Our next meeting on Tuesday April 11 at 7 pm at DW Library - voting on budget and next year's PTO Board members and celebrating Volunteer of the Year!

b. Vice President

i. Volunteer of the Year, Volunteer Appreciation Week. From this week a link from the school news will be available. People can vote for more than one person.

ii. LFF Update. Looking for endowments for funding.

iii. D103 Music Boosters Update

c. Treasurer

i. Year to Date Financials. Usually is slow at this time of the year.

ii. Request for receipts. The School policy is April 31st for the cut-off for reimbursements.

iii. Next month a vote on the budget is happening, please send information about your committees.

iv. State Fair met with Mrs. Mau and want to do it the same way next year. Everything is going according to plan.

**d. Communications**

i. Please acknowledge your homeroom parent on the website.

ii. We don’t have enough pictures. Send pictures to have them on the drive.

5. **Events and Programs:**

1. **Ways and Means**: Run For D103, Membership discussion, School Supplies, Pizza Lunch
   1. **Membership –** Considering doing the directory on electronic form. Will show it on April’s meeting. Maybe not need of sponsors for the printing.
   2. **Run for D103 –** Question: Will the toddlers be participating on the run?

**Answer:** Yes, they are participating.

No conclusion after a discussion about how to register them. Decision left to the organizers.

An Organization contacted the PTO-Run For D103 Fundraiser about donating used shoes. It’s a great opportunity for the Run.

Run D103 is on the decline. Many things happen the same day.

The school with the highest registration gets the $1000 grant. The class that wins get a Rock & Jump Party.

* 1. **School Supplies**

**School Supplies 2017-2018 Proposal**

Last year, we had some issues with EPI regarding missing items and communication issues. So, this year we compared 3 different vendors to compare their prices and services they offer – SchoolKidz, 1st day school supplies and EPI. Couple of other vendors did not make the cut because they were not ready to offer home delivery.

Below is the price comparison by grade

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **School Kidz (Discount 20%)** | **EPI ( Discount 14%) + $9 shipping** | **Ist Day School Supplies + $11 Shipping** |
|
| **EC** | **38.51** | **46.01** | **55.99** |
| **K** | **70.51** | **77.99** | **89.99** |
| **1 Grade** | **36.61** | **43.63** | **54.99** |
| **2 Grade** | **59.60** | **66.50** | **75.99** |
| **3 Grade** | **47.95** | **54.87** | **68.99** |
| **4 Grade** | **64.81** | **67.76** | **75.99** |
| **5 Grade** | **64.51** | **68.34** | **87.99** |
| **6 Grade** | **67.82** | **70.49** | **88.99** |
| **7 Grade** | **55.09** | **52.22** | **73.99** |
| **8 Grade** | **42.46** | **50.17** | **68.99** |

**1st Day school supplies,** based on Ohio, very knowledgeable group and they are years of experience with supplies. The only drawback being that the prices were too high in comparison to EPI and with all the frustration from last year, we did not want to offer high prices this year which could potentially affect sales.

**SchoolKidz** is a Staples company and they have the lowest price, also they don’t charge anything extra for shipping. They have a fulfillment center in Lincolnshire, which would make the shipping easier and efficient. They are giving us a good discount and offering supply gift packs for the schools. Also, they are offering a Kindergarten welcome mat program to have some giveaways and marketing during kindergarten orientation. We are going with **SchoolKidz as our vendor** this year for school supplies and hope this turns out to be a great association.

Question: Why home delivery?

Answer: Because of the construction and is a burden for the administration.

1. **School VPs:** Current and Past Events: SP Kids Day Out, HD Jump Rope For Heart, HD Indoor Recess, HD 3rd Gr Worlds Fair, HD 4th Gr State Fair, DW Life After Middle School, Teacher Appreciation Week
   1. **LS VPs**

* Kids Day Out was held at Blast Zone on March 2nd. All went well! We had 72 children participating.
* The annual Diabetes Walk is on Friday, April 21st.  We are working with Mr. L'Heureux to coordinate the purchase of water and popsicles for the event.  We will also assist with gathering volunteers to help at the event.
* Lauren Dardick and Jen Prosk have signed on to continue as the Sprague VP's for 2017-2018 and will begin discussions on next year's Sprague calendar.
  1. **Indoor Recess**
* Parent volunteer coverage continues to be strong with 2 to 4 volunteers signed up on any given day of the week.
* An inventory assessment of the 3rd and 4th grade recess bins was performed at the beginning of March.  Overall, most of the games were in great condition.  The main issue was missing pieces, as was the case for Operation.  Other issues were due to box or board damage, or the entire game was missing from the bin.  All game pieces were sanitized and each game made whole using either replacement parts from other broken games or replaced entirely from the 5th grade stash of board games purchased last year.
* The following games will be purchased for the incoming 5th grade class:  Trouble, Uno Card Game, Mancala, Chess Set, Connect 4, Jenga, Melissa & Doug Suspend Game, and Apples to Apples Big Picture
  1. **Social Dance**

6th Grade Social Dance – 2017

Sixth Grade Social Dance was a huge success in 2017. Lessons were held Friday evenings; from Jan. 6 through Feb. 10 at 8 pm to 9:15 pm. Snow date was scheduled for Feb. 17, but not needed. Once again instructor Vera Schmidt and her assistants did an excellent job teaching dance and etiquette.

A save the date email blast was generated in early December. A flier was sent home with every 6th grader in mid December before winter break. (Printing cost was $32). Reminder emails were sent during and after break as well.

NEW this year, we hosted an opening night pizza party at 7:30 pm on Jan. 6 for all dance participants. We served Lou Malnati’s pizza and bottled water. (17 extra large thin crust cheese and two small gluten free pizzas, total cost was $262.94).

In total, 102 students participated. Originally, 85 students signed up by Jan. 6. Then “bring a friend” night was Jan. 13. Twenty guests came, of which 15 signed up for the remainder of the session.

Parent Observation night was held Feb. 10. Feedback from parents was positive.

\*Note- 6th grade outdoor was held the week leading up to observation night. Half of the 6th graders returned the same day as parent night. Some parents requested moving the observation night to the following week. Dance chairs sent out a survey to determine whether to move the date. Two-thirds of parents voted to keep parent on the 10th.

PTO charged dancers $75 per students. PTO pays Vera Schmidt $55 per student. This left PTO with a net profit of $1705.04 after pizza and printing costs.

DW has reserved the dates of Jan. 12 – Feb. 23 for social dance in 2018. Vera Schmidt is also confirmed.

* 1. **Pizza Day at DW**

Is going smoothly. Is loosing money. The committee is exploring more options.

Suggestion: Survey with the kids.

A request to replace Marybeth was made.

The relationship with Quest is very good and will like to keep it.

* 1. **Jump Rope For Heart**

It was a success.

* 1. **HD 4th Gr State Fair**

State Fair is asking for contacts for athletes from Stevenson students to Professionals, to meet the kids on May 3rd.

* 1. **Teacher Appreciation Week**

Meeting this Friday to put together a plan. Trying to coordinate the lunch with the Principals.

1. **Hospitality events**: PT Conferences
2. **Parent Ed:** Past and Upcoming Speakers

Parent Education is wrapping up for the year.  Our last program was this past Thursday when Sports Psychology Andrew Joy came to speak with parents.  Our attendance continues to be low for these events, but the speakers are always well received by those who do attend.  Our hope is that we find ways to make these events more attractive and better attended.   If you have any ideas about how to increase our attendance please let us know.

Also, we really want to spend this summer lining up speakers for next school year.  Our hope is to have a schedule of events at the start of the school you.  If you have any ideas of topics or speakers, please let us know.

1. Cultural & Fine Arts - Explore the Arts Day, Assemblies

**7. Calendar:**

**March 14-17, 2017 DW Art Cart (5th gr)**

**April 10, 2017 DW 8th gr Life After Middle School**

**April 19, 2017 HD 3rd grade World's Fair**

**April 23-29, 2017 Volunteer Appreciation Week**

8. New Business

9. Adjournment – Next Meeting Tuesday, April 11 at 7pm in DW Librar**y**