PTO Board Meeting Minute November 14, 2016 – 12:00pm

Half Day Library

1. Call to Order and Attendance/Introductions

Angie Petschke

Jill Mau

Thomas F. Heron

Scott Warren

Anne Van Gerven

Tiffany Etzel

Athena Sotoa

Leah Farris

Agnes Beatty

Teresa Hansen

Lauren Dardick

Gayathri Kalyanaraman

Pavithra Sankaralingam

Sherri Liang-Zhou

Christine Murray-Upadhyay

Rilina Ghosh

Helen He

Gustavo Guillen

Rebeccal Young

Sandy Switzer

1. Approval of Minutes from October 2016 Meeting

* Motion to Approve: Teresa Hansen
* Second: Pavithra Sankaralingam

1. Correspondence & Announcements, Attendance Sheet, School Board Meeting Sign Up

* Introduction of new Secretary: Gustavo Guillen
* Request all reports be email prior to the meeting

4. Administrative Reports

a. Scott Warren-Superintendent

1. **Facilities Planning**

The District received the bids for our construction project. There will be a discussion and a vote on the bids at the Board meeting tomorrow night. Construction is scheduled to begin in February and will be completed in mid-August. School will open in late August in 2017.

1. **Superintendent’s Advisory Council for Equitable Education**

The District will be starting a Superintendent’s Advisory Council for Equitable Education to discuss diversity and its influences in the district. Parents representing our diverse community will be invited to be members of this committee to explore diversity and how to create an even more inclusive environment for our students and families. An announcement will be going out in the next few weeks regarding this committee.

1. **Blue Ribbon Celebrations**

Representatives from both Half Day and Daniel Wright attended the Blue Ribbon Ceremony in Washington D.C. last week to receive the Blue Ribbon Awards! We will have our own celebrations for students next Monday during our school assemblies.

1. **Starting/Ending Times**

The District is in the final stages of the review of changing the Starting/Ending times for the three schools. The proposed times are:

Sprague: 8:15 am – 2:45 pm

Half Day: 9:00 am – 3:30 pm

Daniel Wright: 8:30 am – 3:35 pm

Research has shown that middle school students perform better when they start school no earlier than 8:30 a.m. The determiner for if we can make the change for the 2017-2018 school year will be based on finances due to changes in staffing and transportation. We will have that information by the end of November. The Board will vote on any changes at the December 13 Board meeting.

Question: Concern from teachers time change, they might leave?

Response: Base upon was best for everyone. Base on all research and medical advice. Starting younger ages earlier doesn’t impact their health; older kids are more tired at the beginning of the day. It will impact everyone and the teachers will have to make the decision for their family. Barrington just change to this model, Stevenson already has it and we will see it more and more in this area.

Transportation cost will be look out and will stay in-house for 2017-2018.

The before/after school activities are been research what to do with them.

b. Katie Reynolds – Assistant Superintendent for Curriculum & Instruction

Not present

c. Jill Mau – Principal, Half Day School

* First trimester done. Assembley completed.
* Mock election. Primiry character traits – Fairness, responsibility and Honesty. Responsibility was number one.
* Kid President blogs – 3 videos about Which One Will Win
* Veterand Day Assembley was Friday. First day with veterans and will increase in the following years.
* Third Grade are rocking the numbers.
* Fourth Grade are having Science alliance this Friday.
* National Blue Ribbon Received in Washington DC. Celebration will be next Monday at 10:30.
* Parent Teacher conferences are schedule and starts this week.
* Power School delays, First report period hoping be ready for Wednesday/Thursday.

1. Thomas Heron

* Veterans Day Assembly. Strong faculty participation. Many veterans participated, students made letters, lunch with veterans. Positive feed back from parents. Students were engage. PTO agrees to provide postage to send the cards.
* Question: Would this be held on the future?
* Response: Yes, more efforts to maintain this event, maybe not as intense. Want kids to continue to value the event.
* Blue Ribbon Celebration will be held next Monday at 9:00 AM.

1. Anne van Gerven - School Board Member

* Our next board meeting is tomorrow evening at 7pm at Daniel Wright.
* At our November 1st Meeting the Board approved the Teachers Association contract for 2016-17 and 2017-2018.  The contract is a 2 (two) year term. We had been meeting and working on this with association leadership since March.  One highlight is that we will be adding one teacher in-service day to the calendar this year (at the end of the year) to be used for packing purposes and then for 2017-2018 we will have 2 additional calendar days (non-student attendance) to be used by staff for professional development, school business meetings, etc.  Teacher and administration will work together on how best to utilize these days but we are excited about this change as we hope it will help meet our staff's needs while minimizing the classroom disruptions and the need for substitute teachers.
* School start times will be a discussion point at our meeting tomorrow night with a final recommendation and decision in December.  An email from Dr Warren was sent out on Friday with the current proposal that is being considered.
* Superintendent Goals and Board goals are also on the agenda for tomorrow evening.  This is something we prepare annually and look to our Vision 2020 to align with and work towards.  Superintendent goals are available online in Boardbook for your review as those are up for approval at the meeting while Board goals is simply a discussion item since it is the first time we have worked on them as a group.
* Boardbook - This is an online tool that the Board uses to manage our agendas and minutes.  it is available online and includes discussion documents and additional details around agenda topics. On D103 website, the Board tab takes you to Boardbook buy any confidential items will not be included.
* Facilities - We continue to be on track for our Sprague and Half Day construction projects.   Bids have been received and reviewed and will be up for approval at tomorrow's meeting.  The bids came in slightly over budget so we will be discussing that tomorrow evening and how to handle some bid alternates that were part of the bid packages.
* Fees - As I mentioned at the October meeting, every few years the Board reviews the student fees and makes adjustments.  We have started work on this and will be specifically discussing the Full Day Kindergarten fee tomorrow evening given that registration occurs in December and that fee needs to be determined prior to that activity.
* Calendar and Summer school - During camp fair I got several questions on next year's calendar and summer school. Comments on school calendar can not be answer until contract dates are concrete.
* As always, we value your input.  If you have any questions please feel free to contact me (or any board member) at any time.

**5. PTO Executive Committee Reports**

a. President

i. PTO Funds Proposals. Will be presented at the next PTO Board Meeting.

b. Treasurer – Not present

i. Financials. The Financials were attached to the agenda. Any questions can be email to Heather.

c. Vice President – Not present

i. Links to Learning

ii. Music Boosters

d. Communications

i. Updates. We are at 420 likes on Facebook and the goal is 500. The Book Fair Raffle email to be send to the Room Parents to send it out to classroom.

5. **Events and Programs:**

* **School VPs:** Updates, Halloween and Holiday Celebrations, Art Cart, Lighted Schoolhouse, 5th grade Health Events, 6th grade Dance Lessons
  + **Sprague VP Update:**

Halloween parties ran smoothly and we are in the process of collecting feedback for next year.

Winter party at Sprague is December 16th and we are working with our Grade Level Coordinators on planning the activities.

We have organized a list of parent volunteers who are available and willing to help out in classrooms if/when teachers require additional help.  At this time, we have 18 volunteers.  We have also asked Room Parents to check with their teachers on a monthly basis to see if they are in need of any extra hands in the classroom.

Rebecca suggested help from the parents with Portfolio Day.

* **HD Recess:**

November has been another stellar month of parent volunteer participation.  Tracie has done a fantastic job of contacting the recruits twice a month to remind them to sign up for the following month, as well as emailing a weekly reminder to the volunteers who have signed up for a given day in the upcoming week.

Monthly email blasts and weekly newsletter blurbs to begin December 1st.

We received input from Robynn Bryant regarding board games and craft ideas for the 5th graders.  Still awaiting contact information for the coordinator of the 5th & 6th grade board game night. Next step will be to review, price out, and formalize a list for approval from Mrs. Mau.

**Daniel Wright:**

* **Art Cart:**

Our October Art Project was a huge success.  The kids did an amazing job with their self portraits!  Next up in December:  Mexican Yarn Art.  We can always use more volunteers.  Room moms have the information and a sign up genius.

* **Lighted Schoolhouse:**

We had our first Lighted Schoolhouse on Friday.  It went very well and we had lots of parent volunteers helping out.  The next one is in May.

* **Dances:**

Social Dance Lessons to 6th grade students on Friday Evening from 8:00-9:15 PM from January 6 – February 10, 2017. Working on bids for Opening Night Pizza.

* **Halloween Parties:**

6th, 7th & 8th graders get candy form the PTO. 5th Grade has parties.

* **Hospitality events**: Appreciation Days, PT Conferences. Working with teachers of what PTO offers. Teachers prefer a meal over a snack. At Sprague on the 17th Lou Malnatti dinner. At Half Day and Daniel Wright on the 221st Lou malnatti lunch.
  + **Parent Education:** have two events coming up this winter.
    1. Thursday, January 26th Devorah Heitner will be here to help lead a discussion about her book “*Screenwise: Helping Kids Thrive and Survive in their Digital World*”. Please join Devorah and other parents as we discussed together this pertinent parenting topic. The event will be held at Vernon Area Public Library from 9:30-11am.
    2. Friday, February 17th, speech and language pathologist Sherri Cawn will present, *“ Talk, Read, Explore: How the Development of Communication Supports Play and Reading in Young Children"* Sherri will discuss typical language development and what every day things we can do and say as we parent and play with our children to further the development of their communication and literacy skills.
    3. Please stay tuned for further parenting events going on this winter and spring 2017.
* **Cultural Arts**: Assemblies
* At Half Day, Marina Becker had Face to Face Productions last Friday and Science Alliance is coming this Friday.  The rest of the year’s assemblies are booked and it will be a fun year at Half Day.
* At DW, most of the year’s assemblies are booked. Lisa Lewis got dates back from 7th grade and will be booking two assemblies...same as last year. Again, lots of exciting experiences for the DW classes.
* At Sprague, Katie Wolf is finalizing the assemblies for the year with Dr. Adler - most are in the late winter/early spring.  Currently - we are work with three groups for 5x assemblies.
* As for ETAD, we have met with the Sprague team to go over the "to do" lists.  Lisa Lewis was kind enough to schedule the assemblies for ETAD - which lead to a few minor time changes – but we have a contract out with "Be The Groove" for the main assemblies.
* We have reached out and starting working with Stevenson in regards to them helping with some of the workshops for ETAD.  We hoping Stevenson will not only help with the classes they did in 2014 - but will be able to help with a few more!  Currently, we are trying for 26 workshops total - needed to add a few extra because of the larger class sizes.
* If anyone would like to volunteer their talents or have friends or family willing to share their time for Explore the Arts Day, please let us know!!
* **Ways and Means**: Spirit Wear, DW Pizza Lunch, Membership, Camp Fair, Book Fair
  + **Book Fair** – Question: How we receive the money back from Scholastic?
    1. **Answer**: Decisions don’t need to be made until after the Book Fair and all receipts are collected.
    2. Sandy had previous experience.
    3. On Tuesday and Wednesday students will be making their wish lists.
    4. From Thursday to Monday will be open late.
    5. Open on Tuesday with teachers breakfast to make their own wish lists.
    6. Students will receive instructions for parents.
    7. Raffle hope to be a big money maker.
    8. The wish lists will have a duplicate to keep one copy in school and take one to their parents.
    9. All ways of payment will be accepted.
    10. Need volunteers for Monday.
    11. Principals, teachers, librarians and all staff in school have been very helpful
  + **Spirit Wear** – Open until November 21st. Working with Jelly Goods, magnets, hats, socks, bags with school logos. Selling at the Book Fair.
  + **Pizza Lunch** – Contract with Viccino’s. Thin crust will be offer at DW looking on to a double lunch option.
  + **Membership** – Directories are been label and send out as soon as possible. Will have them at the Book Fair for purchase. Sending out slips for those who didn’t purchase.
  + **Camp Fair** – 78 Families attended, half of what it was two years ago. Maybe it was held too early on the year. Looking to have it on Febrary again. Will be on line on a few weeks, expected for November 21st.

6. Calendar:

**November 14, 2016** - CPN Event: Parenting in the Age of Attention Snatchers

**November 15-21, 2016 -** PTO Book Fair

**January 26, 2017** - Parent Ed Event: Deborah Heitner on Raising Digital Natives

7. New Business

8. Adjournment – Next Meeting **Tuesday, January 10th, 7pm at Daniel Wright Library.**