**PTO Board Meeting April 15, 2015**

**7:00pm Daniel Wright Library**

**1. Call to Order and Attendance**

Kelly Dupont

Leslie Cornell

Michelle Roth

Jasmine Chiu

Gayathri Kalyanaraman

Denisia Anta

Kate Harper

Scott Warren

Katie Reynolds

Michelle Blackley

Katherine Robbins

Michelle Kowalski

Marina Becker

Ella Shlyak

Tania Surane

Tiffany Etzel

Diane Lefebvre

Lily Farahmandpour

Molly Shapiro

Agnes Beatty

Beth Hanna

Kristen Keevins

Karen Borgerding

Alissa Levine

**2. Approval of Minutes from March Meeting—Approved**

**3. Administrative Reports**

1. **Dr. Scott Warren- Superintendent**
	* 1:1 Teaching and Learning Approved

The 1:1 Teaching and Learning proposal was approved at the 2015 Board meeting. The approval includes incorporating 1:1 technology for grades 3-8 utilizing iPads. Families will have the option of renting a device for $150 per year, a rent to own option for $200 per year, or a Bring Your Own iPad option. We are very excited to extend this opportunity to our students to enhance their education and extend their learning opportunities.

* + Residency Verification

 We will be conducting a residency verification process for all our families beginning in May. All families will need to show proof of residency in the District 103 boundaries before their children attend school this fall. Families will be able to do this by either emailing the information, bringing the documents to one of the schools, or attending a special registration day this summer. By conducting the residency verification, we will better ensure that the students that attend our schools are residing in our boundaries.

b. **Mrs. Katie Reynolds – Assistant Superintendent for Instruction**

* Students at Daniel Wright Junior High School in Lincolnshire will bring the annual school musical, Roald Dahl's Willy Wonka Junior, to life this week. Actors will perform for younger audiences and peers during the week, and subsequently for members of the community at 7:00 p.m. on Friday, April 17. School District 103 parents and community members are invited to experience the performances, which are under the direction of Ryan Clarin and Erinn Vincent at Daniel Wright Junior High School, 1370 N. Riverwoods Road in Lincolnshire.
* Parents are asked to make their selection for 1:1 ownership models by April 17, 2015. If no selection is made, the student’s account defaults to rent. Information will be sent to families soon regarding the Apply IDY process.
* The EOY PARCC window will be from April 27, 2015 to May 22, 2015. The EOY has 3-4 units per grade level. This is fewer units per grade level than administered in the PBA. This year we are only administering spring reading and math assessments in second grade and only math MAP to our fourth-seventh grade students. The MAP window will open on April 27, 2015. ISBE has not released the 2015-2106 school year assessment schedule yet.
* We will try not to have overlap with the state testing and will reassess each year based on needs.

c. **Mrs. Anne Van Gerven - School Board Member—Read by Kate Harper**

* Strategic Planning Initiative updates:

Administration and Board is working with the District architects to outline a facility improvement plan by September.  A community engagement and information session is planned for May followed by smaller group meetings to refine a plan.  Information on the process will be available online along with the opportunity for community feedback and input to the process.  Stay tuned for more details on the meeting date, time and ways to stay informed and involved. (Looking at ways to increase space in facilities because of increasing enrollment). Will work on it through the summer and have a good idea of direction in September.

* Phase Two of the 1:1 program was approved at the March 17th board meeting which includes expanding 1:1 to grades 3-8.  Various equipment purchase/rent models exist and parents were emailed last week with the options available to them.   The main change is in the BYOiPad model which allows for students to use a personal iPad (version 2.0 or later) while keeping existing content.
* In the next month, the Board will be working with the administration on the Budget for 2015-2016.  A Budget hearing will also be held May 26th to update the community on the proposed budget.
* Next meeting is April 21st , 2015 (Regular Meeting)

d. **Mrs. Michelle Blackley– DW School Principal**

* We have gotten over 60 new students at DW this school year, over 800 total now. Expect many new students in August and January, but has not slowed down since January. 5th grade—12% growth; 7th grade— 10% growth from last year. Have had some students leave but trend is increasing population.
* Thank you to all volunteers who helped out at the school during the year.
* The school musical is this Friday at 7pm.
* Next school year we will add 20 minutes to the school day which will now run from 7:50-2:55.
	+ - * + 7th and 8th graders will have academic assistance time where they can talk to teachers and get extra academic help.
				+ We will be teaming 7th and 8th grade science, social studies and ELA classes, as the 5th and 6th grade classes are now. Math will not be included because of the three different levels in each grade.
				+ We will be adding more time to 5th and 6th grade recess and lunch and Spanish will now be a full 30 minute period.
				+ Each 6th grade academic period will be 5 minutes longer and time will be added to 5th grade ELA reading time.
* The 5th grade minecraft lab is a success. We have 46 students signed up. They are measuring the building in preparation for creating a DW physical space where they can propose renovations to the board.
* Letters will be sent next week with information about the end of year PARCC testing.
* Thank you for the mechanical pencils for the Wright Way program.
* Mrs. Bodeen will be retiring. We are in the process of looking for a new assistant principal.

**4. Community Relations**

1. **Hospitality— Kelly Dupont**
* The CR committee provided grab and go snacks during the Spring parent teacher conferences.  The teachers really like the easy snacks.  The feedback is that they love it but would love some chocolate and soft drinks.  (I asked and it is understood hauling beverages is a challenge).

* Below are the rest of the CR events:

 • Admin Appreciation Day – SP, HD, DW   Wed., April 22, 2015 (We will hand out Cheesecake Factory gift cards for all admin personnel).

 • Nurses Appreciation Day –    Wed., May 6, 2015

 • NJHS Induction – DW  need date from DW

 • 8th Grade Graduation – Stevenson HS         May 30, 2015 (coordinate with HS to set up)

ii. **Teacher Appreciation—Kristin Keevins**

* Will be the week of May 4th.
* TA Committees met with school principals and are coordinating efforts for the week with a Red Carpet Theme for the teachers - "You are a star!"-
* We will be asking parents to volunteer to help decorate the lounge and set up for some of our days including a popcorn bar, lunch from Louie B Fresh and a Dessert Bar.  Mario Tricioci is donating 3 hours of chair massages and a nail tech for each school one day.  We are also buying each school a new microwave.
* The teachers LOVED the daily raffles so we will reach out to parents for gift card donations etc.  If you'd like to help contact let us know!
* Communications will go out next week.

iii. **Parent Education—Michelle Kowalski**

* Dr. Caroline Adelman came on Wed., March 11th to speak on Fostering Resilience: How to Help your Children Thrive in the Face of Stress and Anxiety. We had very positive feedback on the speaker. Thank you to all of those who came.
* Save the Date: PTO Parent Education is very proud to present Craig Kielberger from Free the Children on Sunday, May 17th @ 6:30pm at Daniel Wright. He will speak on “The World Needs your Kid: How to Raise Kids Who Care and Contribute. This event is for parents, children (recommended 11 and up) and staff. Craig is a phenomenal speaker, who is not easy to get. We highly recommend that you do not miss out on this opportunity. A big thank you to Leah Farris for helping to give this tremendous opportunity to D103.

**5. Cultural & Fine Arts—Lisa Lewis**

i. Assemblies—-nothing

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

 i. **Art Cart**—

* + - * The fourth and final Art Cart will be in May.

ii. **Lighted School House**

* Next one is scheduled for May 1st from 2:45-4:00 at DW. Flyer went home with the 5th and 6th graders week of Apr. 13.
* There will be a Dj, games, pizza and snacks.
* This is a student council event where PTO provides snack, drinks and volunteers.
* If you'd like to volunteer contact Jennifer Qualley - jenq5@comcast.net.
* To sign up your child go to revtrac at the DW website. That is the only way DW will accept sign up and payment.

iii. **8th Grade Dance**

* 8th grade dance committee is doing well - all committees are meeting and we are on track to have a successful and fun dance for the 8th graders.

iv. **Health Events—Tiffany Etzel**

* 8th Grade Boys and Girls Night Out just wrapped up April 14. Attendance was low – only 19 boys showed up (39 RSVP’s). Historically about 40 show up. We had 34 girls attend.
* This year we had a new speaker for the girls and have had a good response.
* We need ideas to get the 8th graders interested in attending. Some ideas proposed: Do it during school without parent involvement; need to encourage dads to get boys to come.

v. **Front Desk Office Shifts**

* Sign up genius page up for the last quarter of the year. Still a few openings left so have been advertising in weekly newsletter and facebook page.

vi. **Author Visits and Reading Recess—** nothing

**7. Half Day School Vice Presidents**

1. **World’s Fair (Kate Harper)**
* It went well, the kids had a good time.

ii. **Outdoor Education Quilt (Molly Shapiro)**

* Requesting volunteers to help make a quilt commemorating the 40th anniversary of 4th grade outdoor education to be made out of t-shirts from past outdoor ed events.

**8. Sprague School Vice Presidents**

1. **Walk for Diabetes Day (Gayathri Kalyanaraman)**
* Need volunteers for Diabetes Walk.

**9. Standing Committees**

1. **Extra for Extracurricular Grants—Beth Hanna**
* Have gotten five requests recently. Had to deny some.
* Have funded 5th grade Minecraft, NJHS Airplane program, buzzers for Battle of the Books and Science Bowl.
* Molly Shapiro—we are continuing to tweak and modify this program based on requests. For example we will now require parents requesting funding to go through teachers and principals before making requests.

b. **Nominating Committee/Slating—Beth Hanna**

* Up to date slate was presented at the meeting.
* Still need several jobs at Half Day filled, Membership in Ways and Means and Native American Feast at Sprague, as well as help for Kim Disbrow with Book Fair.

**10. PTO Executive Committee Reports**

**a. Recording Secretary—Karen Borgerding**

**I.**  **School Board sign up**

* **Still need sign ups for May and June.**

**b. President—Beth Hanna**

1. **Volunteer of the Year!**
* Beth read nominations to the board (attached)
* Winner is Kelly Dupont—Congratulations Kelly!

**c. Vice President**

1. LFF Update —nothing

II. D103 Music Boosters Update—nothing

**d. Communications—Agnes Beatty**

 **I. Welcome**

* + - * I would like to welcome all of the communication team members tonight. Most of them cannot come during the day because of their work, but they managed to come tonight. Thank you Jasmine for coming to the meeting!

 II. **Media Reports—not read**

* + - * We had a whooping 10 new likes for our Facebook page since our last meeting! We're at 262. Gayathri and I have started posting everything that goes into weeklies also on our FB page. Not sure if that made a difference...The most Likes came from Beth's recent posts about our Volunteers! Also, 8th grade dance posts was quite popular, I think it's great how all parents can see what 8th graders are doing and show their support for this event
			* cc's have been slow, only 9 email blasts sent out last month. We expect this number to go up as we come closer to the end of the year. 8th grade Health events and DC trip, both targeted to one grade, had the highest Open rate (62%) and click rate (24%). Interestingly, the highest click rate included E4E email (24%), with open rate of 39%, which means that most people who opened it, clicked on it, so it really sparked some interest.
			* PTO Website had 531 views in the past 30 days! Up by 80 from last month. Run for the fields and Run for D103 got almost 900 views, combined. 8th grade dance had 80 views, there isn't a day that someone doesn't look in there, so I think that expresses some interest in the topic.

**e. Treasurer—Molly Shapiro**

 I. **2015/2016 Budget**

* The finance committee (President, Treasurer, Communications Director, Ways and Means Chair, each school’s VP and Community Relations met and has prepared a proposed 2015/2016 budget (attached in e-mail):
	+ - * Projected Expenses are $58,000 (this year’s budget was just over $100,000 which included money for the Sprague playground).
			* Proposed budget adds a small amount of discretionary spending for Community Relations and the school VPs. This amount is not budgeted to a specific program but just meant as an extra cushion just in case.
			* District funding will be $32,850. There are no bottom line changes, but some money was moved around to different areas ($100 moved from kindergarten bus orientation snacks to 8th grade graduation and NJHS Induction; Wright citizen award combined into one category; $1000 from HEPCO split between funds for indoor recess ($500) and author visits ($500)).
			* Extra for Extracurricular budget increased to $6000—$3000 each semester because grants are given on a rolling basis.
			* Budget for Back to School Bash was reduced because we do not pay for the DJ (school pays for it—need to make sure we do not do deposit for DJ or contract with the DJ) or for food now that we use the food trucks.
			* Sprague party budget was reduced, but it was not all used this year and there is the extra discretionary allotment provided in the budget this year.
			* Expected income is $89,000.
			* Camp Fair is off the table this year.
			* Reducing the amount of income on school supplies because of ipad purchases.
* Several members of the finance committee were not present to vote. Vote on the budget was done via e-mail following the meeting. **The budget was approved.**

 II. **Possible PTO Year End Gift to schools**

* + - * We have additional income this year not projected (about $11,000) and additional money budgeted but not spent (about $4700 so far) as well as money from the 5K not accounted for. This amount could be around $25,000.
			* Proposal to purchase a Starlab for the district using up to $25,000 with the district covering any additional expenses (decided not to do facilities upgrades because of uncertainties surrounding the possible facilities expansions in the near future, also don’t want to commit next several years of PTO boards to funding something):

(Katie Reynolds) we currently have a star lab but it is beginning to break down and is becoming obsolete.

Is kept at Rivershire, but is portable and can be taken to schools and set up quickly.

It is a portable planetarium but is used for cross curriculum purposes.

It can fit about 30 kids; project displays on a dome and teachers lead activities inside.

Can be used by all three schools.

New one would be digital.

Will be nice to know we have this as we rewrite science curriculum

Company will give credit when we turn in old star lab.

* + - * Proposal not voted on because finance committee members not present. Board members present were in favor. **Committee voted via e-mail to approve the gift.**

**f. Ways and Means—Kristin Keevins**

**I. Run for the Fields/5K - Update (Katherine Robbins)**

* We have about 140 individual registrants and 24 families signed up.
* No problem with registration.
* Have received lots of e-mails offering help and expressing a general interest. All is going well.
* Did a soft sell on sponsors (one e-mail) and got $13,000 in sponsorships!

**II. Spirit Wear—not read**

* We are continuing to work on 5K shirts. We plan to have them ordered by April 24 with a delivery date of May 9.  This will give us a week to sort and distribute.

III. **School Supplies—not read**

* The lists are almost final. EPI had missed some changes that the teachers requested. By tomorrow I should be able to proceed to marketing and website. The PTO has agreed to add $10/pack which is basically the discount that we secured on pricing from EPI. Sales tax and a $8.50 per household delivery fee will be additional costs. Overall the cost per packs have been reduced from last year by about $5-10/pack. I will have accurate #s next meeting. I know that is not a lot with the new IPad program but hopefully next year we can get the supplies reduced even more.

IV. **Membership Directory—not read**

* PTO Directory Cover contest has started. Entries are due by May 8th.
* PTO will vote for the directory winners at the May meeting.

**11. Unfinished Business—nothing**

**12. Adjournment** – LAST meeting Tuesday May 12th from 12:00pm to 1:00pm in the Half Day Library. Our new board members should all be there!

ATTACHMENT: Nominations for the Scott Guziec Volunteer of the Year Award

For those of you who missed tonight's heart-warming meeting, here are all of the nominees for this year's Scott Guziec Volunteer of the Year Award.   We will be announcing Kelly's win to the rest of the world tomorrow.  A heartfelt thank you to ***all*** of you who put your time and our hearts into volunteering for our schools!

Agnes Beatty Over the past 2 years, Agnes has done an amazing job organizing the communications role to make life simpler for all of the other PTO volunteers.  She always has such a positive attitude and happily and enthusiastically responds to all requests.  She is a wonderful asset to PTO!

Angelina Bonilla      I admire Angelina for all the work she does as a new PTO member. As a full time working single mom, she does not have much time for herself, let alone volunteering, but she still devotes herself to making PTO's work more colorful, professional-looking and overall top notch! Thank you Angelina for sticking with us, even though you haven't met most of the PTO members yet.

Anne van Gerven     Is there anything this dynamic, uber-capable volunteer SuperMom doesn't do?  We've been so fortunate to have her in the district and for a few more years to go as well.  Why wait to recognize her talent and dedication to our district!

Astha Maheshwari  She's very hard working, friendly and open to suggestions.

Beth Ghorbani         I love working with Beth. She is diligent and to the point, but she is flexible at the same time, opened to suggestions and will adjust her ways without getting offended. Always friendly and smiling, when she takes on a job or an event, she will run it top notch to the end, including feedback and follow up. She is not afraid of taking on a bigger role and I find it admirable. Thank you Beth G.!

Debbie O'Malley       We were so lucky to find Debbie last school year! It was not easy for her at the beginning, trying to figure out how things work within PTO, but she took charge of the job, did not get discouraged, had the patience and persistence to finish her assigned position. I admire her for speaking up at the meetings, even though she doesn't know most of the PTO members, and for making positive changes where she found applicable. I'm glad to see Debbie is staying for another year!

Denisia Anta Ms Anta goes to school as a parent volunteer frequently. She helps a lot in the class room, field trip and school activities. She has passion to assist teachers and help kids.

Jackie Curtis PTO meetings take on a different meaning when Jackie is present! Her direct attitude, lack of hesitation in speaking out what she feels is right, has to be admired! Whatever the discussion, Jackie will make sure all sides are looked at. She could play devil's advocate in her sleep. She takes complete ownership in whatever she decides to do and makes every event a success. I find her a fun, reliable and professional volunteer our PTO needs.

Kelly Pryor   Kelly was amazing at co-organizing the Book Fair! She hopped in in the middle of preparations, took charge and ownership and helped make this event a success! I admired her persistence and positive attitude, it was a steep learning curve for her as a new PTO member but she did great and left no stone unturned. Great job Kelly! I hope we'll have a chance to work again in the future.

Kristin Keevins        "I am writing to nominate Kristin Keevins to the Scott S. Guziek Award.  Kristin embodies what it means to be a committed volunteer.  Over the last eight years, she has been involved in so many – if not all – aspects of the PTO.  From just being in the classrooms, to showing up to an event to take pictures or pass out candy to being THE leader of PTO last year and everything in between.  Her commitment has yet to waiver – she chose to take another leadership position this year (fundraising) and is showing no signs of slowing down.   Kristin is a proponent of change.  If she sees something that will improve the quality of our district’s education she does not hesitate to get involved – whether it is an informal conversation in a hallway with a teacher all the way up to scheduling a meeting with Dr. Warren.  There is never an initiative too big or too small – if it needs to get done, she gets it done.  She is selfless to a fault her husband would say.  Who else would chose to put in a 14 hour day at the PTO book fair instead of having a fun night out with her husband and friends in the city?  She makes those choices time and time again with PTO commitments winning out without ever a word of complaint.  Kristin personifies what it means to be an excellent volunteer.  Her passion and dedication make her truly a role model and inspiration to all of us other parents.   I count myself lucky to have been part of her team on many different occasions.

 For these reasons and many more she deserves the Scott S. Guziec Award."

Linda Pinsel She volunteers in so many areas and always has a smile on her face.  She's involved with both of her children's activities.

Linda Pinsel Linda has been a wonderful volunteer to work with for years! She is always so helpful, friendly and eager to help. She will take on any challenge, no matter how big or small, and run it to the end, including following up. I love working with her and I will miss her professional attitude and friendly smile.

Linda Pinsel             Linda has done some amazing things for the district this year. She volunteers from the heart and gives above and beyond with her time!!

Lisa Lewis    In the midst of chairing Fine Arts Day, Lisa stepped up to be entertainment at Worlds Fair. Meaning she will be the entertainment and perform for the third graders! When it is becoming more and more difficult find volunteers, Lisa is always willing to lend a hand with quality and quantity. Quality - chairing fine arts, quantity, WF, field trips, indoor recess, etc. and Always with a smile and total enthusiasm! Plus any mom who agrees to coach third grade boys basketball deserves to be recognized :)

Lorrie Hardy            Lori has plugged away for two years as our Pizza Sales Chair, a big job with a huge impact on not just PTO's budget, but D103 Music Boosters as well.  Pizza Sales is one of those volunteer jobs that no one really seems to grasp the amount of heart and background work that goes into it, (epecially with Lori doing it, because she never complains!)  This job involves spreadsheets, contracts, negotiation and working with busy, confused parents who don't remember what or when they ordered!  Lori has done this all with grace.  She also volunteers dilligently with the Boy Scouts program in our area, and who knows what other organizations she quietly contributes to!   Lori will "age out" this year, and we will miss her dearly.

Tania Surane            Tania is an incredibly dedicated and tireless volunteer.  She handles so many areas within District 103 as well as the community.  Whenever volunteers are needed, Tania steps up and helps out.  No volunteer job is too big or small for Tania.  She is pleasant to work with, loves being involved and truly cares about the district and community.  Tania has done so much for many, many years and I would like to see her recognized for the countless hours she puts in whether she is cutting pizza, helping at Rivershire or coordinating all the PTO Daniel Wright programming.  Tania is truly an asset to the district.

Tiffany Etzel Tiffany is one of those volunteers who are extremely good at whatever they decide to do. She's not afraid of trying new solutions and will do it by herself if need be. Professional, friendly, always eager to help and give advice. She will dig and ask around until she figures everything out to her satisfaction. She leaves no stone unturned. I love working with Tiffany because I know that not only her job will be top notch, but she will check on everyone around her (including myself) to make sure we did our share. I admire her for it and hope to work with her for a long time!

Kelly Dupont            Kelly never fails to volunteer at any and every opportunity!  Anyone who has worked with her knows that she is helpful, professional and just an all-around REAL person.  Because she is leaving the district to move her family to the New York area, we should acknowledge her service to our families, and dedication to the community in general :)

Kelly DuPont            Kelly personifies the ultimate volunteer;  always willing to help out and be flexible with any situation that might change or need her.

Kelly Dupont "Kelly Dupont is a CAN DO person, friend and volunteer.  She has held numerous leadership roles in the PTO and currently serves on our hospitality committee which is responsible for over a dozen events each year.  She was INSTRUMENTAL in the success of our Run for the Fields Events, always coordinating the tasks of working with the village and ensuring a safe and well-run event.  When she is not leading a committee, she is showing her support through volunteering at recess, Explore the Arts Day, etc.  In addition to her volunteer efforts at PTO, she also volunteers at the Lincolnshire Swim Club (co-chairing swim team). She is strongly involved as President of Lake Forest Ducks Swim Team,.  In the fall she was LSA soccer coach, and she taught religious Ed at St. Patricks Church , and she recently retired from the Lincolnshire Park Board where she also helped organize and run the 5K events as well as Boo Bash.

I am sure I am forgetting several of the volunteer roles that Kelly has stepped up to do.  Most importantly, she gives from her heart and asks nothing in return.  KELLY is the VOLUNTEER of the DECADE and we will miss her dearly. "

Kelly Dupont            Kelly has been a tremendous help to various projects and programs at PTO. Always eager to help, always with great ideas, PTO could count on her for years! She will be greatly missed and should be rewarded before she's gone to her new destination.