PTO Board Meeting

Tuesday April 17, 2012

Daniel Wright Library 6:15 PM

1. **Present:** Katrina Bruley, Scott Warren, Christy Adler, Anne van Gerven, Sandy Simon, Stacy Walsh, Stephanie Hooper, Christy Greeley, Veronica Pantelis, Kristin Keevins, Liz Treiber, Beth Poteet, Robin Babbo, Anne Rainis, Julianne Spilatro, Amy Klein, Eliisa Capstick, Diane Laudati, Jane Ernst, Linda Pinsel, Jan Lamberti, Heather O’Brien

**Absent**: Jackie Curtis, Gina Stec, Diane Gillis, Vicki Morelli, Beth Ann Fell, Leah Kieffer, Wendy Grujanac, Tiffany Etzel, Yoko Walrwath, Debbie Fisch, Tanya Schwartz, Tania Surane, Stacy Szwejbka, Mary Claire O’Donnell, Jennifer Qualley, Erika Tully, Chris Udoni

**2**. Meeting called to order at 6:30 PM.

The board members approved minutes from the March 20, 2012 meeting.

The first order of business was Sandy Simon, Vice President, giving an introduction of the Scott S. Guziec Volunteer of the Year award. This is a great honor to receive with in the district and was awarded to current PTO President, Anne van Gerven who has volunteered in the community and the district for many years, it least eight years in many different roles and will even stay on the board next year. Anne’s family was there to celebrate along with her and share the excitement and cake that was ordered in her honor. Anne of course wanted to thank everyone for the support in making her job easier in what she does on a daily basis.

**3. Correspondence and Announcements:**

- Thank you note from Mrs. Mau for Fine Arts Day

- Thank you note for baby gift from the board

- Thank you note from the district

- Have had a lot of good press for our programs lately so I will be passing around the articles just in case you didn’t see these in the local papers.

- Want to Thank Anne and Tiffany with the World’s Fair

- Thank Community Relations for their work on Bingo Night.

**Katrina Bruley-Assistant Superintendent of Instruction**

* Additional SMART Board installations will take places this summer, which will mean that nearly every teaching and/or large space will be outfitted this devise.

i.e. libraries, gyms and etc….

* Teacher websites will use different software beginning with the next school year. The switch to new teacher sites will occur sometime this summer.
* We plan to transition to a new domain this summer. This will give us new web addresses for our schools and district sites. We will also be transitioning to shorter email addresses or domain name; for example, instead of [jdoe@district103.k12.il.us](mailto:jdoe@district103.k12.il.us), we will go to something like [jdoe@d103.org](mailto:jdoe@d103.org).
* The online registration process has been updated and should provide parents with an easier experience. The registration window is planned to open May 1.
* Spring MAP testing, for students in grades 2-8, will take place from April 30 – May 11.
* The DW Science Olympiad team will be attending Nationals, thanks to winning the State competition for the second year in a row! Congratulations to our students and to faculty sponsors Mary Ellen Buckley and Nan Buckhardt.
* The DW Science Bowl team also will be traveling to Nationals this month. They won their regional competition, and this past weekend, DW students Andrew Jin and Will Chang took first place in the Argonne Regional Science Bowl car design competition.
* We are in the process of finalizing registration for next school year. Once again, registration for returning students will be completed online. The registration window is planned to open May 1.
* **Scott Warren- Superintendent**

Dr. Warren opened a discussion given that he had a request from a teacher, Mary Ellen Buckley, regarding the need of support for the Science Olympiad team and their trip to Florida. As of now there is no established funding for them to travel to this competition. It will have to be supported by the parents or the district. We are planning to send a team of around 15-17 students with the cost of around, $12,000. Includes airfare, housing and shipping of some of their experiments. So we are now trying to find funds to make this work as a district we are going to find money so they can attend. The Learning Fund will with their science initiative was asking if they would be willing to make a “donation” to the team and they will be deciding and doing an online vote. So there was then the request to come to the PTO to see if they would also be willing to support the team. There was a lot of discussion given that the PTO doesn’t have a budget as the Learning Fund does and how we would be able to “find” funds to support the team. There was a lot of talk about how the PTO would we be able to offer some assistance without having to take money from the current field budget. It is an exciting time for the team and the administration will support the team in their trip to the competition but they are hoping that they will be able to find some support through other funds. Anne explained that the budget is tight with the funding for the fields. Christy Greeley offered some insight on what the Learning Fund was going to offer to the team, but they have discretionary funds that they can get money from. They agreed to make some donation but haven’t agreed on what the exact amount would be given. Of course they would like to support the team. Liz Trieber who is more involved did mention that the team is looking to some fund raising options, but it is just a short notice giving that the trip is at the end of May. There was then a discussion on where the funds would come from even if the PTO were to redesign the budget, given that there maybe money left over in certain areas that the money may be able to be pulled from however this will then take away from the teachers use if needed during the year. There was also some discussion on what if an area didn’t use the whole budget could that extra money then be put towards this need? Katrina explained that it is still a little too early to determine what is leftover given that not all programs have been completed. Dr. Warren revealed that the team would definitely will go it would just be nice if the district can support the team in getting there for this National competition. Anne will work with with Katrina and go over the budget and if programs are complete and where the budget stands then the PTO will be able to determine if there is money available. In conclusion, the PTO was able to vote to support the Science Olympiad team with some type of financial support with the amount to be determined at a later date.

* **Sprague School Principal – Christy Adler**

Christy mentioned that Sprague School received the group GIVE Award for raising money for the ADA. This is also the time that they are getting ready for the Annual Diabetes Walk. She also mentioned the success of the Bingo Night. She mentioned that they are excited about online registration and are hoping to be able to enroll the Kindergartens for the first time online. She will explain everything on May 3rd at the orientation. Also mentioned that there will be 3 teachers retiring this year Mrs. Brankus, who has been at there forever, Mrs. Hannigan, and Mrs. Anholdt. There will also be some other changes in assignments for next year Dr. Delli will move to full day Kindergarten for next year. Mrs. Wylie will be taking over for Mrs. Brankus in the ELM Department. Had a great Portfolio Day for the first Graders last week and the Kindergarten and Second Grade Portfolio Days will follow soon. There have also been 3 Science Residencies occurring at Sprague this year, Worms for the Kindergarteners, Frogs for the firsts graders and the second graders will have a Squid Residencies. They now have some Humble Squids in the freezers at Sprague that he kids will get to interact with and learn hands-on and gain an awesome experience.

**5. PTO Executive Committee Reports**

1. **President- Anne Van Gerven explained to the board-**

**i.** The first thing on the list was the approval of the 2012/2013 Board Slate. Anne explained and passed it around to the board members and the slate was approved.

ii. Anne also reminded everyone that they would need to complete their year-end reports and do any transition meetings need to be completed as soon as possible. Please copy Sandy and the transitioning coordinator and then send it to Stephanie and she will upload to Google docs. They are due at the end of May, however there are a few exceptions for those roles that aren’t fully completed by the end of May.

iii. There will be a parent survey so Sandy and Anne met with David Pantich,

Larry Rivkin and Scott Warren to discuss what it is that the PTO does and the roles that we play in the district. The School Board is working on a parent survey that will go out in May and we don’t need our information until September so ours will go out in July and then we aren’t competing for the time to fill out the survey. We are mainly looking for feedback on the new directory, i.e. format, phone app. for the directory, and parent education topics. If there are any topics that you want to include please let Sandy or I know.

iv. Mrs. Zorn is still looking for prize donations for the library at DW. She is once again doing sometime of contest and she would love any new little prizes. No food would be allowed.

v. Update about the lunch program for next year at all three schools there will be a new vendor, Quest, who will be supplying the food. This then affects the Friday pizza sales for next year so we are in the process of trying to figure out how this will work with the fundraising efforts for the 8th grade dance. Also working with OMMPa to try to get the revenue from the food sales. Some of the food sales in still “under construction” as if there would be a swipe card system, what choices would be offered and etc… They have a vegetarian option that’s available and there is fresh fruit, vegetables and many more options.

**b. Vice-President-Sandy Simon reported to the board**

**i. Volunteer Appreciation Week** -Underway at all 3 schools.  Please let your volunteers know that you appreciate them and they can pick up a PTO notebook in any of the school offices.

**ii. LFF Update** -Dancing Scientist even well attended over the weekend to kick off science initiative. Science Registry will be blasted later this week.  Strikes for Science on 8/25.

**iii. OMMPa Update** - Plant Sale going on now.  May 1 Deadline/May 12 Pick up. Another Gift card sale in late May.

**iv. Run for the Fields**:  All is going well. The school competitions are underway.  Staff is free this year and staff family is at a reduced rate of $10. Email should have been blasted today.  Tricia and Jen are using Sign-me-up Genius to register race volunteers.  Please consider volunteering at the race.  In many cases, you can still participate in the race.

About 100 are registered to date.  Deadline for Family Sponsors is this Friday 4/20 so please submit your registrations ASAP so we can get your name on the t-shirts!  The race is May 19th rain or shine.  Encourage your teachers and friends to participate and sign up early!  There will be no race day registration!

 Jen Sturgeon is planning some great post race activities for the kids so plan to come and stay for a bit to enjoy the festivities!

**vi. State Fair is May 9-11**.  Looking for volunteer opportunities this will be posted in the newsletters.  All is well and planning is underway and we are putting on the finishing touches to teach the 4th graders all about Illinois!   Big news… Jill Mau is hatching the baby chicks in her office for all the kids to see.

**c. Treasurer-Mary Claire reported to the board-**

Everybody should of gotten a copy of the March financials. The budget for next year has been distributed. The board approved the budget for 2012-2013. Mary Claire is on maternity leave at this time. Also PTO has rented a storage space behind Wildfire that will hold all the financials but there is room in there that can hold extra program materials. Setting up a new account to handle PayPal that will handle the PTO store that has been set up online. The store has been set up and will be up and going in late April or early May.

**d. Secretary- Stacy Walsh reported to the board-**

Membership and Special Projects coordinators need to have submissions to the 103 monthly on April 11, 2012 for the May issue.

**6. Board Member Updates:**

**a. Communications- Stephanie Hooper reported to the board**

The PayPal store will be a quick link to everything. One stop shopping. Will go live in late April or early May. It is being tested this week.

**b. Half Day Anne Rainis reported to the board-**

**i.** The 3rd Grade State Fair went really well. It was a great day for the children. We had 62 volunteers that helped make the day come together for the 3rd graders.

ii. We will be hosting our author visit next Thursday. So far everything is going very well.

**c. Room Parents-Tania Surane reported to the board**

No Report

**d. Membership/Directory Status- Anne van Gerven reported for Stacy Szwejbka**

No report

**e**. **Welcome Committee reported to the board- Eliisa Capstick reported to the board**

i. The cover contest for the directory will start soon.

**f. Fine Arts- Linda Pinsel reported to the board-**

There will be a follow up meeting on 4/20

**g. HEPCO- Kristin Keevins reported to the board**

We have almost 300 books in HEPCo so far.  We have taken inventory and will purchase a new cutting board, binding machine and drill battery under this year's budget.  The Google docs system is working well. We don't see every teacher using HEPCo, and will reach out to those teachers for feedback.

**h. Ways and Means**

**ii. Book Fair-**No Report

**iii.School Supplies- Beth Poteet reported to the board**

All the class lists are together for the roll out of the web store.

**iv. Spirit Wear- Jane Ernst reported that**

She will be using the same vendor has she has used in the passed and that everything will be ready to go for the May registration.

**i. Daniel Wright Coordinator- Christy Greeley and Amy Klein reported to the board**.

**Lighted School House-** Spring Lighted Schoolhouse- May 4th

\*met with teacher liaisons

\*permission slips sent home, due this Friday

\*coordinators handling shopping for prizes, pop, candy

\*teachers ordering DJ and pizza

\*volunteers contacted

The last 5th grade art cart took place today, March 20, 2012.

**Eighth Grade Pizza Party**-

8th Grade Banner Pizza Day- June 1

\*contacted Donna Martin- she will handle food and drinks

\*we will contact volunteers

\*8th grade Grade Level Coordinators to organize and run

**Sixth Grade Spring Fling-**

6th Grade Spring Fling-  June 6

\*in contact with Sue Wotal

\*got ok from administration to move event to North Park since we can't use DW fields

\*will use Survivor theme from last year

\*will contact volunteers in early May

\*need to do permit for village to use North Park

**Eighth Grade Dance- Anne van Gerven**

1. Decorations team has hired Precision Lighting to decorate the cafeteria with "club" theme seating areas, light-up coffee tables, light-up high-boy tables, ceiling effect, and uprights around entire perimeter of the room.
2. DVD Kindergarten and Montage photos being finalized – Kindergarten due to Videographer by 4/17 and Montage on 5/1.
3. Food has decided to have Slushy machines and 3 additional food stations around the room - Menu to be finalized by May 2 and communicated to parents (allergy awareness)
4. Invitations are awesome and will be handed out next week
5. Baby Wall will go up starting April 26th
6. Fundraising – Lou Malnati’s (Buffalo Grove) Dine out night is Wednesday May 9th with 20% back to PTO/Dance.
7. Class Gift – Meeting with Howard and putting suggestion boxes in place to get ideas from the students
8. Ticket sales started on April 10th using new Pay Pal process – As of Monday we have 40 online tickets sold and 6 by check.   We did ask admin to notify any students/families receiving school aid that we will give them a complimentary ticket for the dance.

**j. Sprague School Coordinator- Anne reported to the board for Tanya Schwartz-**

No Report

**k. Special Projects- Liz Treiber reported to the board**

i. Establishing Stevenson Consortium Parent Network to co-sponsor parent programs. Will focus on doing 1 program next year. Found representatives from D102 and D96. Beth Hanna and I are D103. Also on SHS SEL parent committee and SHS Foundation parent education committee as liaison to D103, so will coordinate programs with SHS, too. Will invite smaller feeder districts to our programs. Meeting with co-chair of Family Awareness Network (FAN) on 4/27 to learn about structure, funding, speaker recommendations, and other advice for starting a cross-district parent network.

Introduced Positive Coaching Alliance to LSA in the fall and excited that they will have

Workshops for coaches (5/7) and parents (5/9). Beth Hanna and I will help publicize through our PTO e-mail blast and possibly school newsletters.

ii. Founder of PCA is also affiliated with Challenge Success, which provides parent education on SEL and we may work with Challenge Success to offer parent education on topics like

 •  Re-Examining Success for our Children

  •  School and Homework\*

  •  The Importance of Play\*

  •  Extracurricular Today

  •  Your Role as a Parent\*

  •  Managing Media\*

  •  Taking the Parenting Challenge

**l. Cultural Arts- Anne reported to the board for Jen Qualley**

No report

**m. Community Relations- Diane Laudati reported to the board**

**i.**On Wednesday, April 25th, PTO will be sponsoring lunch for all the Admin in District 103. There are 21 people we will be purchasing lunch for from Jason’s Deli. The email was sent on Monday to the four point people in each of the buildings asking for their Deluxe Sandwich order. We will deliver the lunches by 11:30 a.m. on Wednesday the 25th.

ii.  We will have four **Thank You** letters we will be passing around the meeting for everyone to sign and these will accompany the deliveries.

**n. Health and Safety- Anne reported to the board for Jan Lambert**

1. We had Jump Rope for Heart March 15-16 at Half-Day school and provided animal crackers, pretzels and Clementine’s.  Mr. Helstad reported the day was a big success.
2. We are now planning for the Diabetes Walk at Sprague on April 27.  We will be providing sugar-free popsicles and water bottles.

**8. Unfinished Business- Anne VanGerven mentioned to the board**

None

**9. Meeting adjourned at 9:15 PM**

**The next meeting will be held on Tuesday May 15th at 1:15 PM th Sprague Rm 6**

**First half of the meeting will be the final board meeting of 2011/2012**

**The Second Half of the meeting will be the kickoff for the PTO board for 2012/2012**