PTO Board Meeting

Tuesday May 15, 2012

Sprague Conference Room 6 - 1:15 PM

1. **Present:** Scott Warren, Christy Adler, Jill Mau, Howard Holbrook, Larry Rivkin, Anne van Gerven, Mary Claire O’Donnell, Sandy Simon, Stacy Walsh, Sharon Chamberlain, Jackie Curtis, Lynn Driscoll, Debbie Fisch, Diane Gillis, Christy Greeley, Beth Hanna, Kate Harper, Tricia Jette, Inhee Jury, Amy Klein, Shuba Lodd, Linda Pinsel, Beth Poteet, Jennifer Qualley, Liz Treiber, Anne Rainis, Michele Rivkin, Julianne Spilatro, Erika Tully, Chris Udoni, Jessica Silvestri, Tania Surance, Stacy Szwebjka,

**Absent**: Jen Axelsen, Eliisa Capstick, Jane Ernst, Tiffany Etzel, Beth Ann Fell, Wendy Grujanac, Stephanie Hooper, Kristin Keevins, Leah Kieffer, Ed Kogan, Diane Laudati, Vicki Morelli, Veronica Pantelis, Tanya Schwartz, Gina Stec

**2**. Meeting called to order at 1:30 PM.

The board members approved minutes from the April 17, 2012 meeting.

**3. Correspondence and Announcements:**

- The meeting was held with both the new and current board members so Anne asked that we all go around the room have current and new board members make Introductions.

- Anne welcomed all new members and thanked all the old board members for all the hard work this year.

-Thank you note from Mrs. Lathrop and from the Administrative Assistants was passed around.

-45+ cover entries were received for the directory, so please vote for your top three favorite covers.

- Please sign the cards that are being passed around for retiring staff members.

* **Scott Warren- Superintendent-**
* Scott also wanted to thank all the volunteers and stressed how much the time and efforts are appreciated.
* Administrative team is continuing to look for new staff members and last night at the School Board meeting they formally hired 9-10 great-focused candidates. Still have a few more positions to fill.
* Construction project will get underway at Sprague as soon as the school year is over. Parking lot will also be resurfaced.
* English, Language Arts and Mathematics will be the focus with a lot of training over the summer for the teacher groups
* Summer school is right around the corner.
* **Half Day School Principal- Jill Mau** Jill stressed that she wanted to thank everyone for all of their help with the last events over at Half Day School. The Half Day Musical is coming up getting ready for the dress rehearsal this afternoon so hopefully you will all be able to attend the musical sometime this week. Getting ready for the 4th Grade Outdoor Education Trip. Also getting ready for the fly up and transition nights for incoming and outgoing students.

* **Sprague School Principal – Christy Adler**

Christy explained that they are in the hiring process. She wanted to mention Mrs. Leonardi was hired for PM Kindergarten. We are getting ready to empty the classrooms to prepare for the construction project. Will have 8 sections of first grade next year. Very busy getting ready for the end of the year activities. We are all excited about the project and having the air conditioning in the building for next year. Welcomed a whole new batch of Kindergarten families also has some returning families with Kindergarteners so that is very exciting. Kindergarten Bus Orientation is something that we still need to work on given the condition of the building. The office will be relocated over the summer and we will let everyone know where we end up.

* **Daniel Wright Junior High School Principal- Howard Holbrook**
* Had quite a bit of hiring going on over the passed weeks. We have had weeks of high celebration with the success of the Science Bowl who has secured a National Championship. They were featured on Fox News. The Science Olympiads are heading to Florida this weekend and were featured on CBS News. We also had a representative from DW in the National Math competition. Sixth grader, (Conrad Oberhaus) is the state representative for the State of Illinois for the Geography Bee. The Cystic Fibrosis walk took place last weekend and the NJHS decided to also hold a mini science fair. The Science kickoff has been going very well. Also have all of the year ending activities going on and are busy with these preparations. June 6th will be the 6th Grade Spring Fling at North Park we are hoping for nice weather. Last year was so hot. This year parents helped coach the Science Olympiad and found that this was a great model to work from and kids enjoyed it very much. The 8th grade dance is on Friday, June 1st and should be a fun night. Scott Warren is in the process of hiring my replacement.

**District 103 School Board -**

Larry Rivkin added that last weeks board meeting gave a special thanks to David Pantich who served for 5 years as the Board President. Really appreciate all his time and efforts on the board. Please extend a thank you if you see him around.

**5. PTO Executive Committee Reports**

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

**i.** PTO donated $680.00 for one of the Science Olympiad banquets. PTO also gave $40.00 VISA gift cards to those representing the Spelling Bee and the Geography Bee for meal expenses. Anne also explained that the PTO added a line item for these special circumstances. Year-end reports need to be done no later then June 15th. Should also be having transition meetings so please copy Sandy on these meetings. Please get your reimbursement forms to Mary Claire.

**ii.** The PTO Store is up and running and have already brought in $33,000. Also have had 260 school supply orders.

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

**i. LFF Update** –Science registry is up and open for business can find the link on the website.  Also have event coming up in August, Strikes for Science on 8/25.

**ii. OMMPa Update** - Plant Sales were successful. Gift card sales will end May 18th. They are working on making sure people know who they is which is a group that supports all the music programs in the schools.

**iii.** **Volunteer Registration**: is now open and the link will be going out and will be open through November. Make sure you sign up. We will be able to include the Kindergarten emails this year. You will be able to download all of your volunteers from this site.

**iv. Run for the Fields**:  All is going well and the race will be held this weekend and expecting good weather. Already have 550 people registered and hope for 700 total. The school competitions are underway. Staff and kids are very excited.

**v. Parent party**: We have finally picked a date for the party it will be held on 9/29 for parents only

**vi. State Fair is May 9-11**

Special thanks to Jill Mau for hatching the chicks in her office; everyone was really excited to have the chicks at the fair this year. Very cool experience. Kids will be having

An outdoor lunch day. Kids all did projects on Illinois and they learned a lot from this unit.

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

Please have everything in by the June 1st or no later then June 15th. April financials were sent out last week. Another payment was made towards the fields. Thank you for being careful on your spending this year. The budget has been done and will all be distributed in June.

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

No Report

Anne also mentioned that there will be further information to follow but she is putting together a little surprise for Katrina before the end of the year to give her a card and wish her luck with her retirement.

**6. Board Member Updates:**

**a. Communications- Anne reported for Stephanie Hooper.**

She has been working on the website and the PTO Store. Also have found someone that will be the third person on the Communications Committee.

Pizza sales will remain intact with proceeds going to OMMPA and PTO. Marcello’s Pizza will be what is served. Quest will be supplying the pizza for us. The vending machines will be gone starting in the fall. PTO will be the order taker and manage money and OMMPA will manage the volunteers.

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

The Half-Day author visit went extremely well. Sold a lot of books. Provided lunch for her and the staff, which was very well received.

**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 Anne reported for Elissa Capstick to the board**

No Report

**f. Fine Arts- Erika Tully reported to the board-**

No Report

**g. HEPCO- Wendy Grujanac reported to the board**

We have almost 330 books in HEPCO so far and expect to do 400.  The expense for Hardcover vs Soft Cover is a huge price difference, obviously much higher for the hardcover. Ordering a new soft cover binder for HEPCO.

**h. Ways and Means-Julianne Spilatro**

**ii. Book Fair-**No Report

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

Supplies have already been selling with registration.

**iv. Spirit Wear- Anne reported for Jane Ernst**

On line sales doing well. Kids at Sprague and Half Day are voting for the imprint that will go on their Spirit Wear. Still deciding on DW design. I have decided against letting them vote, because votes seem to polarize that age group and might not order just to spite the kids that won the vote.

**5K:** 5K t-shirts will be delivered to DW this Wednesday.

**Constant Contact:**

This is the first year that we have used CC fully.

Please give feedback on your impression on how the blasts are coming through.

-Format? (i.e. Sandy would rather have it typed than images placed.)

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

**a.Lighted School House-** Spring Lighted Schoolhouse- Was held on May 4th and all went very well

**b. Eighth Grade Pizza Party**-

8th Grade Banner Pizza Day- June 1

**c. Sixth Grade Spring Fling-**

6th Grade Spring Fling-  June 6

Will need a lot of volunteers for all the different activities.

**d. Eighth Grade Dance- Anne van Gerven reported**

Everything is well underway. The montage will be shown during decorating for the parents. The baby wall is up and looks great. Last week headshots were taken of the kids, which they will take home with them in the lanyards. The food menu had been finalized and a flyer will go home to explain what is being served. Invitations handed out on 4/25 during an assembly, which was a VIP pass to the dance. There will be a coat checkroom for the lanyards so no swinging around at the dance. Class gifts will be decided in the next few weeks and presented to the kids for voting and the announcement will be made a graduation 6/2.. Right now have about 130 tickets for the dance sold. Decorating starts at 3:30 PM on Thursday and 9:30 AM on Friday.

**e. Miscellaneous**- Pizza sales will remain intact with proceeds going to OMMPA and PTO. Marcello’s Pizza will be what is served. Quest will be supplying the pizza for us. The vending machines will be gone starting in the fall. PTO will be the order taker and manage money and OMMPA will manage the volunteers.

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

No Report

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

i.   Trying to create a consortium parent network. Still playing around with the name. We are hoping to perhaps piggy backing with other parent networks. Beth Hanna and I are going to a workshop on Thursday at Longfellow School to hear Bob Lee speak, he is a wonderful speaker. Also if missed the coaching seminar would encourage you to attend if it is held again, it really had some great advice for parents.

**l. Cultural Arts- Jennifer Qualley reported to the board**

No report

**m. Community Relations- Jackie Curtis reported to the board**

**i.** Budget is $200 paid by PTO

We asked Carey Murphy for the listing of all the administrative assistants at the three schools as well as the names of the Admin. Staff for the District Office. As had been done in 2011, we included the school nurses in that number for lunch.

We researched places to order the lunches from. This year we decided to go with Jason’s Deli. The lunch that we gave as the option was called the “Deluxe Lunch” – a box lunch for approx. $7.99 each. Jason’s Deli gave us a bottle of water for each lunch for only $.50 each. The lunch options were choice of bread, choice of cheese, choice of meat/filling, chips, cookie and pickle. There was an issue that if a person ordered a Vegetarian lunch – they did not receive a cookie, only fruit. We made sure, regardless, that every person received a cookie – so we were charged accordingly.

The week before Admin Appreciation Day, we emailed the assistants and Jane Lincoln telling them that PTO would like to buy them lunch the following week and gave them the lunch menu to choose from. We kept track of all the selections and gave a print out of all the orders with names and schools to Jason’s Deli so there would be no confusion or mistakes. They did a great job on this as they labeled all the lunches for us, which really helped with delivery.

We picked up the lunches for delivery – Sprague wanted to have their lunches on Tuesday (instead of Wed as Christy Adler takes them all to lunch on Wed) so we picked up their lunches and delivered them on Tuesday. Then on the following day, Wednesday, we picked up the Admin Building and HD and DW lunches and delivered those.

Also, with delivery to each place we made a Thank You card, which all PTO members signed at the previous PTO meeting. The card was included and handed out with the lunches.

We delivered the lunches at 11:30 a.m. at each of the schools. This was a little early – but I think worked out fine. It was good to beat the lunch rush at the restaurant, as we arrived around 11:00 a.m.

We were able to use our tax-free letter at Jason’s, however the bill had to be paid by school credit card (which we do not have) or school/PTO check to get the tax-free benefit. They will not give the tax-free option if you pay with your own personal check. But other than that stipulation, they were very easy to work with. We had the PTO Treasurer write out two checks to Jason’s Deli with the amount left blank.

For next year, we will use one of the lunch vendors that were released from our lunch program due to the consolidation of the lunch program.

A suggestion was made to use Wiener Take All.

**TOTAL COST: $174.92**

We came in $25 under budget – but I would not change the budget.

**ii. Teacher Appreciation – PTO Paid budget of $300**

Tuesday, May 8th at all schools.

- First emailed all Principals to see if the date was good and asked for the best time for set-up.

- Then after finalizing date, sent confirmation email to Principals and Secretaries as an FYI.

- Anne Van Gerven to send out email blast to District parents letting them know of Teacher Appreciation and suggest that they have their child write a quick note to share with their teacher to say thanks. Enclosed is the email blast sent out by PTO notifying parents of Teacher Appreciation Week.

- Next is a copy of the flyer for the Principals/Secretaries to send out to the Teachers letting them know of the bagel treat.

- Finally, is a revision of this flyer that we can use at the bagel set-up in the Teacher’s Lounges. Please print off and include next to the trays.

**-**On Wednesday, April 25th, PTO will be sponsored lunch for all the Admin in District 103. Lunch was served from Jason’s Deli and everything went very well. Star student 5th grade breakfast, Star Student 6th grade popsicles. We also have the NJHS induction on Tuesday May 29th for about 80 students. This is a busy time of year for us.

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

**i.** They finished up the year with the Sprague Diabetes walk and all went well. The popsicles for the treat were well received by the children and staff.

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

New “Had Trick” sponsor will be a local orthodontist, Forever Smiles.

Also just some background for new members; we typically have a meeting with the new and old board where transitions take place. This information is on the website, bylaws, handbook, volunteer code of ethics, which is very important when being in the schools. Anne reminded everyone that we are guests in the school and we need to follow this so we are allowed to continue in the school. All documentation is stored on Google docs. Stephanie Hooper will post any information on there and is very resourceful. There will be an email this summer that will have all the information to get onto Google docs so be on the look out for that email. You will go here, Google docs. a lot. Financials will be distributed this summer. There is also a tax-exempt form that we need to be submitting requests for our own tax form. Also coming this summer will be commonly used forms. School Board meetings will have PTO representation at the meetings and would like to have everyone to sign up so that every board meeting is covered.

PTO Calendar is in the process of being done along with our year-end review. Dates need to be confirmed with Jane Lincoln who is the coordinator of the District calendar. PTO meeting schedule will come out in June for next year.

**9. Meeting adjourned at 2:30 PM**