**MINUTES**

**PTO Board Meeting, October 8, 2014 – 12:00 p.m. SP Library**

**1. Call to Order and Attendance**

Wendy Miller

Sherri Liang-Zhou

Christine Murray-Upadayay

Kristin Keevins

Agnes Beatty

Tania Surane

Lisa Lewis

Melissa Gordon

Veronica Woolson

Christy Adler

Anne Van Gerven

Tiffany Etzel

Michelle Kowalski

Jackie Curtis

Debbie Fisch

Beth Hanna

Molly Shapiro

Kim Bernard

Astha Bhattad

Karen Borgerding

**2. Approval of Minutes from September 2014 Meeting**

**3. Administrative Reports**

a. **Scott Warren**- Superintendent

 None

b. **Katie Reynolds** – Executive Director of Curriculum & Instruction

 None

c. **Anne Van Gerven** - School Board Member

i. Board approved the Board and Superintendent Goals for 2014-2015 at the September 16th board meeting.

* Board goals align with overall board and district enduring objectives and focus on the following:

 District Climate

 Facilities

 Fiscal Sustainability

 Student Growth

 Community Engagement

* Superintendent Goals are as follows:

 Provide significant leadership and have direct involvement in the ELM review.

 Ensure the 1:1 Teaching and learning program is successfully implemented.

 Conduct a strategic planning process to set the strategic vision for the district for the next 5 years.

 Improve communication among Board, administration and staff to enhance collaboration and climate.

ii. Strategic Planning team is working on a survey for staff, parents and community as input into the process. Survey should be distributed by mid-October and we would appreciate your time in completing it and sharing your feedback. The survey will also solicit stakeholders for participation in the Strategic Planning committee. In connection with that, a community engagement meeting is set for Sunday, November 16 from 12-5pm and Monday, November 17 from 6-9pm.

d. **Christy Adler** – Sprague School Principal

 i. We have had a great start to the school year!

ii. Over the summer, we held the “Ice Cream for Reading” program for 1st graders.

* + - Identified children at or below the benchmark and invited them to participate in the program.
		- Consisted of 6-7 sessions in the morning from 8-10am and in the evening from 4-6pm.
		- Teachers volunteered their time to come to help the children.
		- Children were able to check out books and “debrief” the teachers.
		- Children earned an ice cream scoop for reading books.
		- At the end of the program, we had an ice cream social.
		- Many of the children in the program maintained or improved their reading skills.
		- Looking to expand it next summer.

iii. The Back to School Bash was a success. The food trucks were great.

iv. The Author Visit was a success. We really enjoyed having Ed back. Thanks for planning this event.

v. Please help to spread the word: we need boxes of wipes (one per family) for children to use after they have eaten before they go out for recess. WIll add boxes of wipes to school supplies next year.

**4. PTO Executive Committee Reports**

**a. Recording Secretary—Karen Borgerding**

i. **School Board sign up sheet.**

Please sign up to represent the PTO at a school board meeting

ii. **Correspondence and Announcements**

* + Congratulations to Veronica Woolson who had her 4th son on September 15th. He weighed 6lbs 12 oz and his brothers named him Frederick.
	+ Passed around thank you letter from Dr. Adler to Ed Deneke for author visit.

iii. Submit written report for minutes before meetings.

**b. President—Beth Hanna**

1. Passed out two documents from the Family Information Fair, “What Every Parent Should Know About Volunteering” and a list of PTO Volunteer Opportunities for Parents with Limited Availability.

 Also has tablecloth runner for anyone’s use at events.

 Kristin Keevins: also missing big PTO banner from last year.

1. **Extra Curricular Grant proposal:**
	* + Reallocation of budget to allow funds for anyone in the community to apply for grant for extracurricular activities. Examples: Girls on the Run; Science Olympiad.
		+ Will better allocate funds allowing libraries to have a set amount of funds.
		+ Change school allocation line item and sponsorship line item to an extracurricular grant program, with separate allocation for libraries.
		+ Simpler way to advertise to parents about how we are spending money.
		+ Will empower entire community to help kids.

iii. **Handbook and By-Law Revisions—Approved**

**c. Vice President**

1. **LFF Update (Not read at meeting)**
	* + Winners of the LFF “Physics Is Fun” Raffle:

 Go Pro Camera - Michelle Brooks

 iPad - Prabhakar Vishwanathan

 iPad – Liz Cagan (Re-Donated)

* + - Innisbrook orders have been extended for another two weeks.  Response has been good.
		- LFF received some good initial response from the Information Fair, from both individual and corporate interests.
		- LFF is researching ideas for a Spring event / fundraiser

ii. **D103 Music Boosters Update—Wendy Miller**

* + - Received thank you note from camp fair drawing recipient.
		- Music boosters support music programs in all schools.
		- Cookie sale started October 8th. Packets went home with youngest child. Orders can be done on paper or online.
		- Current funding plans:
			* + Transition from guitars to ukeleles at Daniel Wright.
				+ Orff instruments at Half Day (reallocate with Sprague)
				+ Storage solutions
	+ Taking applications for summer music camp grants through the 10th.
	+ Gift cards will be on sale in November and December and again in April and May

iii. **Volunteer Acknowledgment—Beth Hanna**

* + - Welcome to Sherri Liang-Zhou, new to the communications team.

**d. Communications—Agnes Beatty**

 i. **New Tools - Sign Up Genius, Google Form, Google Groups.**

 Jackie suggested (and I think it's a great idea) that tech team/communication team takes over creating forms in Google Forms and sign up sheets in Sign Up Genius. Having said that, if you'd rather do it alone, go for it! But if you hesitate using these tools because you're not tech savvy, let me know and we'll set it up for you.

 I have created a google form for communication plans. Please submit to me. I cannot include images and fliers, you will still have to send them separately.

 We introduced Google Groups as a way to communicate with everyone on PTO Board. Let me know if you don't know how to use it. Basically, you email d103-pto-board@googlegroups.com and that email will be sent out to all PTO Members. Google Groups also saves that email in a forum form (show Google Groups) so that if you have access, you can review old emails and responses. I anticipate it will be a wonderful tool in the future.

ii. **Google Docs**

 Please send your files (fliers, photos, logos, spreadsheets) to me after the event has been finished so that we can back everything up. Big thumbs up to Lorrie who sends me stuff every week from each Pizza Wednesday!

 iii. **Communication Plan**

 Thank you for using the communication plan, it is so much easier to coordinate all the publicity now. Here is an example of a perfectly prepared Communication plan that we successfully used to promote Family Information Fair (showing example - Info Fair communication plan on a smart board)

 iv. **End of the Year Report**

 After your event has been completed and your committee is done, you can prepare an End of the Year Report. I know it is not an end of the year yet, but by the time school year is finished, you will not have the time to remember what happened 5 months earlier. So do not procrastinate and have it done! I am distributing an excellent example of an End of The Year Report you can follow.

Molly Shapiro: these are required for the auditor, so please turn them in.

v. **More Team members**

 We have found two eager parents to become our event photographers - Kim (HD) and Sherri (DW). Please let me know if you need to have them come to your event.

**e. Treasurer—Molly Shapiro**

 i. September financials

Have $148,123 in cash. In good financial shape.

 ii. Extracurricular grants:

Re-catagorizing line items in the budget. Using $4000 originally allocated to “school allocations” specifically for library funds.

Combining the remaining school allocation funds ($2000) with sponsorship funds ($1000) to fund extracurricular grants as discussed by Beth Hanna.

**f. Ways and Means—Kristin Keevins**

i.  **Premier PTO Sponsors**

None

ii. **$103 for 103**

We have raised $15,000.

iii. **Membership—Debbie Fisch**

* + - We had about 630 memberships prior to directories being distributed and now there have been an additional 60 more memberships, with more to come this week I'm sure.  So total to date, around 690-720 memberships.

iv. **Book Fair—Alissa Horak (read by Kristin Keevins)**

* + We are 9 weeks away and planning is off and running.  Teacher wishlists and entertainment requests went out, volunteer requests are going out this week, raffle letter to community requesting donations is going out this week, the booklet has been started.
	+ We are meeting with Spencer, the B&N manager on October 14 at 9:30 to finalize layout and sign contract.
	+ Giving Tree organization will be Reading Power again.  We are all really excited about that!!

v. **School Supplies—Veronica Woolson**

* + 5425.24-late order packs sold (including two packs sold this week)
	+ 5976.76-EPI refund
	+ Total SS profits $11,402
	+ We have approximately 25 unsold packs.  If we can't sell them, we can return them and add that amount sold/returned to SS profits.  We used our SS profits from this year to pay for the 90 extra packs we purchased.
	+ We made approximately $2000 more than last year.
	+ We will do home delivery again.

vi. **Spirit Wear—Michele Schmitke (read by Kristin Keevins)**

* + Final sales numbers for the Spiritwear sale:
	+ Total items sold for each store:

Daniel Wright: 271

 Half Day: 122

 Sprague: 171

 Total items sold : 564

* + Here are the dollar totals we will get back for each school:

 Sprague: $1359.00

 Half Day: $1041.00

 Daniel: $2047.00

 Total: $4447.00

vii. **Run for the Fields/5K - Update**

* + Will send out a Constant Contact to let people know that we would like to continue the 5K as a community event and to see if anyone will agree to chair the committee.

viii. **DW Pizza Lunch—Lorrie Hardy (read by Kristin Keevins)**

* + All the orders have finally come in, and, we are now on a consistent order schedule.
	+ Total # slices ordered per week for first half of year: 401 (includes 31 for f/r recipients)
	+ Sales price per slice for first half of year $63
	+ Total sales revenue for first half of year apprx $23,000 (based upon 370 prepaid orders )
	+ Prepaid sales 1% increase from last year
	+ Partnering with d103 Music Boosters – PTO managing orders and financials and d103 Music Boosters managing volunteers and scheduling

ix. **Camp Fair**

* + Will still be held February 8th, the date will not change.

**5. Community Relations**

i.  **Welcome Committee—Astha Bhattad**

* + - Received very good feedback from the Parent Information Fair. Attracted many families both new and old to the district.
		- Had lots of volunteers and plenty of food.
		- Thank you to sponsor groups.
		- Planning for next year.

ii. **Hospitality—Kelly Dupont (read by Karen Borgerding)**

* + The hospitality committee provided $10.00 Jimmy Johns gift cards for Custodians Appreciation Day.  There are 16 custodians in d103 including Scott Gaunky.
	+ Boo Bash was scheduled for Oct. 25 but was canceled for lack of volunteers.
	+ Teacher grab and go snacks will be provided at the November parent/teacher conferences.
	+ All staff PTO Chili/salad lunch is tentatively scheduled for Feb. 19.  We will be looking to reach out to more than PTO members to help assist with the lunch.

iii. **Parent Education—Michelle Kowalski**

* We have our first Parent Night coming up Thursday, November 6th at DW cafeteria. Award winning author Carrie Goldman will be here to discuss: "Social Conflict vs. Bullying: How to Best Help Your Child Maintain Healthy Relationships with Peers". We are very excited about this event and pleased to have both Tamarack and Lincolnshire Community Nursery School sponsoring it with us.
* Please also do not miss internationally acclaimed psychologist, parenting expert, and best-selling author Michael Thompson brought to us by CPN. He will be all day Tuesday, October 21st. He will be presenting, "The Pressured Student: Helping Your Child Find Success in School and Life" for 2 sessions. One from 9:30-11:30am at the North Shore Unitarian Church and also from 7-9 in the evening at Stevenson High School West Auditorium. In addition, he will present, "Best Friends/Worst Enemies from 1-2:30pm at the North Shore Unitarian Church in Deerfield.

iv. **Boo Bash** - cancelled

iv. **Grant a Teacher's Wish**

* In spring

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

* The Committee is working on solidifying all contracts for all 3 school assemblies.  They are all in progress.

 This month, here are the assemblies that are happening:

 Sprague, Oct 16 Urban Gateways will be performing "Se Feliz, Anti Bullying and Bucket Filling"

 DW , Oct 17 Urban Gateways will be performing "Technology and Creativity in our lives" for 5-7 grade

 HD, Oct 29 Imagination Theater will perform "Ease the Tease" for 3rd and 4th graders.

* Explore the Arts Day

 Met with Mrs. Mau, Mr. Turini, Mrs. Sweet and Mrs. Franz on September 19th to solidify March 4 for ETAD and timing 12:30-3:30 including set up and clean up time;  3 break outs 40 minutes each...with two large assemblies "Be the Groove.”  We are set to meet again in early November.

 The committee is in the process of contacting artists and booking them for the break out sessions

**7. Daniel Wright School Vice Presidents**

1. **Colonial Days—**nothing

ii. **Fraction Cafe—**nothing

 iii. **Art Cart**

* + - * + Dates for the year have been finalized. First coming is Oct. 21-24th. Project is a self portrait and a short study of the Mona Lisa.

 iv. **Lighted School House**

* + - * + Will be meeting with Mrs. Van Wagner about her support needs as the first Lighted Schoolhouse is coming up November 14.

v. **Dance Lessons—**nothing

vi. **8th Grade Dance**—nothing

vii. **Health Events**

* Upcoming 5th grade events are as follows:

 Monday, Nov 17th - 5th grade Boys Night Out

 Wednesday, Nov 19th - 5th grade Girls Night Out

viii. **Library Aides**

* A sign up genius page was created for this; the dates for the 1st half of the year have all been booked up.

ix. **Room Parents**

* 5th grade will be having a Halloween class party.

For the other 3 grades we will be passing out a treat during lunch.

x. **Front Desk**

* Is going well, all slots filled thru December

**8. Half Day School Vice Presidents**

i. **World's Fair—nothing**

ii. **State Fair—nothing**

iii. **Indoor Recess Program**

* + - Program is going well. Many people have signed up.
		- Money originally designated for HEPCO will be diverted to the indoor recess program to buy games and such.

iv. **Room Parents —nothing**

**9. Sprague School Vice Presidents—**read by Karen Borgerding

1. **Native American Feast—nothing**

ii. **Pilgrim Simulation**

* Met with Mrs. Wylie to confirm dates that the 2nd grade teachers will begin the simulation (most starting in early November).  Will begin working on prepping materials next week.

iii. **Room Parents**:

* Mrs. Friedli has a room mom!!  Yeah!!

iv. **Author visit**

* Author visit was a huge success!!  Thanks to Rilina Ghosh for all of her hard work!!

v. **Other**

* Art was hung last month.  Met with Dr. Adler and discussed all dates for events this year.

**10. Standing Committees**

a. **Links to Learning (PTO VP)**—Molly Shapiro

Process will begin in the next couple of days. We have a school board committee member on board. Starting about a month later than past years, but still doing ok.

b. **Executive Committee** (PTO Pres)

* None

c. **Legislative Committee** (PTO VP)

* None

**11. Unfinished Business**

 Took a group photo.

**12. Adjournment** – Next Meeting Tuesday, November 4 at 12pm inSprague Library