PTO Board Meeting Minutes

September 13, 2016 – 7:00pm

Lincolnshire Swim Club

**1. Call to Order and Attendance/Introductions**

Angie Petschke

Leah Farris

Gayathri Kalyanaraman

Pavie Sankaralingam

Lauren Dardick

Jennifer Prosk

Christine Murray-Upadhyay

Marina Becker

Katie Reynolds

Scott Warren

Jodi Welyki

Cristina Lopez

Hazel Weaver

Denisia Anta

Teresa Hansen

Sherri Liang-Zhou

Agnes Beatty

Tania Surane

Heather Vasilenko

Christy Beckstrom

Robin Babbo

Heather Rich

Ella Shlyak

Todd Spohnholtz

Tiffany Etzel

Tracie Conrad

Daphne Dickens-King

Leslie Cornel

**2. Approval of Minutes from May 2016 Meeting -- APPROVED**

 Motion to Approve: Tania Surane

 Second: Marina Becker

**3. Recording Secretary – Angie Petschke**

a. Correspondence and Announcements

1. School VP’s - Please check PTO mailboxes at your school and bring any notes, thank-you’s, etc to PTO Meetings and give to Angie Petschke. Will pass around at the meeting.
2. Passed around various card and e-mails expressing thanks to the PTO Board.

b. Attendance Sheet passed around.

c. School Board Meeting sign-up.

1. We would like to always have at least 1 PTO member representing the D103 PTO at the School Board Meetings. A Sign-Up Genius will be created to sign up for attending a School Board Meeting, as well as a sign-up sheet will be passed around at the next meeting.

**4. Administrative Reports**

**a. Scott Warren-Superintendent**

1. **Facilities Planning:** The District is moving forward with the construction at Half Day and Sprague schools this year. Bidding will happen this fall with construction starting in late February or early March. Construction will be completed in mid-August and school will open in late August in 2017.
2. **Transportation:** The District is reviewing the concept of moving from a District operated buses to a contracting the services through a private company. We are preparing bids and examining services to see if this is the best option for our school district. The District will make a recommendation to the Board this fall.
3. **Starting/Ending Times:** The District continues to review whether to change the Starting/Ending times for the three schools. 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.
4. **Question asked**: Where is enrollment at this year? Enrollment is up this year to 1,730-1,740 students (estimated number). This is up approximately 40 students from the 2015-16 school year.

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

1. This summer teachers in grades K-5 wrote two new science units. The District 103 science curriculum is completely aligned to NGSS standards. This year we will rewrite the K-8 social studies units to align with the new Illinois Social Studies Standards and the Fine Arts Department will work with the consortium to align their curriculum to the new Illinois Arts Learning Standards.
2. MAP assessments have started at Half Day School and Daniel Wright will begin Friday, September 16th. Fifth grade students will take the 2-5 NWEA Math MAP test this year.
3. Each teacher in District 103 is expected to be a participant in at least one curriculum committee. This year there are nine curriculum committees: Math, English Language Arts, Science, Social Studies, PE & Health, Technology, Fine Arts, World Language, Social Emotional Learning. In September, January and April the district and building chairs of each curriculum committee meet to review goals for the committees. In October, February and May the district and building chairs meet with their building committees.
4. On September 30, 2016 a team of 7 teachers from St. John’s School in Florida will visit Daniel Wright to observe teaching practices and student intervention models.

**c. Sandy Simon - School Board Member**

1. The administration has established guidelines for review when class sizes reach certain sizes.
2. The board is in the midst of establishing goals for the 2016-2017 school year. They should be published on the Board website by mid-October.

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

1. Thank you to the PTO for the library furniture – very well received!
2. Always looking for lunch/recess volunteers.
3. Half-day Kindergarten lunch coming in December.
4. Menu for Halloween & Winter Parties coming – ideas are popcorn, peeps, Pez, etc. Working with Quest, approximately $5-6 per student and will cover the price for both parties.
5. Meeting with the Bus Drivers. Will talk about the “Bucket Filling” approach of how to treat each other. Want to make the bus environment the same as the school environment. Also looking to do “Take A Break” with your bus driver in the library. Talk about safety and how to treat each other on the bus.
6. Sprague is hiring teachers – contact Dr. Adler if you or someone you know would be interested!

**5. PTO Executive Committee Reports**

a. President – Agnes Beatty

1. Welcome and Thank You! Many experienced PTO members this year, and many new.
2. Please send all reports that will be presented at the meeting to our Recording Secretary, Angie Petschke (angiepetschke@yahoo.com), no later than the Sunday prior to the meeting. Angie will compile all reports and send out for review before the meeting. Goal is

b. Treasurer – Heather Vasilenko

1. Introductory “How To” Reports sent out via email and also printed out in folder received at tonight’s meeting. Can also email and request if needed. Must use Tax-Exempt letter when purchasing items to be reimbursed. Won’t be reimbursed for sales tax. Please give a copy of the letter to anyone making purchases.
2. July and August Financial Statements. Not much activity over the summer. Numbers are down from last year. About ½ away from where we want to be.
3. Special Projects Status Update. Last page of financial reports – reflects special projects funded for the schools. Examples – New Library at Sprague, New Fitness Equipment at Daniel Wright, New Library at Daniel Wright. A large amount of the funds are ear-marked for special projects such as these.
4. Question: Are these financial reports made public as it would give exposure to what the PTO provides for the district? Working on a Financial Statement/Report that will be made public.

c. Vice President – Tania Surane

1. Volunteer numbers are down 7% online. Multiple sign-up opportunities coming up, can put together an email list for more volunteers.

d. Communications - Gayathri Kalyanaraman

1. Flow of Communication chart – in blue folder. Illustrates opportunities to communicate with the families/faculty in D103.
2. PTO events – we want to get them all onto the website.
3. Suggestions for the website are welcome.
4. “Like” us on Facebook!
5. Here to help you – planning, posters, Sign Up Genius, etc.

**6. Events and Programs:**

* **Sprague VP’s – Lauren Dardick & Jen Prosk**
	1. Room Parents assigned
	2. Grade Level coordinator meeting scheduled
	3. Calendar for all events – work in progress.
	4. Chicago Wolves hockey email – not sure who received, but emailed about hosting a family night if interested.
	5. Mock Elections at Sprague – Donna Sabin (librarian) requested special funding for books. Approved & purchased - $617.
		+ **Half Day School VP’s – Not Present**
			- **HD Recess Update – Teresa Hansen**
		1. Including a volunteer sign-up sheet in the room parent's folders on curriculum night was a success. Between the PTO file and sign-up sheets, we received a large number of volunteers (59 email addresses) with more to come from the remaining classes who have yet to forward their list. Tracie has contacted the current list of recruits to begin coordinating a monthly schedule. Creating a Sign Up Genius so all office staff can access.
		2. We are in the process of documenting some helpful rules and expectations during indoor recess in order to provide our new volunteers with a set of guidelines to use while supervising a classroom. An email has been sent to Mrs. Mau asking for teacher's input and approval. Feedback is that it has been very helpful. Requests for access to Go Noodle during recess (have own log-in and allow multiple users).
			+ **Daniel Wright School VP – Ella Shlyak**
1. 5th grade Home Room Parents (2 each)
2. 6, 7, 8 Coordinators (3)
3. Front Office – volunteers welcome
4. Art Cart – no report. Scheduled for Oct 25-28.
5. Need Library Aids weekly to help shelve books. Send an email if interested.
6. Microwaves – entire 1st week had 2 parent volunteers helping with the microwaves at lunchtime to help show how to use them. Also encouraged DW Pizza Lunch sign-up.
* **5th Grade Health Night** – Tiffany Etzel
	+ 1. Boys: Monday, October 24, 2016
		2. Girls: Tuesday, October 25, 2016
		3. Same presenter as last year.
		4. Volunteers needed to help serve ice cream. Great for a current 4th grade parent to see what their child will be participating in next year.
1. **Ways and Means**
	* 1. **School Supplies:** We sold 886 packs (approximately 100 per grade) and made $8605.75
		2. **DW Pizza Lunch:** Participation is soaring! If the 2nd semester sign-up is the same as the 1st semester sign-up, will surpass what was budgeted!
		3. **Membership:** Working on the directory. Still awaiting data from the district – PowerSchool transition has delayed. Estimated time done is mid-October. Ads at $3,500. Membership purchase at $13,430 and 402 families as of now which is about half of last years. Suspecting that new registration system has thrown parents off.
		4. **PTO Sponsors:** We have two silver sponsors: Lincolnshire Sports Association and Nielsen-Massey, as well as 4 Premier Partners: Julianne Spilotro/Coldwell Banker, Howard Simon & Assoc, Tamarak Country School & Day Camp and LoMastro. Total $8000.
	1. **Spirit Wear:**

D103 Teachers - 4
Daniel Wright -  84
Half Day Hawks – 41
Sprague Wildcats – 70

We are at 195 pieces or $1,950.

* 1. **Book Fair (November 14-18, 2016):** Book Fair will be held at each school during the week of Nov 14-18, allowing parents to visit during the evening of Parent/Teacher Conferences. Book vendor will be Scholastic and they will provide the books and check-out registers during the Book Fair. Looking for volunteers for each school. No plans for community event/performances. Agnes asked if anyone was interested in creating a new committee to host such an event, with no interest at this point and time.

Bernie’s Book Drive scheduled for December.

* 1. **Run D103 Update (May 20, 2017**): Jamie Contreras and Angela Geiges are the new co Directors for the 2017 event! Condell wants to be lead sponsor for the race.
	2. **Camp Fair (Sunday Nov 6, 2016 11 am – 3 pm):** Looking for day-of volunteers. Contact Beth Hanna to volunteer. Event was moved from February to November because it is a more realistic time to look for camps.
1. **Hospitality events**: Welcome Back Teacher Breakfast, Back to School Bash (Sept. 9), Family Info Fair (Sept. 22),Parent Ed
	1. **Welcome Back Teacher Breakfast:** Hospitality provided grab and go snacks at all three school for faculty and staff.
	2. **Back to School Bash (Sept 9):** The hospitality committee hosted Back To School Bash at Sprague. Unfortunately, the weather did not cooperate and we had to cut the event short. But, A few dozen families stayed through the rain and still enjoyed the event.
	3. **Family Info Fair (Sept 22):** Info fair for all families to hear about community involvement, activities and so much more. Looking for more volunteers. Will be a VIP Parking raffle for parties, baskets for kids (raffle), scavenger hunt, snacks, fun and more! Held at the Vernon Area Public Library on September 22: Morning from 9:30 am – 11:30 am; Evening from 6:30 pm – 8:30 pm.
	4. **PTO Parent Education Update:**

Parent Education team is still trying to make definitive plans for speakers this year.

* We are planning to have a book discussion on “Screenwise:  Helping Kids Thrive (and survive) in their Digital World” with the hopes of having the author Devorah Heitner come help lead the discussion
* We are still finalizing plans for topics and speakers.  If you have any ideas of topics or speakers, please let us know.
* CPN - Community Parent Network (Stevenson based) has the following speakers coming up:
* September 22, Gail Lovely. Partnering with Vernon Area Public Library. 12-1pm “Literacy, Learning, Laps, and Laughter” <http://communityparentnetwork.org/event/gail-lovely-literacy-learning-laps-laughter-hands-session/> All ages welcome (parents and children). 7-8:30pm “Tech Keys: Opening Doors to Literacy” [**http://communityparentnetwork.org/event/gail-lovley-tech-keys-opening-doors-literacy/**](http://communityparentnetwork.org/event/gail-lovley-tech-keys-opening-doors-literacy/) Adults only.
* **October 6th Larry Silverberg, "The Character Formula: Fundamental Values of True Living".** Partnering with Stevenson High School. Mr. Silverberg's presentations have been described as "profound" and "highly creative and thoughtful." <http://communityparentnetwork.org/event/larry-silverberg-character-formula-fundamental-values-true-living/> Adults and youth 16+
1. **Learning Fund Foundation**
	1. Board is working on increasing member numbers.
2. **Music Boosters** – no update
3. **Cultural Arts**: Assemblies
	1. We're meeting with principals this week to discuss assembly options, additions and changes from last year.
	2. We would like to see if anyone would like to join Lisa Lewis to learn the ropes for next year. She is currently running Cultural Arts for DW, and would like to teach someone this year so they could do it on their own next year.
	3. Explore the Arts Day is held at Sprague this year. The date set in the schedule for February 16th is preliminary, as we need to make sure that it works with Stevenson's schedule since we get a large portion of our volunteers from them.
	4. Katie Wolf is in charge of Explore the Arts Day and is still looking for volunteers to help her plan. So keep your ears open and let her know of anyone looking for something to do!
4. Custodian Appreciation Day (October 4, 2016)
5. Bus Driver Appreciation Day (October 21, 2016)
6. Principal Appreciation Day (October 24, 2016)

10. New Business

11. Adjournment – Next Meeting **Tuesday, October 18th at 12p at Sprague Library.**