**PTO Board Meeting Minutes**

**February 9, 2016 – 7:00pm**

**Daniel Wright Library**

1. **Call to Order and Attendance**

Molly Shapiro

Michelle Blackley

Scott Warren

Leslie Cornell

Michelle Roth

Robin Babbo

Audrey Jo Salzman

Diane Lefebvre

Katie Reynolds

Agnes Beatty

Gayathri Kalyanaraman

Heather Vasilenko

Tiffany Etzel

Sandy Simon

Michelle Kowalski

Karen Borgerding

2. **Approval of Minutes from January 2016 Meeting**

Motion: Agnes Beatty

Second: Heather Vasilenko

Minutes Approved

3. **Recording Secretary—Karen Borgerding**

a. **Correspondence and Announcements—none**

b. **Attendance Sheet**

c. **School Board Meeting sign-up**

* Please sign up to represent PTO at a school board meeting.

Next meeting: Tuesday, February 16, 2016 at 7:00 at Daniel Wright

4. **Administrative Reports**

a. **Scott Warren-Superintendent**

School Calendar Approved for 2016-2017

* The Board approved the calendar for the 2016-2017 calendar year. Due to the construction and reorganization in the district, school will begin on September 6, 2016, the day after Labor Day. School will end on June 13, 2017.
* The District has reached out to several local childcare and camps to see if they would be able to provide support to families this summer. The response was positive and services will be available for parents. We will help disseminate the information to families once we have heard back from the various organizations.
* Will just be this year, start will go back to August the next school year.

Facilities Planning

* The Village Board COW meeting occurred last night to review the recommendations from the Zoning Board and the Architectural Review Board regarding the Sprague and Half Day projects. The Village was favorable to the projects and requested a few additional items to review, such as some drainage questions, landscaping renderings, and a different view of the windows that would be installed. The Village Board is scheduled to take action on the project at the Feb. 22 meeting.

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

* District Administrators are preparing for PARCC testing.  This year the PARCC window is March 8, 2016- April 26, 2016. However the testing will be condensed into a couple of weeks. Teachers have begun preparations for testing.
* CogAT scores were mailed home.  Teachers, principals and district administrators have been fielding questions. Overall the response has been positive to the new assessment.  Teachers are using this testing to help students.
* Four of the consortium districts (D125, D96 & D102, D103) will hire a shared math coach.  This position will bring consistency between the feeder district and Stevenson High School. The math coaches will work with teachers to provide teacher development in the middle schools and to align them with high schools. Will help all schools problem solve issues together.

c. **Michelle Blackley – Principal, Daniel Wright Junior High School**

* Both Half Day and Daniel Wright have been nominated for Blue Ribbon awards. We are working on applications which are due in March.
* Outdoor Ed went well despite the rain. Kids were very entertained by Mr. Herion at the nighttime sing along and Mr. Beno, our new science teacher has written a children’s sing along book about science so the kids enjoyed him as well. Pictures on twitter.
* We are finalizing the PARCC testing. We plan to do one subject before spring break and one after. All kids will test on their iPads so we can do a whole grade at one time, making testing will go faster.
* We have partnered with Stevenson and the Stand Strong grassroots organization that educates parents about student drug and alcohol use. They worked with our Wright Way students on late arrival day and will be at the 8th grade health night as well. Created an anonymous way for students to report if they want to harm themselves.
* Two Cultural Arts assemblies and Fraction Cafe and Colonial Days have all gone really well. Some older students helped out with Fraction Cafe, helped both 5th graders and older students.
* We are starting a new program called Recess with the Police. The Lincolnshire police will come two times a week to play kickball or other games with the kids. Will give the kids an opportunity to talk to the police and foster relationships.
* Now doing morning announcements online, kids are live streaming.
* The 7th and 8th grade band is going to record a playing of the national anthem and submit it to the Cubs to play at a game.
* Science Olympiad and Science Bowl doing well.
* For 5th and 6th graders, jumping rope has been made cool by PE classes.

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

* A final recommendation was made not to change the start and end times of school for next year. Will still look at changes for the next school year.
* Still discussing bus route changes. Target is 30 minute routes. 45 minutes max.

5. **PTO Executive Committee Reports**

a. **President—Molly Shapiro**

1. Introduce LPVTA Co-Presidents: Tracy Gordon & Audrey Salzman

* Molly Shapiro introduced Audrey Salzman, co-President of the Lincolnshire-Prairie View Teachers Association. Tracy Gordon was not able to attend.
* Molly has been meeting with LPVTA to keep lines of communication open between the teachers and the PTO. She would like other members of the board to meet Audrey to continue the relationship next year (all members present introduced themselves).
* Audrey Salzman:
  + Thank you for inviting me tonight.
  + We look forward to open communication between PTO and LPVTA. We want to be a part of the community and PTO. We want to do what we can to help PTO as well. Thank you so much for what you do for the teachers. Please feel free to reach out to us anytime.

ii. Executive Committee Mtg – early March

* Will meet in March to discuss the budget for next year, funding opportunities for this year and the slate for next year. All will be voted on at the April meeting.

iii. Slating Process for 2016-17

* Slating is underway. If you have not already, please e-mail Molly and Karen Borgerding with your plans for next year.

iv. **Save the date for PTO Board Mtg on April 12th at 7p at DW Library**

* **To vote on:**

**-Funding Ideas for 2015-16**

**-Proposed 2016-17 Budget**

**-Proposed Slate of 2016-17 PTO Board Members**

* **To Celebrate:**

**-Volunteer Appreciation**

**-Volunteer of the Year Award**

**b. Vice President—Agnes Beatty**

1. Volunteer of the Year – Nomination Process

* Every year, PTO chooses a Volunteer of the Year, based on provided nominations. Anyone can nominate one or more volunteers, however nominations cannot be anonymous. President is not eligible for the award. I will send you all a link to a Google Form that will support this process, we will also promote it via other PTO communication channels.
* Due date will be in late March and the **winner will be announced during our April meeting.** Please participate, even if the volunteer of your choice does not win, we will provide them with your feedback (without releasing any names) so that they know they were nominated. It feels good to be recognized!

ii. LFF Update

* Members met on Monday evening, I have not received a summary as of yet. I do know they discussed LFF's support for PTO's 5K and the possibility of helping to find sponsors.

iii. D103 Music Boosters Update (Ella Shlyak)—Read by Agnes Beatty

* DW Pizza Lunch - we now have shorter, more convenient volunteer slots available each week - one for 5-6th grade lunches and one for 7-8th grade lunches. Sign up via the Music Boosters website d103musicboosters.com. Thanks to the PTO for helping us spread the word to district parents.
* Our school’s next box top deadline is March 1st and we're trying to get as many e-box tops as possible. Sam’s Club and Jewel-Osco often give receipts with e-box tops code, which are easy box tops credits we can receive. And right now, Sam’s club is having a promotion that if you buy just 3 or more of certain products, we can receive from 100 to 400 e-box tops. For e-box tops, just email the online code or a picture of your receipt to Jen Bott.
* We invite all D103 families and community members to attend the Waukegan Symphony Orchestra’s Young People's Concert on Saturday, February 27 at 11:00 a.m. at the Waukegan High School Trapp Auditorium. Come see our very own Nancy Fencl, DW music and band teacher, play the flute as the orchestra performs “Stookey - The Composer is Dead.” The performance is FREE for students, and only $5 for adults. We will be sending out more information in the next week.

**c. Treasurer—Heather Vasilenko**

1. Year to Date Financials

* January: 2nd semester pizza sales brought in about $13000. We spent less, mostly on 6th Grade Social Dance. We had a net of about $1500. (January financials sent in e-mail to the board).
* We still have $38,000 of the allocated budget to spend and a large amount of unallocated funds to spend.
* If your project is finished, please send Heather information about spending and a recommended budget for that activity for next year.

**d. Communications—Gayathri Kalyanaraman**

i. Update & Reminders

* + - * Sent a reminder to participate in the 5 essentials survey. Please spread the word. We need 20% participation.
      * We are looking at revamping the PTO website. Please let Gayathri know if you have any suggestions.

**e. Ways and Means—Molly Shapiro**

1. Run for D103

* Planning is going well
* We have a lot of support from a small group of volunteers
* We are partnered with LFF and the Music Boosters.
* This event will focus on the D103 community.
* Baxter Credit Union will be our title sponsor. We can always use more sponsors, so if you know of any please let us know.
* We have raised approximately $8000 so far.
* AccuSplit will be the race timers.
* We are working with the village to make sure the event goes smoothly.

ii. DW Pizza Lunch—Chris Acampora read by Molly Shapiro

* Pizza sales are formally closed although some checks are still trickling in. We added on a thin crust/gluten free option this semester based on feedback from cancellations and a high rate of students, particularly in the 5th grade who were consistently not picking up their orders during the first term. Without accommodating these preferences I was anticipating a 40% drop in sales, based on the pick up trends I saw in the first term.
* The thin crust was well accepted, especially for our 5th graders who came from Half Day where they served thin crust and who didn't care for the thick crust being served at DW. Braces were another factor for many students who have now signed up for thin crust and finally there are our gluten allergy and celiac students who are thrilled to be able to participate in this fundraiser. It is standard to see a drop in 2nd term pizza sales and I am happy to report that we are seeing only the traditional 18% drop in sales.
* We need to decide if we will continue to do this fundraiser. 5th graders are most of the sales numbers and with the move to Half Day School, this will impact this event.

iii. Membership – Directory Addendum Update

* The addendum is complete. We are waiting on the e-mail list and it will be e-mailed out to all.

iv. School Supplies—Diane Lefebvre

* Last year we made about $10 per pack. We sold 838 packs on the website for a profit of $8381.28 and 106 at the site sale for $958.32 or a total profit of $9339.60. This exceeded our goal of $7500.
* Packs will go to houses again. We will not do site sales this year with the construction (except locker shelves). However, Diane will look into seeing if new families can order the packs late, in August. Will still do early sales online.
* Letters requesting supply lists went to the principals today (Feb. 9). One question they will ask the teacher is if the needs for supplies has changed because of the use of iPads (ie need for electronic wipes for iPads) ?
* Considering taking items like rulers, headphones, scissors, clipboards, earbuds and pencil boxes out of the packs and putting them in a separate add on pack parents can buy only if they need these supplies. They will still be in the kindergarten pack.
* Working on choosing supplier for next year. We have two great bids (a third was not competitively priced:

1. EPI

We have a relationship with them

They have worked very hard to to help solve problems from last year and are bending over backwards to help now (ie sent 15 different types of headphones to try out).

They have agreed to use UPS for delivery to homes (not school)

Shipping is slightly cheaper if there is more than one pack sent.

Quality is better.

2. School Kids (Staples)

Their online ordering system is nicer

They are slightly cheaper overall but the quality is lower.

More options to choose from.

Shipping is cheaper if there is only one pack mailed.

Are locally located in Lincolnshire.

* + Overall, the consensus was to keep EPI as our supplier. But Diane will check with other school districts who use School Kids to compare.

**f. Cultural & Fine Arts—Lisa Lewis read by Molly Shapiro**

i. Cultural Arts

* + - * Events going on or happening in Feb and March:

**Half Day School**:

3rd grade 2/3   *Smarty Pants*

 4th grade 2/11  *Science Alliance*

**DW**:

Today," *The Amazing Science of Magic and Illusion*"  7th graders  (Pictures attached to this e-mail)

March 2,3 and 4th *"Learn to Juggle"* all grades in PE

ii. Explore the Arts Day –2/24 @ DW

* + - * Coming up on Wednesday Feb 24th.  We are doing great on volunteers ...but if you are still interested in helping, please sign up...link has been sent out as well as in DW Wrightings every week....or just contact Marina or Lisa.
      * Tiffany Etzel has been kind enough to step up and help us with all of our Excel/sorting etc...for students workshop selection, presenter database and volunteer database etc...WE THANK HER SO MUCH!!!
      * We have close to 50 workshops and are coming down to two weeks away...so busy placing students, confirming volunteers and presenters, purchasing supplies, discussing and managing logistics for the day etc...
      * It's going to be a fun day!

**g. Community Relations**

1. Hospitality—Leslie Cornell, Michelle Roth, Robin Babbo
   * + - **Chili Lunch Friday 2/19**
         * Robin passed a sign up for the few slots left for Chili lunch day.
         * Doing chili and soup, plus salad provided by PTO and desserts
       - **Winter Social TBD**
         * Will replace the old Bingo night.
         * Meeting with Dr. Adler Feb. 10 to discuss ideas
         * Plan is to have it at Sprague one year and Half Day the next because the ages of the kids are so different.
       - **Teacher Conference Snacks 3/10**
         * Will still do grab and go snacks. Teachers like them.

ii. Parent Education—Michelle Kowalski

**Upcoming Speakers:**

* We have a fabulous speaker Dr. Karen Cassiday coming Wednesday, Feb. 24th to D103. She will present: “Cultivating Peace in Your Home: Hot tips for preventing unnecessary stress, mayhem, and poor concentration.” She will be speaking at the DW cafeteria on Wed. Feb. 24th from 7-8:30pm. You will NOT want to miss this one. Please save the date.
* On Wed. April 27th, Parenting Perspectives team Lauren Bondy and Karen Jacobson will be returning for Part II of their Conscious Parenting series. They will be speaking at the Vernon Area Public Library on April 27th from 9:30-11am. If you missed the first one, don’t worry you can still attend. If you loved the first one, please come back for more parenting strategies.
* CPN had an amazing speaker Dr. Kastner on February 3rd. If you missed out, please consider purchasing one of her books: Wise Minded Parenting or Getting to the Calm: The Early Years. Her parenting techniques are grounded in research and very practical reminders of what it takes to be an effective parent. One of her great quotes of the day was “You may be right, but are you effective?”

**8th Grade Night – new date—Tiffany Etzel**

* Working on two speakers, trying to coordinate a night they are both available (Michelle Blackley—can we video tape one?)
* Event for students and parents:
  + Speaker will talk about decision making, discussing making decisions before kids are in a scenario where something could go wrong. Focus will be on sex and drugs. Will last about 30 minutes.
  + Next a Stevenson counselor will talk about healthy relationships (with parents, friends, etc.).
  + Kids and parents will split up. Kids will meet with Stevenson Freshmen Mentor Program students and discuss the social emotional aspects of going to Stevenson. Parents will attend a seminar on what kids learn at school and what they need to know as far as sex and drugs. Part of this is a drug exhibit, a simulated bedroom showing parents places kids could hide drugs.
  + Everyone will then get back together and the Stevenson police will talk about security at school, etc.
  + Diane Lefebvre suggested that students in an acting class at Stevenson can do a skit on stress that they have performed. She saw it recently and it was very powerful. Will look into it.
  + Evening will not address cyber-bullying. There is a district presentation on it coming up.

**h. Daniel Wright School Vice Presidents—None**

1. 6th Grade Social Dance Lessons – Progress Report—none

ii. 5th Grade Fraction Café - Recap-none

iii. 5th Grade Colonial Days - Recap—not read

Colonial Day was a success!

* 5th grade Colonial Day was Thursday, Feb. 4, 2016 at Daniel Wright.  The day ran from 9:00am to 1:45, instead of 7:55-1:10. The change was made to insure the maximum number of volunteers in the morning without having to provide coverage for those who couldn’t get to DW before 8:30.

* The spinning wheels were provided by the Raupp  Museum.  Debbie Fandrei dropped them off in the morning and picked them up in the afternoon.  Unfortunately, she was no longer able to provide her time or donate wool to Colonial Day.  Mrs. Dwyer offered to lead spinning and we bought enough wool from eBay for the this year and next year.  She will continue to provide the spinning wheels.

* Lunch was provided by Corner Bakery for any volunteer who stayed the day.

* Fresh Market donated water for our volunteers, 100 reusable bags our students and all the ice for candle making.  Mariano’s provided 50 reusable bags

* -Mrs. Mau came to observe.

* Total cost of Colonial Day was $861.58

* Cynthia and Stacy are going to go through the boxes on Wednesday, Feb. 10 to take inventory for next year.  After the inventory is complete, the Colonial Day boxes will be stored at Rivershire.

iv. 5th Grade Art Cart —none

v. 8th Grade Dance—none

i.  **Half Day School Vice Presidents—none**

1. Jump Rope for Heart 3/11

ii. World’s Fair 4/13

iii. State Fair 5/4

iv. Indoor Recess—Denisia Anta—not read

* We created a group of 6 parent volunteers who agreed to come and supervise the students during Indoor Recess when it is necessary (these parents are very familiar with Indoor recess program and available to come at school even within a very short notice).
* We were able to cover all the days when Half Day school had Indoor Recess.
* Based on the school recommendation we purchased 8 sets of board educational games to be used during Indoor recess for the next school year.
* Due to very cold temperatures in February I sent an email to the parents who expressed interest in coming to supervise students during recess.

**j. Sprague School Vice Presidents—Leslie Cornell**

1. World Read Aloud Week – Snack 2/26—Audrey Salzman
   * + Snack will be lollipops.
     + Around the world, schools celebrate World Read Along Day to foster a greater appreciation for reading. We do a whole week with activities like:
       - * Skype with authors
         * Hats off to reading: Wear your favorite hat to read in
         * Contest to guess what is a teacher’s favorite book
         * Dress up as your favorite character
         * Tell us your favorite book at age 2, 3, 4 etc.
         * Will integrate Art, PE and Music into reading as well.
     + Will be an annual event. Excited for PTO to be a part of it.

ii. Beginning work on Diabetes walk—pricing popsicles.

6. New Business—none

7. Adjournment – Next Meeting **Tuesday, March 8th at 12p in SP Library**