**PTO Board Meeting**

**Minutes**

**May 10, 2016, 12:00pm**

**Vernon Area Public Library**

**1. Call to Order and Introductions**

Christine Murray-Upadhyay

Nara Thompson

Ana Soonthornsima

Teresa Hansen

Kim Sylvan

Anne van Gerven

Tiffany Etzel

Scott Warren

Nikki Brown

Jennifer Prosk

Katie Wolf

Rilina Ghosh

Danielle Gobble

Lauren Dardick

Julie Freeman

Anita Spohnholtz

Gayathri Kalyanaraman

Pavithra Sankaralingam

Jill Mau

Katie Reynolds

Kendra Perri

Michelle Blackley

Kristen Keevins

Beth Hanna

Kim Bernard

Christy Adler

Kelly Bichkoff

Diane Lefebvre

Ella Shlyak

Marina Becker

Beth Auer

Chris Acampora

Leslie Cornell

Lisa Lewis

Leah Farris

Christy Beckstrom

Daphne Dickens-King

Karen Borgerding

Tania Surane

Agnes Beatty

Molly Shapiro

**2. Approval of Minutes from April Meeting—Approved**

Motion to Approve: Agnes Beatty

Second: Rilina Ghosh

**3. Recording Secretary—Karen Borgerding**

a. **Correspondence and Announcements**

* + - * + Passed around various card and e-mails expressing thanks to the PTO Board. E-mails were sent by Molly via Google Groups. There is a also a cute video sent May 10th. Please check these out!

b. **Cards for Retiring Teachers**

Passed around cards for board members’ signatures.

**3. Administrative Reports**

a. **Scott Warren- Superintendent**

* + - * Thank you to PTO for all your hard work this year and for Teacher Appreciation Week.
      * Residency and Registration—The District is conducting residency verification for the 2016-2017 school year.
      * Parents of students currently enrolled are required to prove residency. The fair will be held **June 14-16 at Daniel Wright Junior High School from 8:00 a.m. to 7:00 p.m**. Further information can be found on our website at [www.d103.org/residency](http://www.d103.org/residency).
      * The fair will have the following help desks: Apple ID Support, Registration, Transportation, Health Requirements, PTO/LFF/Music Boosters, and more!
* Residency information may also be emailed to [residency@d103.org](mailto:residency@d103.org) .

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

* + - * 5th and 8th grade students will be taking a science assessment before the end of the year. This not planned and something that the state mandated yesterday (May 9).
      * This summer there will be over 60 teacher curriculum workshops occurring at the different schools.

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

* + - * Thank you to the PTO board for all the hours you have spent volunteering.
      * The school board’s current focus is on teacher contract negotiations and wrapping up the school year.
      * We are also looking at next year’s budget and will have a budget meeting two weeks from today.

**4. PTO Executive Committee Reports**

**a. President—Molly Shapiro**

* + - * Thank you to everyone for a great year. Special thanks to Dr. Warren, Katie Reynolds, Kendra Perri, Kim Sylvan, all three principals, and the school board reps, Anne Van Gerven and Sandy Simon for a great year of working together. Thanks for all the collaboration and cooperation and I hope it will continue next year.
      * Thank you to those with children graduating out of the district—Kristin Keevins and Kim Bernard (and Molly Shapiro :)).
      * We had great events in the past month, 3rd Grade Worlds Fair and 4th Grade State Fair at Half Day, Diabetes Walk at Sprague and Teacher Appreciation Week. Thank you to all those involved in planning these events. Thank you also to those working on year end events now.
      * I met with Agnes and Tania to begin the transition to next years’ board. For year end events, I am still involved in overseeing them. Tania and Agnes have begun work for next year events, like school supplies and volunteer registrations.

**b. Vice President—Agnes Beatty**

* + - * Thank you to everyone for all you have done over the year. Thank you to the administration for including PTO.
      * LFF: Will be involved in the Run for D103, is making plans for a science fair next year.

**c. Treasurer—read by Molly Shapiro**

* + - * Submit requests for reimbursement by May 15th for completed programs and by June 10th for year-end programs. Please mail checks to Heather or put in the DW mailbox.
      * The fiscal year ends June 30 so all expenses need to be completed.
      * We are doing well on the budget. Some programs doing better than anticipated. Last fundraiser, 5K is coming up.
      * Discussed a summary of the funding approved at the last meeting (attached to the April Minutes). Two programs (DW Audio equipment for stage and DW Band Room audio equipment) are still under review and amount approved will depend on the proceeds from the 5K. The rest have been notified of approval and are in the process of ordering items. Larger dollar amount are in the bidding/design process. DW Library will be delayed because Mrs. Otto is out for the rest of the year.

**d. Communications— Gayathri Kalyanaraman**

* Thank you also to Kim Sylvan for helping with all of PTOs communications.
* Thank you to those of you who sent in pictures of events.
* There is an article in the local press about the 4th Grade State Fair. We are hoping to get similar press for the Run for D103 and for Robbie Gould’s visit.
* Please send pictures of any year end events you have.
* We have another new parent who is going to help redo the website and other communications tools.
* **Please Submit End of Year Reports anytime.**

**e. Ways and Means—Molly Shapiro**

i. Run for D103, Saturday May 21st

* Packet pick up is Friday, May 20th.
* Please come out and support this great event.

ii. Raffle for DW Fitness Equipment—Robbie Gould Visit, May 13th

* We will continue to sell raffle tickets throughout the 5K.
* Robbie Gould will come to Daniel Wright on May 13th.
* Daniel Wright won the raffle contest with 71% of the tickets sold. DW teachers were responsible for 21% of the tickets sold at DW. We are grateful to the teachers for their support.

iii. School Supplies, Membership, $103 for 103 for 2016-17

* Sales will kick off in a couple of weeks.
* Will be in conjunction with registration which will start Monday, May 16th. Registration will have links to PTO membership, $103 for 103 and School Supplies.
* Registration is still being tested.
* Thank you for letting PTO be a part of registration.

iv. Vote for Directory Cover Art

* Every year we put student art on the cover of the directory.
* Please vote for this years’ submissions.
* We did not have any entries from Daniel Wright. Going to try to get some DW artwork.

**5. Daniel Wright**

1. **Michelle Blackley, Principal**
   * + - Thank you to the PTO Board for funding items at Daniel Wright and for the raffle for the fitness center.
       - We have a busy few weeks coming up, Art Cart, Graduation practice, Graduation dance, Graduation,other year end activities.
       - Graduation and Graduation dance will be the same night, tickets will be coming soon.

b. **VP Report—Tania Surane—nothing to report**

c. **Upcoming Events/Programs**

-Countdown to Stevenson, May 16

* + - * + Please come to this fun event with your 8th grader. We have about 75 students and their parents signed up.
        + Molly: thank you Tiffany for all you have done to revamp that night.

- Art Cart, May 17-20

-NJHS Induction, May 19

-8th Grade Graduation & Dance, May 28

-7th Grade Bowling & Pizza Party, June 2

-6th Grade Spring Fling, June 2

**6. Half Day School**

a. **Jill Mau, Principal**

Lots of activities coming up.

Thank you to the board for all your efforts past and present.

Musical—Go West! is tonight and tomorrow night. The kids are very excited.

Field Day will be the last day of school.

b. **VP Report**

**Molly Shapiro:** Thank you to all who assisted with the 4th Grade State Fair. Especially Kelly Bichkoff and Leah Ferris with assistance from Chris Acampora and Jackie Curtis.

c. **Upcoming Events/Programs**

-Field Days, June 2

**7. Sprague School**

a. **Christy Adler, Principal**

The Diabetes walk was a great success.

Teacher Appreciation Week was over the top!

We welcomed incoming kindergarten students’ parents the other night at orientation. Agnes thank you for speaking to them.

Full day kindergarten screening begins in the next couple of weeks. We are looking forward to meeting the kids.

Portfolio days are going on. First grade is done, Kindergarten and Second Grade are coming up.

Please come help at lunch and recess any day.

Thank you to the PTO board for all you do.

b. **VP Report—none**

**8. Community Relations**

1. **Teacher Appreciation Week** 
   * + Thank you to all who helped.
     + Kim Bernard—this was the best year yet.

b. **Parent Education—Julie Freeman**

* + - Our last event went great.
    - We get more attendees during the daytime events, will try to plan more next year.
    - Will be planning next years’ events over the summer. Let us know if you have any ideas for speakers or events.

c. **Hospitality—Leslie Cornell**

* + - We just did Administrators Appreciate Day and Nurses Appreciation Day.
    - NJHS induction is next week.
    - Graduation plans are under control.

**9. Adjournment – 2015-16 Board Meeting Ends**

Passing of the gavel from Molly Shapiro to Agnes Beatty.

Molly: Thank you to Agnes for all you have done this year and for taking over as President. She is caring, smart and naturally helpful. It will be a great year and I wish you well.

Agnes: We will miss you Molly, you have been a great president.

\*\*Start of 2016-17 Board Agenda\*\*

**2016-17 PTO Board Meeting**

* **President introduction—Agnes Beatty**
* Hello everyone, I am so excited to be here today in my presidential position and I am looking forward to next school year! I can't wait to be working with you all. Everyone of you brings unique skills and experiences. I'm happy to be working with those of you who have been with PTO for some time, because you know so much already and I can rely on your expertise in leading your events. I am equally excited to see new members, and I hope you don't feel overwhelmed by this meeting, I remember how my head was pounding after attending my first PTO meeting:)
* A little bit about myself - I grew up in Poland so my educational experience comes entirely from there. So does my culture, even though it's not much different from American, you might find me acting not in a way you would expect sometimes. So please, blame it on my Polish heritage, stop me and say "Agnes, we don't do it like that here". I will not be offended!
* I came to the US 15 years ago. I graduated with an equivalent to an MBA in Poland, married my husband James right after school and our son Ian was born a year later. He is now in 6th grade. I also have two girls, Julia in 3rd grade and Anna 1st grade. So you will see me all over the place next year:)
* Please let me know if you ever have any suggestions, ideas or comments, positive or negative. I would love to build a better and stronger PTO with your help. So shoot me an email, text or call anytime if you think we can improve, or if you feel like something is going in the wrong direction. I appreciate your time, commitment and expertise. I am only a leader here, but you all are the ones who make PTO a strong organization.
* Also, if you ever meet with your committee and feel like you can use my or Tania's help, please let us know. I would love to be there to support you and answer any questions. I would like to stay in the loop on what you do and the progress you are making. If you haven't had your transition meeting, we would love to participate in that too. Just CC me on your email and we'll come if we can.
* **Policies & Procedures: By-Laws and Handbook as well as Reimbursement & Deposit Procedures, Communication Tools and more can be found on PTO Toolbox (**[**www.d103pto.org/toolbox.html**](http://www.d103pto.org/toolbox.html)**)**
  + A couple of useful organizational details and homework for the summer: PTO website: please look it over so you are familiar with the organizations.
  + A couple of great spots there:
    - Toolbox, where you can find our Handbook and By-Laws. I highly recommend reviewing it, it's a great read for those evenings when you can't fall asleep:) But seriously, take a peek when you get a chance.
    - You will also find Communication Docs here for when you need to promote your event, and Reimbursement Documents to pay you back for your expenses. Google Drive link.
* **Contact info for any PTO Member is on PTO Website under PTO Board/Board of Directors (**[www.d103pto.org/pto-board-of-directors.html](http://www.d103pto.org/pto-board-of-directors.html)**)**
  + The other place I often use is PTO Board/Board of Directors, in case you need to find a member responsible for a certain job and their email address.
* **Monthly meetings**
* Please try to make most PTO meetings. There are two advantages to it - one is the presence of our wonderful administration leaders, so you will get a scoop on what is going on behind the scenes at the District. The other one is the sharing of experience and knowledge, so we all can be on the same page and support each other with advice and ideas. Tania and I will try to revamp the meetings so they're more of a discussion and less reports.
* **Google Drive - your source of prior information**
* Google Drive - it's your source of most of PTO knowledge. Instructions on how to get there is on Toolbox and the password will be distributed to you all by Gayathri sometimes soon. Login and take a look at what the committees did in the past, you can find PTO logos and forms as well.
* **Communications Overview (Team tasks, Promoting tools: Weeklies, Constant Contact, Facebook, PTO Website)**
* Communication Team - Gayathri will tell you all about it (Four main ways of parent communication: 1) PTO Website, 2) Constant Contact, 3) Facebook, 4) Weeklies, as well as other forms of promotion; Photographers, Graphic Design, Sign up Genius, any tech help).
* The Team is a great resource for all tasks.
* Please go on the Facebook page and “like” it to spread the word.
* Will have a full information packet at the September meeting on how to advertise your event.
* **Gayathri:** Please plan ahead and get us the information for your event ahead of time so we can stick to the timeline for the school weeklies. We want to avoid last minute changes.
* **Meeting Adjourned: See you in September!**