**MINUTES**

**PTO Board Meeting**

**October 7, 2015 – 7:00pm**

**Lincolnshire Swim Club**

1. Call to Order and Attendance/Introductions

 **Thank you for coming to the Swim Club for the meeting. We have lots to celebrate and much to look forward to this year.**

**Present:**

Julie Freeman

Tiffany Etzel

Denisia Anta

Kim Disbrow

Lisa Lewis

Michelle Moody

Chris Acampora

Michelle Blackley

Katie Reynolds

Scott Warren

Sandy Simon

Marina Becker

Gayathri Kalyanaraman

Agnes Beatty

Rebecca Young

Ella Shlyak

Lily Farahmandpour

Molly Shapiro

Tania Surane

Michelle Kowalski

Astha Bhattad

Karen Borgerding

2. Approval of Minutes from September 2015 Meeting:

* + - Motion by Marina Becker to approve the September minutes
		- Second by Agnes Beatty
		- September minutes were approved.

3. Correspondence and Announcements

* + - Dr. Adler sent a wonderful thank you note via e-mail to the board.
		- Please pick up your name tag and lanyard if you have not done so already.

4. Administrative Reports

**a. Scott Warren-Superintendent**

* Facilities Improvement Plan

The District is hiring a Construction Manager to help coordinate the building process. Because of the short timeline, a Construction Manager will be able to keep the projects moving along at a rapid pace. The plan is to still have 5th grade at Half Day next fall.

Architects are currently studying the buildings. A schematic design will hopefully be completed in November. Things are moving fast.

* Transportation Committee

The Transportation Committee has met two times to review our current practices and create recommendations for bus ride times, walking distances to bus stops, handling of route changes, and other bus areas. Has been very effective. A recommendation will go to the Board at the December 15 meeting.

* Start and End Times Survey and Community Meetings

The Start and End Times survey has been out for over a week. We have had a strong response with over 450 surveys returned. We will have a community forum to discuss the topic on October 26 at 9:00 am at the Vernon Area Library across from Half Day School and October 27 at 7:00 pm at Daniel Wright. The Board will be discussing this topic three times:

November 17 – Initial update

December 1 – Draft report

December 15 – Final report and recommendation

* Half Day Playground

The Half Day playground has been ordered. We are expecting it to be up by the end of the month!

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

* October 9th is a teacher in-service day, students will not be in attendance. Teachers will be very busy learning about science notebooks, finalizing the new science units, deciding common content vocabulary, learning about ELL needs and meeting in job-alike teams to further department goals.
* October 22nd will be our first late arrival day for students. Teachers will arrive at their usual time and meet for collaboration.

 Dr. Warren noted that if we have cold weather days, the same late arrival format will be followed.

* MAP testing has completed and MAP reports will be sent home on October 16th.
* Parent friendly curriculum guides are being reviewed by teachers on Friday, October 9th. They will be available online in November. There will links by grade level and will be a good resource for parents.
* Molly Shapiro asked: What kind of training are the teachers receiving for 1:1 initiative? How can PTO support teachers with this initiative?
	+ - * We have technology “coaches” which are onsite professional development for teachers. Teachers are doing onsite technology developments with the Director of Technology. This includes research on new technology, apps, etc. They are given time to collaborate and learn using models showing what it is like to be the student. They are also given the opportunity to develop a curriculum using apps.
			* Workshops began in October. Will do one in February and April as well.
			* There are technologies coaches for the classrooms. Up until now they have been concerned with getting the iPads all up and running with apps and Apple IDs established. They will do more training during the year.
			* Self Service apps were finalized today.
			* There have been some glitches with the IOS update.
			* \*\*\*Please be sure to send questions to teachers, as well as principals and the administration, including Katie Reynolds and RJ Bialk (rbialk@d103.org), the Director of Technology (there are also technology support and tech coaches (instructional) in each building). If a problem is a district wide problem, it helps to see all of the questions concerning a particular problem.

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

* Thank you to PTO for all your support and for attending Curriculum and New Student nights.
	+ - * Molly Shapiro: Thank you for allowing PTO time to speak at Curriculum NIghts. It is a great opportunity for PTO to reach many parents at once and we appreciate Mrs. Blackley's support.
* 8th grade Dance will be on the Saturday evening right after graduation.
* New for curriculum at DW: We have added academic assist times for students to have access to teachers for help.
* Thank you to PTO for funding the “bully boxes.” Kids can anonymously report incidents of bullying. We have been getting a lot of input allowing us to stop problems early.
* We have been able to place teachers support (for ELL, RTI, enrichment etc). We are making sure the staff schedule aligns with student schedules and that teachers have access to students.
* Teacher in service day on Friday. Teacher professional development working on invisible learning techniques, making sure kids know exactly what they are expected to know and do.

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

* Passed out a print out of the Board Goals for 2015-2016, along with which board member is responsible for which goal. These are also on the website.
* One goal involves reviewing class sizes at each grade level. Research shows that class size does matter. District completed a report which was passed out. Is also on website.
	+ - Recommended target ranges for each grade are: K-2 low 20s; 3-5 mid 20s and 6-8 high 20’s
		- Also set a maximum number and if a class size hits that number it will trigger a review: K-2 —25; 3-5— 28; 6-8— 30. Decisions made on case by case basis.
		- This has already occurred when an 8th grade science class was at 34 and action was taken.

5. PTO Executive Committee Reports

a. **President—Molly Shapiro**

 **Please get involved in the time change discussion by completing the survey and/or attending one of the upcoming meetings.**

1. PTO Calendar Updates
* PTO Calendar updates (see handout). There have been some changes and additions to the calendar (for example, 8th grade dance). This will be updated on the website as well.
	+ - There was a suggestion to let parents know when changes are made and to identify what changes were made.

ii. Executive Committee Mtg - Annual Goals for 2015/16 (handout)

* 1. Focus on “ground-level” teacher needs. Identify how PTO can best support teachers and staff by encouraging communication through room parents, other PTO volunteers who work directly with teachers, surveys and possibly a more formal means of communication between teachers and PTO.
* 2. Provide assistance (both volunteer and financial) to support the construction projects beginning in spring 2016 and continuing in the next school year. Focus on ways to support teachers and staff in preparing new classrooms. Provide financial support to assist with HD playground modifications before and after construction.
* 3. Investigate automatic calendar updates for providing PTO dates to parents.
* 4. Continue to encourage diversity and open-door policy within PTO to attract new volunteers, especially among new families.
* 5. Combine Parent Education and 5th/8th Grade Health Events into one committee to maximize effectiveness and efficiency in selecting speakers and providing programming for parents.
* 6. Consider bringing Sprague Multi-cultural Fair under PTO umbrella to insure continuity and assist with volunteer procurement.
	+ - * + Ella Shlyak asked if PTO has ever considered making the directory available online. This has been discussed in the past and I am open to reviewing our options again. I asked Ella to do some research to bring to PTO.
				+ Michelle Moody asked if we would follow any changes in the Stevenson calendar. Dr. Warren said we would follow for Winter break and Spring break, but start and end dates may vary (ie. we may start later because of construction; they may start earlier to end the semester before Winter break).

iii. Proposal to Provide Financial Support to HD Playground Modifications

* Finally, I presented the proposal that PTO provide $10,000 towards the current HD playground modifications. Dr. Warren had presented the project to PTO at the September 2015 PTO Board Mtg and the Executive Committee reviewed options and decided on $10,000. I asked the PTO members attending the meeting to vote Yay or Nay on the proposal. It was approved unanimously at the meeting.

**b. Vice President—Agnes Beatty**

1. Volunteer Registration

Registration is completed. 153 volunteers total, comparable with the year before (165). Form is still opened but nobody applied since September. A few more registrations came after my summaries were sent out. I will be reaching out to you with those extra volunteers.

ii. Links to Learning

L2L is a $10,000 grant for teachers to use for various projects and expenses (for example, chrome books, Makerspace, ukeleles). Application was sent out to Katie Reynolds who would send it down to teachers to apply. Then applications are reviewed by the committee deciding on which ideas to approve. Winners will be announced in December.

* + - Katie Reynolds: Applications went out last week to teachers.

iii. D103 Music Boosters Update (Ella Shlyak)

* **Instrument Storage Project:**

Phase 1 of our instrument storage project at Daniel Wright has been completed. We funded six new, custom-built storage units that hold keyboards as well as orchestral instruments. You can see the photos on the website.

This extra storage allows more instruments to be stored off the floor, reducing the chance of damage or injury. We are hoping to complete the final phase of this project by the end of 2015.

* **Cookie Dough Fundraiser**:

Our Cookie Dough Fundraiser began on October 1st and brochures were sent home with the youngest child last week.

Orders are due by Monday, October 19th.

We are taking online orders as well as paper order forms.

We need volunteers to help distribute the orders at DW on Thursday, November 12th from 2:30-7pm.

* **Summer Music Camp Grants**:

The 2015 camp grant deadline has been extended to October 31st. The applications are on the website.

These grants are open to any current D103 student in grades 4-8, who is participating in a school music program and attended a music camp this past summer.

* **Website:**

We have updated our website to make it more relevant to parents’ interests. New this year is:

* + - Information on district 103 music events and concerts
		- Interesting community events (Stevenson music programs & performances, our teacher’s performances, other local area music groups);
		- This Sunday Mrs. VanWagner’s and Mrs. Turini’s orchestra group is performing at the North Shore Center for Performing Arts in Skokie.
* **Community Outreach Concert (formerly known as Senior Citizens Day)**:

On Thursday, October 22nd at 7pm at DW.

Everyone is welcome not just parents. Please spread the word to the community. There is also a concert at 1:45 pm geared toward Senior Citizens.

**c. Recording Secretary—Karen Borgerding**

1. Attendance sheet—please sign attendance sheet

ii. School Board Meeting Sign up

* + - Please sign up to attend a school board meeting this year. Sign up genius is on the PTO website and attached to the e-mail with the minutes. Thank you.

**d. Communications—Gayathri Kalyanaraman**

 i. Update

Website is doing well. About 200 people a week visit.

Facebook page is doing well. Had 1000 looks at the Back to School Bash. 400 went through all the pictures. Lots of likes.

If you have parents who have helped with your event, we want to recognize them and acknowledge them. Will do a special section on the website, with pictures to thank them.

**e. Treasurer—Lily Farahmandpour**

 i. Year to Date Financials

* + - * + Financially we are doing well. September was a slow month with fewer memberships and refunds from pizza lunch.

**f. Sprague School Vice Presidents (no report—Molly Shapiro)**

1. Picture Day—nothing

ii. Author Visits

* + Author of Nerdy Birdy coming October 15th.
	+ Todd Parr is coming November 12th

iii. Halloween Parties

* + Because of allergies, we are simplifying the treats. Will be using Quest for parents to sign up an pay for a snack. All kids get the same snack. All children will get a snack.
	+ May incorporate snack fees in registration fees next year.

iv. Native American Feast—nothing

v. Pilgrim Simulation-nothing

**g. Community Relations (no report—Molly Shapiro)**

1. Hospitality

 -**Back to School Bash**

* + - * Went well. Getting good feedback.

 -**Custodian Appreciation Day**

* + - * Gave gift cards from PTO

 -**Principal Appreciation Day**

* + - * Will be October 16th.

 -**Boo Bash**

* + - * Friday, October 30th from 4-9 at North Park
			* Put on by the Village of Lincolnshire
			* PTO does smores. Need volunteers. Sign up genius in school weeklies.

ii. Welcome Committee

 -**D103 Information Fair**

* + - * Not a huge draw at the Back to School Bash but participants were glad to be there, there was interest.
			* Looking to do something in February at the library.

iii. Parent Education—Michelle Kowalski

* Mark Your Calendars and prepare for a morning to nourish yourself as a parent!  D103 PTO Parent Education is excited to be hosting its first morning Parenting Program on **Tuesday November 3rd, 2015 9:30AM-11:00AM** at  Vernon Area Public Library Annex Building. This is the orange building behind the library. Join Co-founders of Parenting Perspectives Karen Jacobson, MA, LMFT, LCPC and Lauren Bondy, LCSW, to discuss **Conscious Parenting: Become the Parent You Want to Be.**
* Do not forget Ron Lieber is coming **Wednesday, October 14 at 7pm to Stevenson High School Performing Arts Center.** He will talk about his book “**Opposite of Spoiled: Raising Kids Who Are Grounded, Generous and Smart About Money**” Ron is the “Your Money” columnist for the New York Times.
* Do Not miss out on these great speakers!!

**h. Daniel Wright School Vice Presidents—Tania Surane**

1. Art Cart

Art cart is ready to roll!  We have all our volunteers in place for the year.  Materials are stocked and coordinators have been communicating and coordinating with Mrs. Surin. Will be held next week.

ii. Lighted Schoolhouse

Lighted school house for 5th and 6th graders—date has been set for 11/13 from 3:00-4:15 at the DW cafeteria.

iii. Front Desk Office Support

* Straight from the office staff:

The office Staff would like to thank the PTO for the DW Front Office Support Volunteer coverage. They appreciate the volunteers as they provide valuable assistance helping students, answering phones and occasional clerical support. We've had a great start; looking forward to the rest of the school year.

* We will be putting out the volunteer schedule next week to take us through Winter Break.

iv. 8th Grade Dance

* 8th grade dance will be held Saturday, May 28th following graduation.
* 8th graders will be voting on the theme for the dance Friday, October 16 during lunch.

v. 5th Grade Health Nights—-Tiffany Etzel

For the 5th grade health nights - Girls night on 11/16 and Guys night on 11/17 at DW.  Speakers are set and we’ll be confirming volunteers next month.

vi. Colonial Days (not read)

Colonial Days is officially set for Thursday, Feb. 4, 2016 and a letter was sent out to our volunteers.  We still  need more volunteers and hope to send out a request for help in November.  We went through our inventory of supplies and Cynthia is looking to see where we can get the best deal on our materials .  Marianne contacted Debbie Fandrei.  She is the museum curator at the Raupp Museum.  For many years, she volunteered to lead the spinning rotation.  Unfortunately, she is no longer able to volunteer her services  or anyone else’s from the museum. Debbie did say she would give us a lesson on how to spin and help with the set up the morning of Colonial Days. She is also working with us to get the wool donated again, but is not sure the farmer will be willing again.  We are in need of 4 pounds of roving wool.   Mrs. Dwyer  is aware of what is going on and volunteered to lead the spinning rotation this year.

vii. 8th Grade Washington DC trip.

We have 93 students confirmed for the trip as of right now.

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

i. Assemblies

* Currently these are the assemblies we have booked are in the process of booking at each school:

 **Sprague:  Kindergarten**

- Wildlife discovery center in Lake Forest:  animal adaptations/live animals (Jan 15)

 - Journey back in time (pioneer living) (April 11)

 **HD:**

 3rd grade:

 - Smarty Pants, mousetrap machine (2/3)

 - Giant Map, South America (Dec-Jan)

 - Discover the Depths; humpback whale (Nov 20)

 - Jesse White Tumbling (May 6)

 4th grade

 - Giant Map, South America (Dec-Jan)

 - The Science Alliance, Physics (Feb 11)

 - Lewis and Clark (face to face productions) (April 11)

 - Jesse White Tumbling (May 6)

 **DW:**

 5th grade:  The Science Alliance; Matter  (October)

 6th grade:  The Science Alliance; Chemistry (October)

 7th grade: Voice of Chicago/Poetry Slam (April 2016)

                 Amazing Science of Magic & Illusion (Feb 2016)

 8th grade: Mama Edie Storytelling for Day of the Dead (October 16)

                 Spanish Music and Dance (December 11)

\*Discussing the Learn to juggle workshop in February

 ii. Explore the Arts Day:

* + - * + Sent save the date email to volunteers
				+ Set schedule for the day which included adding an extra workshop (5 as opposed to 4 from last time) and extended workshops to an hour each)
				+ Currently staff and committee researching assemblies (Indian Performing Arts Group, Japanese Drumming, Asian Lion Dance/Dress)
				+ Committee and staff are starting to contact D103 staff at all schools as well as Stevenson and past presenters to gain commitment...need 40-50 workshops
				+ Considering ordering pizza for lunch during the day.

This is the schedule for the day:  **Feb. 24, 2016 Wednesday**

Set Up: 7:50 am - 8:25 am

Session 1: 8:30 am - 9:30 am

Session 2: 9:37 am - 10:37 am

Session 3: 10:44 am - 11:44 am

Lunch: 11:50 am - 12:20 pm

Session 4: 12:25 pm - 1:25 pm

Session 5: 1:32 pm - 2:32 pm

Clean up: 2:39 pm - 2:55 pm

* + - * + Schedule includes breakout sessions for kids and big performance at an assembly.

**j. Half Day School Vice Presidents—No Report**

1. Picture Day—nothing

ii. Indoor Recess Program—Denisia Anta

* + - Is going well. Able to fill roles on 3 indoor days so far.
		- Will need more volunteers in the winter.

iii. World’s Fair Co-Chairs (Molly Shapiro)

* + - **We still need co-chairs for this event!!!**

iv. Halloween Parties—nothing

v**.** Author Visit—read by Karen Borgerding

David Fitzsimmons www.curious-critters.com will be presenting Marine Critters on November 17th. He will have a presentation for 3rd and 4th Graders. Lunch with the teachers and workshops after. The PTO is responsible for the lunch. All book purchases will go thru Revtrak.

**k. Ways and Means**

1. Membership – PTO Directory update —Molly Shapiro
	* PTO Directory is being printed and should be delivered on Oct. 8 or 9. Directories are expected to go home with students on Tuesday, Oct. 13th.
	* A big thank you to Jasmine Chiu, Debbie Fisch, and Gina Stec who have worked diligently to complete the directory.
	* Thank you to the office staff at each school and to Kim Sylvan, D103 Communications Director for their review of the directory information.
	* We are almost to our $25,000 goal. We should be getting more memberships once the directories go out.

ii. Spirit Wear—Molly Shapiro

* Brenda Cobb requested help on Thursday, Oct 8th in the morning to sort & distribute spirit wear at each school.
* The 2015 Spirit Wear sale has completed. We sold 92 shirts at Sprague, 79 shirts at Half day, and 186 shirts at Daniel Wright. The profit made will be prepared next meeting.
* The teachers asked to have zipper up hoodie. We are working with the American Outfitters software to create mockups and will have a two week sale coming up in mid-October.
* I have been contacted by a few parents who like to buy additional spirit wear. American Outfitters said they would accept additional spirit wear sales when we offer the teacher’s hoodie. Please contact Brenda Cobb at bmschrohe@yahoo.com if you would like additional spirit wear.
* The shirts arrived at the schools today. The shirts will be delivered to the appropriate homerooms this week.

iii. School Supplies—Molly Shapiro

* Diane Lefebvre is working on getting final numbers from EPI.

iv. DW Pizza Lunch—Chris Acampora

* Sales and order changes for DW Pizza have stabilized for the first half of the year. We are serving 312 DW students and roughly 339 slices resulting in approximately $605 weekly fundraising profit.

v. Run for the Fields (Run for D103)/5K—Molly Shapiro

* Katherine Robbins and Todd Jensen are planning a kick-off meeting in early November. More details to follow.
* Raising money to support construction/playground needs. Also teacher wish list.

vi. Book Fair—Kim Disbrow

* Thank you for everyone's feedback on whether Barnes & Noble in Deer Park is a viable option (it is not). Thank you to Kim Disbrow, Rebecca Young, Katherine Robbins, Agnes Beatty, Marina Becker and Lisa Lewis for attending a meeting last week to brainstorm ideas for Book Fair.
* Book Fair will be presented in two parts:

 1. Online virtual book fair. Parents can order books from November 6th-20th. More information will be going out soon. Will include wish lists. Vendor will be [childrensbookstore.com](http://childrensbookstore.com).

 2. Onsite book fair. Daniel Wright, December 5th. Times TBD but will be shorter than in the past, more likely 10-4. Will include raffle, performances, giving tree, teacher wish list, etc. Will be able to pick up books ordered online. Will be some books to browse as well.

* Short discussion on suggestions for book fair as well:
	+ - Include other smaller vendors at DW
		- Have authors signing books at DW, maybe contact librarians?
		- Do grade level sing at DW during book fair.
* Will need help planning entertainment. Wants to break down jobs so it is not one big job for one person.

6. New Business—none

7. Adjournment – Next Meeting Tuesday, November 10th at 12pm in **SP Librar**y