**PTO Board Meeting Minute January 10, 2017 – 7:00pm**

**Lincolnshire Swim Club**

1. Call to Order and Attendance/Introductions

Sandy Switzer

Ana Soonthornsima

Gayathgri Kalyanaraman

Scott Warren

Angela Geiges

Jennifer Prosk

Lauren Dardick

Hazel Weaver

Katie Wolf

Rilina Ghosh

Puuba Kinan

Agnes Beatty

Tania Surane

Heather Vasilenko

Todd Spohnholtz

Katie Reynolds

Michelle Blackley

Sandy Simon

Robin Babbo

Amy Hoopis

Tracie Conrad

Erinn Vincent

Michelle Kowalski

Gustavo Guillen

1. Approval of Minutes from November 2017 Meeting
   1. Minutes Approved
2. Correspondence and Announcements, Attendance Sheet, School Board Meeting Sign Up
   1. Attendance Sheet and School Board Meeting Sign Up passed around for signatures.
3. Administrative Reports
   1. Scott Warren – Superintendent
      1. New starting/ending times had been approved. Club 103 Staffing is still working for the required changes.
      2. Still working on the School Calendar 2017-2018.
      3. Construction is well on the way. Break Ground will be on February.

Question: Will be a Break Ground Ceremony?

Answer: No Ceremony, but a lifetime camera will be in place.

Question: How drop off and pick up will be affected?

Answer: Will be new procedures and will be signs to help.

Question: What is going to happen with the activities before 8:30 in HD?

Answer: Every thing will be push after the entrance time.

* 1. Katie Reynolds – Assistant Superintendents for Instruction
     1. 8th grade students have completed the Stevenson benchmark examination. Benchmark exams are completed in English language arts, mathematics and Spanish. Building administrators and content teachers will now meet with Department Leads from Stevenson to finalize student placements. The District is trying to reduce testing from Stevenson.
     2. On January 10, 2017, new teachers met afterschool to take an in-depth look at Charlotte Danielson’s Domain 1, Preparation and Planning with a specific focus on UbD (Understanding by Design). This year the new teacher workshops have continued to focus on Danielson’s four domains, which are used in the district evaluation process.
     3. Teachers in grades K-5 are meeting through out the month of January to review the new NGSS units. The purpose of these days is to review the recently taught science unit and preview the unit ahead. This curriculum time provides the teachers the opportunity to create common assessments, finalize pacing guides, and align instructional activities across the grade level.
     4. First and new to district second grade students have completed CogAT testing.
     5. ACCESS (Assessing Comprehension and Communication in English State-to-State) Testing – ACCESS testing began today, Tuesday, January 10, 2017. The Illinois State Board of Education requires that we annually assess all English Learner students.
  2. Michelle Blackley – DW Principal
     1. The school is working on the transition of the 5th Grade Orchestra.
     2. The after school activities brought back has been a success.
     3. The Walk & Run Event will include teachers.
     4. For the Curriculum Night during spring, the school is looking to change it thru student performances. How DW address the Cultural Diversity.
     5. DW is not having construction but is flipping the Grades location and will have a lot of movement.
  3. Board of Education
     1. Last December meeting approved the 2016-2017 Board of Education Goals
        1. Culture & Climate

Create a 2 year committee to meet 2 times per year comprised of board members, administrators, teachers, and parents that will provide feedback to ensure success of the following significant changes in District 103: 5th grade move, transportation, start/end times, Students from each school will be provided an opportunity to provide input to the committee regarding these changes.

Reconvene the 2020 Vision Committee to provide feedback on Vision 2020 progress to date.

Support the development of an Administration cultural diversity plan.

* + - 1. Fiscal Sustainability & Facilities

Review the Administration plan to save for future facility improvements that could not be undertaken this year due to budgetary constraints.

Explore options to address new development within District 103 boundaries.

* + - 1. Curriculum, Instruction & Assessment

Review the Administration 5 year plan for staffing and facility utilization that anticipates needs by grade level related to projected enrollment increases due to move ins and new developments.

Review achievement data available to determine the percentage of each individual student that is meeting his/her growth potential with a long term goal to have ≥84% of students reaching individual growth targets as predicted by ECRA.

Explore underlying reasons for achievement differences on standardized test by demographic as reported in the Illinois Report Card.

* + - 1. Student Schedules

Provide feedback related to changes in the scheduling and staffing at Daniel Wright while supporting efforts to enable grade level taming at 7th and 8th grade.

1. Events and Programs:
   1. **School VPs:** Current and Past Events: Holiday Celebrations, HD Indoor Recess, HD Author Visit, SP Game Night, DW 5th Gr Art Cart, DW 6th grade Social Dance, Dw 5th Gr Fraction Café, DW 5th Gr Colonial Days
      1. **DW Fraction Café**
         1. Take inventory. Three bins located at school.
         2. Review food list and rotations with 5th grade teacher coordinator
         3. Created and send out to Room parents a Sign up Genius looking for volunteers
         4. Send Request for event involving food to school nurse with food checklist and ingredients (for approval)
         5. Send an email to 5th grade parents (via Constant Contact and 103 weeklies) with information about Fraction Cafe event.
         6. Regarding Colonial Day, we've been in contact with Mrs. Dwyer, we've begun ordering supplies and the Sign Up Genius is scheduled to go out this week.
      2. **Health Events**
         1. I hope you had a great winter break.  For the agenda tomorrow night, please include the following:
         2. 8th grade health night - “Life After Middle School: Preparing for the real life decisions of adolescence and adulthood” is scheduled for Monday, April 10th at 7pm.  Andy Duran with LEAD will present Healthy Decisions and Decision Making Strategies.  Also working with Stevenson on potential second speaker to discuss the challenges faced by LGBTQ youth and strategies at promoting understanding & alliance with their peers.
      3. **LS VP Update**
         1. Before break we held our Winter parties at Sprague. A lot of positive feedback and smiles in the classrooms and hallways. Lots of thanks to our Grade Level Coordinators and Room Parents for some very fun parties!
         2. We are working hard on the upcoming Second Grade Family Game Night.  An Evite went out last week to all Second Grade families for a Game Night on Jan 27th.  All family members are invited to attend, but attendance is limited due to space constraints so RSVP's are mandatory.  Two fun dice games will be played and light refreshments will be served. Families are encouraged to bring their own favorite Game Night snacks to share as well - any unique ones from a culture or country are appreciated!
         3. Plans are also underway for the Sprague "Kids Day Out" on March 2nd.  PTO is organizing a fun event that all Sprague families will be invited to attend during their day off of school.  Full details forthcoming.
      4. **LS Author's visit**
         1. There will be an author's visit at Sprague school by Jeff Mack on Monday 3/20/17. There will be books offered for sale to the students. All grades will be included.
      5. **DW VP**
         1. DW library volunteers filled for 2nd half of the year.
         2. Looking for pizza lunch volunteers. So spread the word.
         3. Front office- Sign Up genius went out on PTO weeklies and on Facebook.
         4. Art Cart- 2nd session was before winter break and they did Mexican Yarn Art. The next session is in March.
      6. **State Fair**
         1. It was a success and hoping to have it like last year.
      7. **Indoor Recess**
         1. Has been really well, children enjoy it.
      8. **Social Dance**
         1. Is going very good. Katie Reynolds appreciates the event Pizza Party. Trying to do it next year, kids enjoyed it.
   2. **Hospitality events**: PT Conferences, Chili Day.
      1. Still to decide the date.
   3. **Parent Ed:** Raising Digital Natives
      1. D103 Parent Education Events:
         1. Book Talk with author Devorah Heitner on her book “Screenwise: Helping Kids Thrive (and survive) in their Digital Worlds.

**Thursday, January 26th**

**Vernon Area Public Library, Main Meeting Romm**

**9:30 – 11:00am**

Join us for an open format discussion with the author of Screenwise, and founder of Raising Digital Natives. Ask Dr. Heitner all your questions about her new book and hear how other parents are mentoring their children through the digital age. Bring your book and have it signed.

* + - 1. Speech Pathologist, Sherri Cawn will present: Talk, Read, Explore: How the Development of Communication Supports Play and Literacy.

**Friday, Feb. 17th**

**Vernon Area Public Library, Main Meeting Room**

**9:30 – 11:00am**

Speech Therapist Sherri Cawn will review every day things parents can play, say and do with their children in order to optimize the development of their communication and literacy skills.

* + 1. CPN events

Community Parent Network and Vernon Area Public Library are proud to present Dr. David Walsh, award winning psychologist, best-selling author, and one of the world’s leading authorities on children, teens, parenting, family life, and the impact of technology on children’s health and development.

An engaging and insightful speaker, Dr. Walsh will translate the latest findings from brain science into practical strategies that parents, teachers and anyone concerned about kids can put to use immediately.

**Why Do They Act That Way? A Practical Guide for Parenting Pre-Teens and Teenagers**

7pm-9pm Wednesday, February 8

Stevenson H.S. West Auditorium

Intended audience: Parents and educators of 6th-12 graders

* + 1. AND

**Parenting With The Brain In Mind: What Science Tells Us About Raising Smart, Healthy Kids**

9:15am-11:15am Thursday, February 9

Vernon Area Public Library Annex building

Intended Audience: parents and educators of pre-K to 12th graders

**Book Talk: “Quiet Power: The Secret Strengths of Introverts” by Susan Cain**

The kid-focused follow-up to the runaway bestseller *Quiet*, this book tackles the challenges of navigating school, extracurricular , family life, and friendship as an introvert. Vernon Area Library staff and Community Parent Network (CPN) members recap the book and facilitate an interactive discussion. Having read the book is not a requirement for attendance, but those wishing to do so may find discussion copies for extended checkout at the Youth Desk.

**Thursday, February 23rd, 7:00 - 8:30 p.m.**   
Vernon Area Library Meeting Room   
300 Olde Half Day Road, Lincolnshire   
[REGISTER HERE](http://facebook.us6.list-manage.com/track/click?u=17eadc039adb87ec78ce7987d&id=1baeccb777&e=d98e5879ac)Intended audience: Parents of 5th -12th graders

* 1. **Cultural Arts**: Assemblies, Explore the Arts Day
     1. Most are schedule for the year.
     2. Cultural Affair at DW on April. Please share with families. Will be a Google form to see what areas are represented.
  2. **Ways and Means**:
     1. Run for D103

Preparations have been underway for our upcoming Run which will take place on May 20th. All permits and certifications are in place. We have found a new timing/registration company to improve the registration process as the old one was too confusing for parents. We are going to reach out to gather volunteers interested in joining the team. If any of you are interested in helping out, let Angela know. Most stuff can be done from home or after hours so working parents are welcome to help as well.

Angela Geiges is doing it. We have a new sponsor. A suggestion has been made for 103 yards dash for little ones.

* + 1. Pizza Lunch

Is going well. We are meeting the budget expectations and are accepting payments for the second part of the year. Marybeth managed to negotiate bringing thin crust pizza at comparable prices to our menu, since kids have been asking for it (we had only deep dish in the past). 

* + 1. Membership

Directories have been distributed right before Thanksgiving. Numbers are still lower than in prior years - we are about $5,000 short of goals, also $3,670 short on estimated $103 for 103 goals. Addendum is going to be prepared this month and distributed via email.

A discussion about how to reach parents and get more membership took place. A suggestion to change from “Membership” to “Directory” was made.

* + 1. Spirit Wear

We have tried a new, local company called Jelli Goods and ordered some winter items through them to sell at the Book Fair. Sales were low but we think that because of the new format of the Book Fair, parents were not as interested in purchases other than books. We will attempt to sell the items at lower prices through our PTO Store starting next week.

Will try to sell it at Run for D103

* + 1. Camp Fair

Camp Fair was a great success in terms of fundraising, bringing in over 50 camps and profiting at at $9,000 (estimated was $10,000). However, family attendance was low, lower than ever before, and we are considering skipping a year or two, since a lot of camps complained about the numbers of families visiting.

* + 1. Book Fair

Book Fair was an amazing success! It was great to see kids and librarians collaborating together to bring books to children's hands. I hope you had a chance to visit in person because it was an exciting event! Scholastic turned out to be a great choice, since they are experienced with this format. We will continue doing this next year and I'm happy to say that both Rebecca and Sandy are staying on the committee - unfortunately this is Ana's last year in D103 and we will miss her so much! We exceeded budget expectations, bringing in over $7,500 in profit and additional $1,300 in scholastic dollars.

Wouldn’t work without the volunteers and staff from schools.

* + 1. World Fair

3rd Grade World's Fair.  We are beginning preparations for the April 19th event.  Christina and I met last week with the teachers involved in this event so we can begin more planning, as well as organizing our volunteers.  An email will be going out to all the volunteers who signed up during curriculum night inviting them to an informational meeting on January 25th at 12:30 in the Half Day library.  We are always looking for more volunteers, though, which we will coordinate through communications.  We will give you updates at we get closer.

1. PTO Executive Committee Reports
   1. **President** 
      * 1. First of all, I would like to share this rare find with you - Mrs. Salzman, who used to be PTO President in our District, found this binder recently and passed it on to us. It's a great treasure - a glimpse toward some of PTO's doings! Also an excellent reminder for another topic - it would be great if PTO, possibly combined with LFF and MB, had its own presence at the upcoming 4th of July parade. Please let me know if you'd be interested or know someone who would enjoy undertaking this project.
      1. **PTO Funding**
         1. Every fall, PTO offers grants to teachers through our Links to Learning Grant. Tania will tell you all about it. This year, dr. Warren has reached out to the district staff on behalf of PTO, Learning Fund Foundation and Music Boosters, to make them aware of the fact that the organizations welcome requests for grants to support a variety of programs and initiatives. Our executive committee has approved the following ideas (in a total amount of approximately $9,600:
            * Summer Reading Program for K and 1st grade
            * Global Literacy Project for 2nd grade
            * Blue Mikey Digital Recording Microphone for Sprague
            * Breakout EDU Boxes for DW Library
            * HOKKI stools for HD
      2. **Slating for 2017-18**
         1. Last but not least, we are starting the process of slating for next year. Please consider running for your position again or another position. Gustavo will be reaching out to you to confirm your decision. I hope you all stay on PTO because working with you all has been such a blast and I think you all are doing a major difference within our district!
   2. **Treasurer**
      1. Year to Date Financials
      2. Budget Process for 2017-18
      3. Give expenses to Heather
   3. **Vice President**
      1. Links to Learning Results. 7 Teachers apply, 4 were approved.
      2. Music Boosters
      3. LFF update
   4. **Communications** 
      1. Updates. Communications are going well. Please send pictures. Camp Fair is in the Website
2. Calendar:

**January 26, 2017** Parent Ed Event: Deborah Heitner "Raising Digital Natives"

**January 27, 2017** DW 5th grade Fraction Café

**January 27, 2017** SP 2nd grade Game Night

**February 9, 2017** DW 5th Grade Colonial Days

**February 16, 2017** Explore The Arts Day at Sprague

**February 17, 2017** PTO Chili Day for Teachers and Staff

1. New Business
2. Adjournment – Next Meeting **Tuesday, February 14 at Sprague Library 12:00 pm**.