



PTO Board Meeting Agenda

October 16, 2018 – 12:00 pm – Sprague Elementary

A. Call to Order and Attendance/Introductions

Michelle Kowalski	Kendra Davidson
Rebecca Young	Aaron Jesser
Cristina Lopez	Divya Bhoj
Sandy Switze	Thomas F. Herion
Rilina Ghosh	Tiffany Etzel
Amy Santuosso	Teresa Hansen
Marissa Grossenbach	Heather Vasilenko
Ann Hofmeier	Amy Hoopis
Margaret Van Duch	Paula Lanni
Simrata (Seema) Keshav	Nicole Leannais
Katie Reynolds	

B. Approval of Minutes from September 2018 Meeting

The minutes are tabled for next meeting.

C. Recording Secretary

1. Correspondence and Announcements
2. Attendance Sheet
3. School Board Meeting Sign Up

D. Administrative Reports

1. Katie Reynolds: Asst. Superintendent for Curriculum and Instruction
 - a. Fall 2018 MAP (grades 1-8), Spring 2018 PARCC (grades 3-8) & ISA (grade 5) scores were mailed home on October 15, 2018.
 - b. This week a link to submit questions about SBG will be sent to Daniel Wright parents. The questions will be used to create an FAQ and a Facebook Live event.

- c. The Daniel Wright SBG Parent Advisory Committee will meet on Wednesday, October 24, 2018, from 7:00-8:00 pm. The committee will provide feedback on presentation materials including the FAQ, a Report Card Guide, and possible parent presentation.
 - d. District 103 invites parents to participate in a newly formed committee that will study the integration of Science, Technology, Engineering, Art, Mathematics (STEAM) initiatives into classroom academic content. The committee will create a vision for STEAM instruction, review the current STEAM learning opportunities for students of all grade levels and make a plan for how to bridge the gap between current practice and the newly created vision. Parents who are interested in this one year commitment will meet about six times this school year beginning on Monday, Oct. 29 from 4 to 5 p.m.
 - e. This Thursday, Kagan trained teachers at all 3 buildings will have an opportunity to work 1-1 with our Kagan trainer, Jen Evans. This collaboration will provide teachers with individual support as they continue to increase student engagement in the classroom.
Question: Are you going to have it for substitute teachers as well?
Answer: Yes, we will open it to substitutes.
 - f. Tuesday, October 23rd, staff members will have an opportunity to meet the Director of Social Justice & Educational Equity for Inner Explorer, Laurie Grossman. Laurie will share resources available to all staff, students, and parents free of charge through the LG corporate mindfulness grant.
2. School Board Member: Marissa Grossenberg
- a. The school board and administration hosted a community meeting regarding the school calendar and which days we take off during the school year. 50-60 community members, staff and board members attended. Next week, the calendar committee (made up of staff, administration and board members) will review and create alternative calendar options for the board to discuss at the November school board meeting. The feedback from the community meeting is also being compiled and will be discussed in November.

- b. Elections for school board are in April 2019. There are 3 positions that are up for election for a 4-year term. Two board members intend to re-run for seats. Anyone who would like to learn more, can contact myself or any board member for more details. Effort is approximately 3-8 hours per week and is very rewarding.
 - c. We are reviewing draft design ideas for an addition at Daniel Wright that will likely be more classroom space.
 - d. We have seen a large increase in students requiring assistance with learning English and the board approved an additional staff member to be hired to meet this need. The number of students needing support 2 years ago was 78, last year 101 and this year 156!
 - e. The board approved the ability for staff members to serve as substitute teachers during their planning period, helping support the ability for staff to not need to take 1/2 or full days off for daytime appointments, etc.
3. Anne Hofmeier: Principal of Sprague Elementary
- a. Sprague has two Sprague Gives! - Caring 4 Kids: Collecting new items like gloves, socks, underwear, boots, coats, school uniforms.
 - b. Bernie's Book Bank: First grade Give collecting books!
Question: Is Bernie's Bank for all the schools?
Answer: Is only for Sprague.
 - c. NWEA- Everything went really well! Reports went out on October 15th. Kids did great!
 - d. Salad Bar: Coming soon to Sprague as a part of the Hot Lunch program. Ann is checking to see if students can get it ala carte.
 - e. Principal Coffee: Everything went great! We had 20 Parents!
 - f. Parent Mentoring: a New mentoring program is coming to Sprague soon! More to come. The steering committee met on October 10th.
 - g. Mismatched Sock Day October 26th- Collaboration with the Girl Scouts celebrating our diversity and kindness.
 - h. Winter Carnival- Student event with carnival activities that will occur in place of winter parties
 - i. We completed Book Fair. It was phenomenal, a complete success!
 - j. We are getting ready for Halloween parties and the Winter Carnival.

4. Tom Herion: Assistant Principal of Daniel Wright Junior High School
 - a. Science Assembly coming next week, 10/26. Big thanks to PTO for Cultural Fine Arts
 - b. Red Ribbon Week: exciting themed days 10/22 - 10/26
 - c. PTO Parent Coffee 10/30
 - d. NJHS successfully launched the Diversity Book Club. For Latino Heritage Month, about 15 students read *The Epic Fail of Arturo Zamora*. They stayed after school to make mango smoothies and to talk about the book. Big thank you to Cristina Lopez who brought in a traditional Cuban dish and talked a bit about the culture. Thank you for the PTO support to help the event.
 - e. Our next book is *Rain Is Not My Indian Name* by Cynthia Leitich Smith for Native American History Month. NJHS applied for E for E grant to purchase 10 copies of this book. The author is well known and a New York Times bestseller, but this book is not at any of our local libraries, so we need to purchase copies this time. They will be donated to school libraries after we read them. The book talk is scheduled for December 3rd.
 - f. NJHS is planning Mix It Up at Lunch on October 23rd. This is a national program to get kids sitting with different kids at lunch to make new friends. The theme is Superheroes! Students have been randomly assigned seats after the committee did a poll about students' favorite Superheroes. Quest is providing a Mix It Up Lunch Trail Mix bar. For one dollar students can Mix and Match popcorn, chex, granola, raisins, marshmallows and m&ms. Students will need to bring \$1 cash, they cannot use their lunch cards.
 - g. 7th grade End of Year picnic - Wednesday May 29th 12-3 - Parent need, please email Amanda Toomey
 - h. 8th grade Picnic is the same day May 29th.
 - i. As a clarification, the graduation day can't be changed because it takes place at Stevenson and the time is limited by the High School. It is going to be broadcast like the previous years. The Outdoor for 4th graders also is better to keep it at the end of April because of the weather. Can't be moved because the Camp won't do it before the end of March. The School District has been working on solving the problem of having the two events at the same time and not be feasible to move any of them.

5. Jill Mau: Principal of Half Day School
 6. Margaret Van Duch: District Communications Coordinator
 - a. Looking to improve communications within the District and helping PTO with its communications.
 - b. Setting up a new Instagram account for pictures that doesn't have a specific theme.
- E. PTO Executive Committee Reports
1. President
 - a. 2018-2019 PTO Board Slating and Openings
 - i. Openings for 7th Grade Pizza and Book Fair in HD.
 - ii. Thank you to Marissa for stepping in for Explore the Arts.
 - iii. We need assistance for the 5K.
 - b. The emails asking for volunteers will go first to the PTO members and then to the other parents. Members are not obligated to volunteer. Thank you to the VPs.
 2. Treasurer
 - a. We have new projects and probably will exceed their budget since we have not experience with them.
 - b. The sales from the Book Fair were \$14,800 which translates on \$2900 of profits for PTO. We are buying \$1100 on books to the teachers and the remainder working out what we are going to do. Part will go to the library of the school and how to reinvest the rest.
 3. Vice President
 - a. Volunteer Information and High Five program
Recognition to:
 - i. Parent Education: Michelle, Rilina, Julie and Leah.
 - ii. Health Nights: Rilina and Tiffany.
 - iii. New Website: Aaron
 - iv. Book Fair Hero: Amy
 - v. Sprague VPs: Amy and Paula
 - b. Legislative Committee
Our document Volunteer 101 is targeted for the chairs of every committee.
 - c. Links to Learning/Extra for Extracurriculars
 - i. We will roll out applications for Links to Learning for the teachers to apply and get this funds.

- ii. For Extra for Extracurriculars we didn't have any application last year, we want to help, they just need to fill the form. We just approved the buying of the books that Mrs. Vincent asked for DW. We also received an email from a parent regarding the need of a tent for an athletic team. We will get the tent.
 - 4. Communications
 - a. Updates on new website
 - Is up and running.
 - We need a button for Parent Education. We are working on it.
 - We will add buttons.
- F. Events and Programs
 - 1. Ways and Means
 - a. Pizza Sales
 - Going well. Sharon Adilman mention that Heather and Rebecca have been great in helping to maintain this fundraiser and Sauced has been an excellent vendor to work with. There are approximately 336 participants this year, which is almost 100 more than last year.
 - b. Spirit Wear
 - i. The next sale will be Nov 1-18. Delivery will be week of Dec 3. There will be a drop-down option if your gift is a holiday gift (in which case we will deliver to you directly - not to your child at school). Reminder - all sales are final.
 - ii. No submissions were received for the 8th grade graduation shirt design. I will approach the student council with a couple design options and get their input.
 - c. School Supplies
 - We will meet to start planning for next year.
 - We need a chair for this position.
 - d. Membership
 - We currently have 587 families that are PTO members and approximately 667 families that have not purchased their membership.
 - We still have room parents that doesn't want to join the PTO.
 - e. Book Fair
 - i. Sprague Elementary (October 1st-5th)

It went really well. We had a lot of volunteers. The selection of the books was well accepted.

- ii. Half Day School and Daniel Wright (November 13th-19th)

We still need a chair for Half Day.

We are again offering to 6th graders and Half Day students a pre-sale of Jeff Kinney's newest Wimpy Kid book titled, *Diary of a Wimpy Kid, The Meltdown* as a pre-cursor to the book fair coming up during the week of parent teacher conference in November. We recently met with Scholastics to confirm set up for Monday, November 12th, at both DW & HD. The fair will be open from Tuesday, the 13th, through Monday, the 19th. Mrs. Hofmeier asks to also offer the pre-sale to her students at Sprague. Order forms will be delivered to both DW and Sprague for distribution on Friday, October 19th.

- f. 5K Run in May

2. School VPs

- a. Sprague

- i. K/EC Game Night September 21st

Kindergarten/EC Game Night was held on Sept 21. We had a great turn out. This year we held the event outside on the playground which was better for this age group.

- ii. Halloween Parade and Party

Sprague Halloween Parade/Party will be held on Oct 31st, parade starts at 1:00-1:30 with classroom parties to follow. Mrs Hofmeier and the Sprague PTO VP's came up with 6 positions for parent volunteers to fill on a first come first serve basis for the party.

- iii. Winter carnival:

- The theme of the carnival is winter wonderland
- All carnival booths (games) have been decided upon, as have the craft projects that will be available for all students. There will be approximately 14 booths located throughout the Sprague gymnasium, cafeteria and imaginarium (hallway area). The crafts are in addition to that number.

- Signup Genius will be sent out in the coming weeks to all Sprague PTO members, followed by room parents. If we can't find enough volunteers we'll then send it out to *all* parents.
 - Each grade (EC - 2nd) will rotate through the carnival. The specific timing of the rotation is TBD pending a meeting with Mrs. Hofmeier on November 6th.
- b. Half Day
- i. Indoor Recess program
 - ii. Halloween Parade and Party
- c. Daniel Wright
- i. Front Office assistance
Sandy Switzer received training on the tasks expected of a front office assistant and has been working this role for the last couple of weeks to gain a better understanding in order to then train potential volunteers. Ideally, the office would like 2 volunteers a day, one to work the 9:00A to 11:00A shift and one to work the 11:00A to 1:00P shift. Anyone interested in volunteering should contact Sandy.
 - ii. Mix-it-Up lunch October 23rd
Tom Herion already talked about this event. We want to add that Rebecca made special PTO volunteer badges for the volunteers to wear to this event in an effort to start gaining more recognition of PTO's involvement.
 - iii. Book Club October 1st
Tom Herion already talked about this event that was a complete success.
 - iv. Lighted Schoolhouse
 - Lighted Schoolhouse will be held on Friday, November 2nd from 3:45-5:00 in the DW cafeteria. It is open to all DW students in grades 6-8 this year.
 - For those who are new to DW, Lighted Schoolhouse is an event sponsored by Student Council held in November and May each year. It is held after school in the Daniel Wright Cafeteria and gyms. There will be a DJ so the kids can dance, or

they can play games in the gym. Pizza and drinks will be served, and the kids can also purchase candy.

- We will need lots of volunteers to help this event run smoothly. Gayathri has sent out an e-mail with a sign-up genius so parents can sign up.

- v. Author Visit for 6th Graders: DW Alumna, Alana Harrison, and her husband Drew Callander visited the 6th graders for an hour on Oct. 11th to discuss their interactive book titled *Mightier Than the Sword*. In this book, the reader must write, draw, and puzzle their way through the adventures, thus, creating their own unique story. The visit was well received by the students.

3. Hospitality

- a. Back to School Bash
- b. Appreciation Days
 - i. Custodian Appreciation Day: October 2nd
 - ii. Bus Driver Appreciation Day: October 22nd
- c. P/T Conference Dinners November 15th

4. Parent Education

- a. Completed Events:
 - i. Mindfulness with Ramaa from Full-bloomed Lotus on September 24th. We had a great crowd with many interested parents. Great feedback with many asking for more.
 - ii. We completed the first Mindfulness program for the 6th graders at DW last Friday. There will be two more sessions. The first one seemed to be well received.
 - iii. Jodie Segal from Elyssa's Mission - Suicide prevention. A smaller group but once again a very important educational night that all parents should attend at some point. If you want information now, please see their website: <http://elyssasmission.org/suicide-prevention/>
- b. Health Nights for 5th grade from 7:00pm - 8:30pm
 - i. October 16th for girls at Daniel Wright
 - ii. October 17th for boys at Daniel WrightGood turnout is expected based on the number of RSVP's received.
- c. Principal/Parent Coffees:

- i. Sprague Kindergarten coffee was today Tuesday October 16th.
- ii. Half Day 3rd grade coffee is next Tuesday, October 23rd from 9:30-11.
- iii. DW 6th grade coffee is Tuesday, October 30th from 8:30 - 10am

You can still register for the 2 coming up so spread the word.

- d. E-cigarette, Juuling and Vaping talk by Stand Strong is now scheduled. It will be: Monday, February 25th at DW from 7-8:30pm

G. New Business/Public Comment

Simrata Keshav (Laura Sprague Parent) presented her project to the PTO about introducing a recycling and food composting program for Laura Sprague. The impetus behind this project is to reduce our carbon footprint by diverting food waste and recyclable materials away from landfills. Food that is thrown in trash ends up in landfills where it rots and releases methane gas (the third largest contributor to greenhouse gas in the atmosphere). By composting the food, we can reduce this impact and also create valuable compost for our lawn/gardens. This will also be a valuable learning opportunity for our children to take responsibility in protecting our environment.

H. Adjourn

Next Meeting – November 5th, Noon, Half Day School Library