# PTO Board Meeting Agenda

# February 11, 2014 – 6:30pm DW Library

## Call to Order and Attendance

Attendees:

Molly Shapiro

Tiffany Etzel

Christy Adler

Rachel Schwarcz

Sharon Chamberlain

Alisa Levine

Michelle Moody

Michelle Kowalski

Anne Van Gerven

Katie Reynolds

Beth Hanna

Kristin Keevins

Agnes Beatty

Jane Ernst

Tricia Jette

## Approval of Minutes from January 2014 Meeting

## Correspondence and Announcements

* A thank you letter from Mrs. Nora from Sprague's library about the author visit was presented.
* Kristin Keevins remarked on a great effort by PTO members to organize Book Fair and Camp Fair.

## Administrative Reports

* 1. **Katie Reynolds – Executive Director of Curriculum & Instruction**
* Upcoming discussions in regards to finding a new principal for DW: survey and meeting
* ELM committee meeting coming up, includes parents, board, district
* security procedures implementation has been delayed due to a technical glitch
* new teachers are being trained on executive learning skills, organizational skills, book study.
  1. **Anne Van Gerven - School Board Member**
* DW Principal – Dr. Warren will be doing a Principal search for DW over the next month. Parents that want to have input are welcome to attend a meeting on Monday, February 24th at 6:30pm in the DW Library. Additionally, a few parents will be included in the interview process the week of March 10th. If you want to be considered, please visit the D103 Website and complete the questionnaire.
* SEDOL – Withdrawal hearings with the Regional Office of Education (ROE) were delayed due to weather. D103 is tentatively scheduled to present on February 18th. Because of this, our next board meeting has been moved to Tuesday, February (2/25) at 7pm in the Half Day School Library.
* ELM Committee had first full day meeting yesterday to begin work on the evaluation of this program.
* Board retreat next week to begin work on vision planning. Community involvement will follow to start to build up the district’s vision for the next 5 years beyond vision 2015.
  1. **Christy Adler – Sprague Principal**
* Kindergarten registration opened in December. Filled 6 sections and have 3 students on the wait-list. Another Lake County district came to spend the day with us and learn about our full-day program. They are hoping to offer the same type of program next school year. Morning half-day K is filled, afternoon half-day K has 3 kids signed up so far.
* In December we also hosted a faculty technology sharing session. Teachers rotated through sessions to learn about what their colleagues are doing with devices in their classrooms. From a Google game show to using the iPad as an assessment tool, staff came away enthusiastic and even more knowledgeable about different ways to incorporate tech. A Links to Learning grant allowed the purchase of Chromebooks to be shared among second grade classrooms so it has been exciting to see the differences between the tablets.
* Half-day kindergartners have started the Friday lunch/recess program—huge thank you to Mrs. Faramandpour, Mrs. Geiges, and Ms. Shrout for coordinating.
* Implementing newly adopted Math In Focus—staff are currently working on developing a parent page differentiated by grade level that will provide, videos / podcasts that explain the different strategies that students are learning as they become critical thinkers and problem solvers.
* ELL students represent just under 50% of our population. Just today Mrs. Jhangiani, parent in the district, came in to present to staff about the Indian culture. She helped us to better understand the culture, traditions, and practices. She entertained many questions and will serve as a resource to us now and in the future. We are hoping to find other parents/community members who would educate us regarding other cultures present in our classrooms.
* At the end of this school year, both kindergarten teacher Mary Ann Keil and school librarian Susan Nora will be retiring. We are already seeking applicants for these positions. Two full day Kindergarten positions opening next year.
* Spanish for ELL students is great, encourages Spanish-speaking students to speak up, join the class and blend in faster.

## Board Member Updates

1. **Community Relations - by Kelly Dupont**

* Thursday, March 13th CR will be providing light snacks for parent teacher conferences (a note on Half Day school not being pleased with the snacks, not sure about the reasons)
* Administration Appreciation day will be held on either 4/23 or 4/24 depending on district plans to recognize. Lunch will be provided to all admin. staff.
  + 1. Welcome Committee - by Stacy Szwejbka - no report.
    2. Parent Education Committee - by Michelle Kowalski

District 103 is hosting Lincolnshire's own Michael Brandwein on Wednesday, February 12th from 7-9pm. Topic is Why Don't You Behave? The KEY SYSTEM solution to Handling Negative Behavior While Teaching Positive Choices.

Please join us for an informative night and remind all your friends.

In the coming months we will be working on developing topics and ideas for future Parent Education events. Please let us know if there are any topics or speakers you would like to see.

* + 1. PTO Chili lunch

The all staff PTO lunch is scheduled for Thursday, Feb. 27th. Thank you to everyone who has volunteered to make chili as well as the many donations for salads. A sign up sheet for a few more chili makers will be sent around as well as a sign up sheet for 2/27 day of volunteers at each school to set up and clean up teachers lounges.

* + 1. Bingo Night

Friday, March 7th will be the annual Bingo night for EC -4th at Sprague from 7:00pm - 8:00pm. The cost will be $5.00 per family and there will be NO prizes. A treat will still be served. The registration form will be available by 2/14 and a constant contact will be sent out the week of the Bingo night. Volunteers will also be needed and a sign up sheet will be circulated.

* + 1. Teacher Appreciation week

A special CR committee has been put in place to expand Teacher Appreciation Week throughout the district. Teacher Appreciation week is May 5 - 9. The goal is to enhance what is already in place and include the students as well.

* + 1. Grant a Teacher's Wish
  1. **Half Day Coordinators - by Sharon Chamberlain**
* The room moms assisted both Mrs. Sweet and Mrs. Mau in soliciting parent volunteers for both The Caves program and the Math Olympics ( check out the Math Olympics on you tube and Facebook). Unfortunately, the room moms found it challenging to find volunteers, may want to look into another avenue or perspective to solicit parent volunteers.
* Last year it was decided not to have the PTO sponsored Valentine's Day parties. That decision continues this year as well. Activities will be coordinated through the individual teachers.
  + 1. World's Fair - by Lynn Driscoll

Held Volunteer Info Mtg on 2/3. Currently have over 45 volunteers. Everything is on schedule.

* + 1. State Fair - all set
    2. HEPCo - busy, 30 hard covers to bind on Thursday at 1.30

**f. Ways and Means**

* + 1. Run for the Fields/5k - May 17, 2012 (Tricia Jette):
       - * 5k Kick Off Volunteer/team Meeting was held on Jan 23rd
         * Sponsorship –
* Contact Spreadsheet finalized along with assignments, grouped by Monetary Donations, In-Kind or Goody Bags.
* Confirmed Sponsors: Silver - Tamarak, Go Go Squeez (in Kind donation), LSA
* Confirmed loss of Aon-Hewitt as title sponsor
* Pursuing last years sponsors of Fresh Market, BCU, Fifth Third and others
* If you have any contacts for sponsors at companies or ideas for sponsors based on businesses you frequent, please let us know!!!
* Sponsorships are all due by March 14th to be on all marketing materials - so it is our big focus right now!!
* Website has been switched to weebly to save us $100
* Linda Pinsel is already working on ideas for new logo design on t-shirts!
* Found local trophy company that will match last year's pricing and will negate our shipping costs from last year
* Working with ACCUSPLIt (our timing company from last year) - we will do all ON line registration which will help reduce some workload of our paper registrations and will improve accuracy of the information. Stephanie Hooper is working with them to ensure our registration page will work for all of our grade level party information needs, free teacher and sponsor registration needs and more. Accusplit will also offer text messaging of results within minutes of crossing the finish line and option to send your results to your facebook page. They are also providing us a 2 photographers for the day and will offer pictures on line that will be provided for each racer (by bib number). Racers will be able to purchase these pictures for $10 - no matter if there are 2 pictures or 10 - same price. Accusplit offers our title sponsor greater exposure by putting their logo on the online registration page for each racer to see, and will be the thumbnail sent out with results to those racers who opt for this on their registration.
* Publicity - Beth Hanna has written a short article about the race to be published in the Village of Lincolnshire Newsletter.
* Marketing, Constant Contact - will be Sending a SAVE the DATE later this month - watch for it!

## PTO Executive Committee Reports

* 1. **President - Kristin Keevins**
     1. 2014-2015 School Year PTO Board

The PTO is working on the slate for the 2014/2015 slate. If you know of anyone interested in a position, please let Kristin or Beth know. For example, we need a person to take on the role of communications secretary. In addition, please let us know of any new neighbor or friend who may be interested- personal connections are helpful!

* + 1. PTO Board Goal Review

The PTO Goals review was pushed to next PTO meeting. The cultural tea was discussed:

Persons from other cultures like personal invitations to help and specifics. They tend to find comfort with persons of similar background. Our volunteer page and info might be overwhelming so having other more personal ways to sign up may be more inviting. Also, an idea was created to have a Welcome Back Coffee and Volunteer Fair in the fall.

* + 1. Apples Around Town

LCNS is organizing an Apples Around Town campaign as a community event. The Exec Board would like to consider participating. Since this is not a budgeted expense, it will need a vote. Cost is $1000-1300 and apple could be a permanent fixture at a school for PTO. Photos of other apples were circulated.

* 1. **Vice President - Beth Hanna**
     1. LFF Update - by Jane Ernst
* The Rotary and Bedrosian Scholarships applications are being set up.
* Information will be coming soon in announcements and will be posted on the LFF web site.
* Innisbrook can still be ordered on line. LFF is looking into an alternate vendor/fundraiser.
* Special Events - LFF Open House/Science Fun day and Donor Event are still being finalized.
* Science Initiative to wrap up this coming school year.
  + 1. Music Boosters Update - by Beth Hanna

On January 15th, Kristin sent out an electronic follow-up to our plea to help Music Boosters with the Solo & Ensemble Competition that comes to Daniel Wright February 21st and 22nd. Electronic Sign-up Sheet for volunteers is being circulated via the link below. This requires over 100 volunteers to staff adequately. Help us make d103 look buttoned up and support your music programs by volunteering for a shift.

www.signupgenius.com/go/10C0F4CACA82CA7FA7-igsma

* 1. **Communications - by Agnes Beatty**
     1. 103 Monthly Article - Cultural and Fine Arts due February 14, Ways and Means Article due March 10
     2. School Board meeting - February 25: Roberta Hancock, March 4: Alisa Levine, March 18: Molly Shapiro
     3. Google Docs - docs needed
  2. **Treasurer - by Molly Shapiro**
     1. Current Financials

Discussing latest financials; pointed out that PTO paid for annual audit and Fields. Received $443 from GoRoma as part of the Book Fair.

## Standing Committees

* 1. Links to Learning (PTO VP)
  2. Nominating Committee - by Kristin Keevins

The nominating committee, which consists of the executive board and school coordinators, met on January 30th. We are working at shaking down the trees on behalf of our schools.

* 1. Executive Committee (PTO Pres)
  2. Finance Committee (PTO Treasurer)
  3. Legislative Committee (PTO VP)
  4. Volunteer of the Year Committee (PTO VP)

## Unfinished Business

## Adjournment – Next Meeting Tuesday, March 11, 2014 at 12pm in Sprague Library

## Meeting Minutes Addendum:

**5/b. Cultural & Fine Arts - by Ed Kogan - read by Kristin Keevins**

**Cultural Arts** - We just received an email from the office staff at Daniel Wright requesting that we change the times of all performances to not interfere with Quest's lunch setup time. All of the shows have been contracted and booked months ago. We will contact the performers, but we doubt that much can be done with some of the shows; considering that we had already asked for time changes in the past when working with the vice-principal on the contracts. In some cases the request was to shorten the time of the performance, and again, it may be difficult if we need to ask for shows that would use the stage and not interfere with the large chunk of time Quest takes for setting-up, serving all of the lunches, and breaking-down.

As mentioned at previous meetings, all show dates can be seen at the PTO website at http://dist103pto.weebly.com/cultural--fine-arts.html

**Explore the Arts Day** - We got confirmation from Stevenson H.S. that they will be able to present 5 workshops. If we add that number and the number of teachers who confirmed their participation, but have not yet submitted their "contracts", we should be at a total of 20 different workshops. We are still working on a couple more, but we believe we will have enough for Arts Day. Dr. Adler and the teacher coordinators at Sprague have started on creating the student groupings and assigning rooms to those workshops that we "contracted".

Comment by Mrs. Adler - school is ready, classes have been assigned, kids organized in groups, everything on time and in good shape.

**5/c. Daniel Wright Coordinators - by Jennifer Qualley, read by Beth Hanna**

* Valentines day parties- 6-8th will have a treat during lunch provided by PTO. 5th grade will have a class party. Snacks and drinks organized by room parents. Valentine box decoration project run by the teachers. No PTO involvement for 5th grade.
* Library aides are still participating on Tuesdays 9-11;00.
* Reading recess has begun. No volunteers, so Beth Hanna and Mrs. Bodeen are alternating reading once a week. Thank you so much Beth (great response on this program)
* Washington D.C. trip is getting close. March 1st -3rd. Flight info has been sent home and roommates assigned. FYI Christy Greeley and Jennifer Qualley will be chaperoning/attending the trip. That was left off last months information packed by mistake. One more parent meeting on Feb 20th 7-8;00pm at DW.
  + 1. Colonial Days - by Kathy Prince

Colonial Days 2014 was held on Tuesday Feb 4th. Kids, parent volunteers, and teachers all enjoyed the day! Over 35 volunteers helped to bring home what life was like in Colonial times to the 5th graders at Daniel Wright. The kids enjoyed the following activities: candle making, tin smithing, decoupage, pen and ink, butter making, spinning, quilling as well as games played in Colonial times. Planning and participation made this day a success. Plus, we came in just under budget!

* + 1. Fraction Café - by Susanne Immell
* Fraction Cafe went well. Some us of parents found out we are not smarter than 5th graders :) when we had to dig in our brains back to junior high to help with fractions! We had a lot of positive feedback from the parent volunteers that it was a really interactive, fun, and unique way for kids to learn math.
* As for quantity, yes it was off and I will be revising numbers for food based on what we had leftover and what we needed more of. I would expect that next year we should get closer to better quantity control. Also a suggestion was to use smaller spoons for utensils as the large ones were cumbersome, so we may consider looking into purchasing spoons or perhaps borrow from the kitchen at DW. One of the teachers also mentioned how much the kids really enjoyed it and that they had a lot of "fun"! Our goal will be to focus on quantity control for next year.
  + 1. Art Cart - by Anne Van Gerven - no report.
    2. Lighted School House
    3. Dance Lessons - by Diane Gillis
* Social dance lessons will wrap up this Friday 2/14/14 with parent observation and participation.
* Lessons have been a huge success for students and parents alike. Lots of great volunteers and wonderful attendance!
* The dance instructor has been contacted to secure dates for the 2015 calendar. I am not sure if her fee of $55/student will change or not. It has been that fee for 4 years.
* Our total enrollment was 80 kids.
* We owe the dance instructor a final pymt of $1400.
* The PTO made $1200 (less invites of $120).
  + 1. 8th Grade Dance - by Stacy Walsh

We held our first committee chair meeting, was very positive. Committees are underway and they are preparing to meet with their group of volunteers. Will be holding the next chair meeting on 2/24. There is still room for volunteers to help on the day of the dance with set up and take down. Feel free to contact Stacy Walsh or Robin Ekenberg.

* + 1. Health Events - by Tiffany Etzel

Planning is underway for the 8th grade Health and Safety Nights. The mother/daughter night will be held on April 3rd with a new speaker, Mary Waldon. The father/son night will be on April 8th.

**5/e. Sprague Coordinators - by Caroline Cleveland, read by Agnes Beatty**

* + - * Art work for January/February was hung on 2/6/14 for Mrs Feld.
      * PTO will be providing a Valentine's Day treat bag for K-2 on Friday (February 14th). We decided to give the children a pencil, note pad and ruler instead of chocolate, as we felt they will be receiving enough chocolate and/or candy from their classmates.

**5/f. Ways and Means - by Beth Konieczny, read by Kristin Keevins**

* General: Reminder to use our sponsors (check PTO Website for list of sponsors) for your events or program needs as a first point of contact.

1. Premier PTO Sponsors
2. $103 for 103
3. Membership

* Directory addendum finalized and distributed via constant contact 2 weeks ago.
* 2 new memberships this month.

1. Book Fair - by Alissa Horak

* All tax acknowledgements were sent out.
* Finalizing totals.

1. School Supplies - by Veronica Woolson

* will turn in final lists to EPI next week
* will try home delivery this year

1. Spirit Wear - by Linda Pinsel

* Winter Spirit Wear Sale was a success! We sold 187 pieces during this sales period. We sold 320 during registration process that happened in the spring with delivery of product when school stared. I think our numbers were good considering we had just had a sale 4 months prior. Delivery of the SW will happen most likely next Wednesday or Thursday. Michele and I have been happy with the vendor so far. We will do a complete evaluation of the vendor when all item are delivered.
* Our next SW sale will be at the beginning of next school year, we will not be tagging it along with registration.
* Starting to work on t-shirts design and ordering for the 5K.

1. DW Pizza Lunch - by Lorrie Hardy

All orders, cancellations, changes and free/reduced lunch pizza counts for the second half of the year have been submitted and finalized.

Currently, the pizza count has dropped about 25%, we are continuing to contact parents in an effort to get late re-orders. The PTO website was re-opened to accommodate the late orders. The PTO website is still open but will be closed later this week and the pizza count will be finalized.

* + 1. Camp Fair - by Wendy Miller
* 2 Coordinators
* 2739- Number of Estimated emails
* 1627 -Number of cell phone minutes
* 17 Number of micro-waved dinners for our families
* 5 –Number of big favors we pulled in-from family and friends
* 1-Successful Camp Fair: Priceless

Numbers For the Ways & Means Report

* 71 camps from 11 states registered (approx. 20% increase from last year)
* States: IL (29), IN (1), Iowa (1), Maine (1), MI (6), MN (8), Missouri (1), NC (1), NJ (1), NY (1), Ohio (1), WI (19)

Of the camps:

* 17 were Day Camps
* 44 were Overnight Camps
* 10 were both Day/Overnight
* Three No-Shows the day of the event. (They paid).
* One cancellation pre-fair with advanced notice
* Actual Camps in Attendance Day of Fair: 65
* 54 Registered for Both Camp Fair and Virtual Fair: $14,580
* 3 Registered for Virtual Only: $150
* 14 Were Camp Fair Only: $3,500
* Total Gross: **$18,230**
* Expenses being tallied—these figures are ballpark/ not actual: $1300 Rentals, $1000 food, $650 Printing costs, $100 gratuities/misc. supplies, $300 Entertainment, Camp Reimbursement $135
* Will net close to $14,500. Please await treasures report following all receipts for final.
* Number of registered families who attended: just under 200, still awaiting final number. This is near/ slightly less than last year.