**MINUTES**

**PTO Board Meeting February 10, 2015**

**7:00pm Daniel Wright Library**

**1. Call to Order and Attendance/Introductions**

**Jackie Curtis**

**Molly Shapiro**

**Debbie O’Malley**

**Katherine Robbins**

**Katie Reynolds**

**Scott Warren**

**Sandy Simon**

**Katie Wolf**

**Rilina Ghosh**

**Kris Plendl**

**Michelle Kowalski**

**Julie Freeman**

**Alisa Levine**

**Kristin Keevins**

**Beth Hanna**

**Agnes Beatty**

**Karen Borgerding**

**Lorrie Hardy**

**Michelle Blackley**

**2. Presentation by Sam and Ashley, 8th grade members of the National Junior Honor Society**

* + - * Starting a fundraising project
      * Will host an event for current 4th graders called “Airplane” (Getting Students Ready to Take Off in Middle School) on April 24, 2015 after school.
      * It is a voluntary event and does not take the place of the “fly-up” during the school day.
      * The project is to get upcoming 5th graders excited to go to Daniel Wright.
      * The NJHS will plan several activities to show the students what Daniel Wright is all about. Activities are related to extracurricular activities and school spirit including car building, basketball, cheerleading, baking and learning school spirit songs.
      * Hope many students will attend.
      * Snacks will be provided.
      * Need $275 to fund the project. If funded, there will be no cost to students.
      * Need parent volunteers.

**3. Approval of Minutes from January 2015 Meeting**

**4. Administrative Reports**

**a. Scott Warren- Superintendent**

1. **Science Bowl Team to Nationals!**

* Congratulations to our Science Bowl Team as they won the Regional Competition this weekend at Argonne National labs. They will be headed to the National Competition in Washington D.C. Well done, team!

II. **Strategic Planning**

* The Draft Strategic Plan – Vision 2020 is available for public comment and is posted on the District website. Please take a moment to review the document and provide comments. The Board will finalize the plan and take action at the February 17 Board meeting. Feedback is appreciated.

III. **1:1 Presentation**

* The Board will hear a presentation regarding the proposal of an expansion of the 1:1 program for the 2015-2016 school year. The Board will consider the proposal and discuss finances but not take action until the March 3, 2015 Board meeting.

IV. **PARCC testing (Katie Reynolds)**

V. **Snow Day Make up– Casimir Pulaski Day**

* Due to the closing of school on February 2, 2015, we will make up the day on March 2, 2015, which is Casimir Pulaski Day.

**VI. 5Essentials Survey**

* The 5Essentials Survey is open for parents to provide their thoughts regarding the climate of District 103. Please take 15 minutes to complete the survey. We need 20% participation from our parent population to receive results, which will be available in the fall.

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

I. **ELM Report**

* + The ELM report based on a review of the program for the last year and a half has been submitted to the school board at the last board meeting. We will be working with the teachers to look at the big ideas that come from the report to plan future needs and how to communicate to parents. We will meet in two weeks.

II. **New Teacher Evaluations**

* + We had new teacher touchback day. We do a book study with them and talked about what is going well. Also provided support for new teachers. Evaluations done.

III. **Teacher Institute Day**

* Teacher institute day is next Tuesday. We will be discussing the PARCC tests and doing differentiation training.

IV. **PARCC Testing**

* Our students will be taking the PARCC assessment starting March 2, 2015. This new assessment will be given online to all students in grades 3-8. This will be a benchmark year as this is the first year the new assessment will be given to students in Illinois.
* Principals are working hard to manage the scheduling for all students.
* We are sending weekly e-mail updates on what needs to be done and providing resources in the classrooms.
* Students have spent time practicing for the tests. Most of the time is spent learning how to use the tools and the computer component piece of the testing.
* Students at Half Day will use computers. Students at Daniel Wright will use computers and 6th graders will use iPads.
* Testing consists of 5- 1 1/2 hour blocks of testing, time includes directions and extra time for some students.
* As soon as the schedule is set, parents will be informed what days their child will be testing.
* District 103 will not be using a paper option.
* Results will be monitored and reviews to determine future use of the test. Don’t know how long contracted for this test, but it may change based on feedback.
* A report will be provided to the school board and the state board of education.
* We do not know when the results will be available and in what form they will be published.

V. **1:1 Survey**

* Parents have been given an extended period to respond to the 1:1 survey.

c. **Anne Van Gerven - School Board Member— Read by Sandy Simon**

1. **Strategic Planning**

* Strategic Planning for 2020 is in full swing with a variety of Board, Community and Staff meetings in November, December and January. A draft of the Strategic Plan has been sent to the community for public comment.
* The public comment period will end this Friday. Please take the time to send us your thoughts. It is expected that the final plan will be approved by the Board on Feb. 17.

II. **5Essentials Survey**

* 5Essentials Survey is now available until March 13th. We need to have 20% of our parents participate in order to receive the results which are then used by the board, administration and staff to guide the schools. Please take the survey and encourage others to do so as well. Links are available on the district websites.

III. **2015-2016 School Calendar**

* The 2015-2016 school calendar will be presented to the Board for approval at the next board meeting on February 17.

IV. **1:1 Program**

* Several board members toured DW, SP and HD to see the 1:1 program in action in the classrooms today. We appreciate the staff allowing us this opportunity. There are several technology surveys still open this week if you have a child in a 1:1 program. Please take a moment to complete your survey if you have not done so already.
* Next meeting is February 17, 2015 (Regular Meeting at Half Day School)

d. **Michelle Blackley – Daniel Wright School Principal**

1. **Science Bowl**

* The Science Bowl team won Regionals and will be going to the National competition. Congratulations!

II. **The Wright Citizen Award**

* Thank you to the PTO and Beth Hanna for assistance with this program.
* Since we spend time educating kids on how to be good and doing the right thing, we are starting a program to catch kids being good people and to thank them.
* Teachers will identify students caught doing something good. Students will get a mechanical pencil and a certificate. A letter will be sent home to the parents.
* Hoping to do quarterly celebrations with parents to celebrate the kids.

III. **Debate Club**

* With the help of Stevenson students, we are launching a Daniel Wright Debate Club
* It begins on Wednesday, February 11 from 3:50-5:00.
* Because it cannot start until 3:50, we have two parent volunteers: Anne Van Gerven and Shirley Demichele to supervise the kids after school.
* Is for grades 6-8.

IV. **Fundraiser**

* For the Make a Wish foundation.
* Will be “Survivor Island” with the teachers.
* To be held in April.

V. **Colonial Days**

* Thank you to the PTO for hosting Colonial Days. It went well.

**5. PTO Executive Committee Reports**

**a. Recording Secretary—Karen Borgerding**

1. **School Board sign up**

* Please sign up to attend a school board meeting. We still have slots to be filled.

**II**. **Correspondence and Announcements—None**

**b. President—Beth Hanna**

1. **Extracurricular Grant Program**

* We have a name based on the ONE vote I received.  It's called "Extra for Extracurricular", and it's currently posted on our website.
* I have requested minimal logos for both the Extra for Extracurricular Grant AND Links to Learning grants.  As soon as those are complete, I will start the Big Reveal.
* Michelle Blackley has already expressed interest in applying for a grant to buy outdoor furniture for outside the DW cafeteria.
* The NJHS project is another example of what this grant is for.

II. **Slating**

* Thank you to those of you who responded by the deadline date of 2/6/15.  We heard from all but 6 of you, which is GREAT!
* I have confirmed all open positions and have printed our current status sheet out for you.
* Please forward me any potential parents that you think might appreciate a call or e-mail from us!

III. **Volunteer Appreciation, (week of 4/13-4/17)**

It's not too early to start thinking about who you might want to nominate for Volunteer of the Year!  (President is not eligible)

**c. Vice President**

1. **LFF Update (Scott Warren)—**

* Buy checkbooks.
* Will help support the 5K event.

II. **D103 Music Boosters Update (Beth Hanna)**

* Thank you for the pizza money.
* Have opened up a Facebook page forum advertising used musical instruments and a place to find music teachers.

**d. Communications—Agnes Beatty**

1. **Media reports**

* PTO website had almost 500 unique visitors in January, mostly for our main page (informational) and PTO Store. Our viewers usually come from the district's website, although the Chicago Tribune article about Social Dance generated some interest as well.
* -Camp Fair website activity has increased, naturally, with about 40 daily unique visitors for the past week. We're in the process of updating Virtual Fair section, so that all the camps' info can be accessed online. Will be up by February 15th.
* we've just updated Run for The Fields website to reflect the new date and information. This page gets between 3-16 views daily
* we're also working on the 8th grade dance website - this page gets a few hits every day so it looks like parents are interested
* Constant Contact: we sent 14 CCs last month, comparable amount to the month before. Open rate varies from 34% (Pizza Order Deadline Extended) to 70% (8th Grade Family Photo Request). Click rates reach 30% (Pizza Orders Reminder).
* Facebook: We had 3 new likes this past month and 1 unlike, so we're at 245 now. We received the most "Clicks" from Beth's 6th Grade Social Dance photo album and the most "Likes" from The Chicago Tribune Article about the Social Dance. (Maybe ask Linda to share her experience with contacting the press)
* Sign Up Genius is becoming more and more popular with us, we've used our pro account to create Colonial Days Volunteer sign up and we'll use it for Explore the Arts Day volunteer coordination as well.
* Last but not least - End of The Year Reports and Google Docs. Your VPs and Kristin should have contacted you by now about these so please send your files and report my way so we can file it. Don't wait until your computer dies and all files are lost or you forget what comments you wanted to include.

**e. Treasurer—Molly Shapiro**

I. **January financials**

* + - * We are in good financial shape.
      * Everyone is getting receipts in on time.
      * Book Fair and Camp Fair did well.
      * Sent financial statement out.

II. **Finance Committee**

* + - * Finance Committee will be meeting in early March to begin to prepare next year's budget. If anyone has comments or concerns regarding funding for next year, please contact me or the appropriate school VP.

**f. Ways and Means—Kristin Keevins**

1. **Book Fair —Nothing to report**

II. **School Supplies**

* Working on pricing for next year

III. **Spirit Wear—Nothing to report**

IV. **Run for the Fields/5K - Update**

* Have a chairperson—Katherine Robbins and Michele Shrout
* Are starting to form committees.
* Date will be May 16th.
* Working with NJHS.

V. **DW Pizza Lunch—Lorrie Hardy**

* All the orders have finally come in, and, we are now on a consistent order schedule.
* Total # slices ordered per week for second half of year:  325 (includes 32 for f/r recipients)
* Sales price per slice for second half of year $59
* Total sales revenue for second half of year apprx $17,000 (based upon 293 prepaid orders )
* Prepaid sales 26% decrease from first half of year
* Partnering with d103 Music Boosters – PTO managing orders and financials and d103 Music Boosters managing volunteers and scheduling

VI. **Camp Fair**

* Had 61 camps attend and 150 families.
* Will revisit possibility of having it every other year to keep it fresh.
* Gross amount was $15,000
* Net should be $10,000-12,000

6**. Community Relations**

1. **Welcome Committee—nothing to report**

ii. **Hospitality—Alisa Levine**

* Community relations/hospitality provided teacher conference snacks and all three schools on Monday, November 24th.  The staff seems to really appreciate the grab and go snacks.
* As you know we have the PTO chili lunch Thursday, February 19 at all three schools.  We have most slots filled if people are interested in volunteering send me an email and CR will get them the sign-up genius link.  All three schools have been notified and are looking forward to the chili/salad lunch.  Thank you to all the volunteers.

Community relations/hospitality will be providing teacher conference snacks again on Thursday, March 12.

iii. **Parent Education—Michelle Kowalski**

* Parent Education is proud to present Dr. Caroline Adelman, PhD on Wednesday March 11, 7:00 p.m.-8:30 p.m. in the Daniel Wright Cafeteria. Dr. Adelman will present on recognizing stress and anxiety in your children, fostering resilience and parenting strategies to help children move from anxiety to effective coping. Don’t miss this incredible opportunity!
* Please spread the word to friends.  We know that our students experience much stress and anxiety.  Dr. Adelman will discuss how stress and anxiety can be positive, but how we respond and manage these feelings can make a difference in the students' success and well-being.
* CPN is greatly disappointed that Ted Gondar had to cancel his Feb 12th event.  We are negotiating with some excellent speakers now. Please look out for future programming.

iv. **Grant a Teacher's Wish—nothing**

**7. Cultural & Fine Arts—read by Karen Borgerding**

* **January 15, 2015 The Mobile Ed Animal presenter came to Sprague Kindergartners and stayed for the 103 club after school as well.**
* **For two weeks in January the Giant Map of Europe came to HD school to educate the kids on the geography of Europe.**
* **Smarty Pant's The Mousetrap Machine performed for the HD 3rd graders last Tuesday Feb 3rd and made learning about simple machines fun with blow up balloons etc…**
* **The Science Alliance will be visiting the 4th graders this week on Thursday Feb 12th and performing a show that teaches the basics of Physics.**
* **In February, "Learn to Juggle" will be teaching and performing for the 5-8th graders at DW**

**ETAD:**

* **Explore the Art Day at HD School is approaching fast, Wednesday March 4, 2015...please mark your calendars**
* **We have 24 artist/performers booked and committed and our to-do list for making it a smooth running afternoon is in place.  The staff at HD school is assigning children to their sessions and our main performer, "Be The Groove" is sure to be a hit.**
* **This week we send out confirmations to volunteers and performers and continue working on our to-do list.**

**8. Daniel Wright School Vice Presidents—**

1. **Colonial Days—nothing**

**ii. Fraction Cafe—nothing**

**iii. Art Cart—nothing**

**iv. Lighted School House—nothing**

**v. Dance Lessons—nothing**

**vi. 8th Grade Dance—nothing**

**vii. Health Events**

* Coming soon.

**viii. Front Desk Office Shifts—nothing**

**ix. Author Visits and Reading Recess—nothing**

**9. Half Day School Vice Presidents—Jackie Curtis**

1. **World’s Fair**

* Veronica Woolson and Robin Babbo are getting started, recruiting volunteers.

**ii. State Fair**

* Jackie Curtis and Joanne Kelly have recruited volunteers and will be meeting soon to get up and running.

**iii. Indoor Recess Program**

* Going well. Sending notices and e-mails for specific days has worked well.

**iv. Author Visits—nothing to report**

**10. Sprague School Vice Presidents—nothing to report**

**11. Standing Committees**

1. **Links to Learning (Molly)**

* The Links to Learning Committee met in December to review grant applications. There were 8 applications submitted this year with a maximum of $10,000 available for distribution.
* After review, the committee approved 6 of these applications. These items have been purchased and PTO will reimburse the District in the amount of $10,034. The list of approved grant applications is attached.
* Of the two that were not approved, one application was deemed as payable by School District 103 and one application was denied.
* Approved Grants (each school represented):

**Laura B. Sprague School**

Makerspace

A space for all students to tinker, explore, wonder, and create using a student-driven approach. Includes wood ramps, chutes, funnels, creative construction design pieces, blocks, marble runs, Legos and various art supplies.

Requested by Rachel Chiesa, Monica Feld and Pat Mastores

$3,000

**Half Day School**

Classroom Sound Amplification Systems & Lesson Capture Pilot

This system enhances voice clarity and distributes the teacher’s voice clearly throughout the learning space. This enhances the “lesson capture” better for all students and provides benefits for students with ADD, ADHD, hearing impairments and students classified as ELL.

Requested by Sharyn Powell for 3rd grade and Tracy Gordon for 4th grade

$1,589 each

Swivel Robotic Platform

This device allows teachers and students to more effectively capture, manage, and share video. This tool will directly address students standards of collaboration, communication and reflection.

Requested by Patty Lathrop and Rebekka Ristow

$536

**Daniel Wright Junior High School**

The ASE AstroSat Challenge

Students will learn how to collect data in space from a satellite. All 6th grade students will participate in this program through their STEM classes.

Requested by Laura Coirier

$2,300

Ukeleles

These instruments will be used in the music classroom to engage students in a process that develops authentic musicianship and positive attitudes towards music. The primary purpose is to teach and develop music literacy skills through the use of the ukelele.

Requested by Ryan Clarin

$1,020

b. **Executive Committee (PTO Pres)**

c. **Legislative Committee (PTO VP)**

**12. Unfinished Business**

**Need to fill leadership positions for next year.**

**13. Adjournment** – Next meeting Tuesday **March 10**! Time and location to be announced.