PTO Board Meeting

Tuesday February 21, 2012

Daniel Wright Library 6:15 PM

**1. Present:** Katrina Bruley, Sherri Thomas, Jill Mau, Anne Van Gerven, Sandy Simon, Stacy Walsh, Mary Claire O’Donnell, Stephanie Hooper, Christy Greeley, Veronica Pantelis, Tanya Schwartz, Eliisa Capstick, Jan Lamberti, Kristin Keevins, Jane Ernst,

Amy Klein, Erika Tully, Liz Treiber, Robin Babbo, Beth Poteet.

**Absent**: Jackie Curtis, Diane Laudati, Jennifer Qualley, Gina Stec, Linda Pinsel, Diane Gillis, Julianne Spilotro, Vicki Morelli, Beth Ann Fell, Leah Kieffer, Wendy Grujanac, Heather O’Brien, Tiffany Etzel, Yoko Walrath Christy Greeley, Irene Scherping, Anne Rainis, Debbie Fisch, Stacy Szwejbka, Tania Surane, Chirs Udoni.

**2**. Meeting called to order at 6:30 PM.

Minutes from the January 17, 2012 meeting were approved by Amy Klein and

Sandy Simon.

**3. Correspondence and Announcements:**

Administrative Reports: Anne reported that she would pass around a thank you note from Katrina Bruley for the chili day and a thank you note from Mrs. Nora.

She also mentioned the recent article in the Lincolnshire Review about the 6th Grade Social Dance Program. There was also an article in the Daily Herald highlighting the African Map assembly.

**Katrina Bruley-Assistant Superintendent of Instruction**

i.Students will begin taking ISAT tests the week of March 6th. All students in grades 3-8 will be tested in reading and mathematics. 4th and 7th grade students are also tested in science. It is very important that students arrive to school on time, rested, and with a good breakfast on these days.

**ii.** The Annual Report will be emailed to all families tomorrow. This report details our ISAT and MAP scores, but also tells our constituents about our funding sources and spending practices. Additionally, the report provides comparative metrics for ten other school districts, in several arenas, including student performance and district finances.

**iii.** The Encore Committee has been reviewing different options for students with respect to our world languages program and the many opportunities we offer students in our arts education program. The committee will be making a recommendation to the Board of Education at the March 12th meeting.

The Science Committee has been working with the Learning Fund Foundation to develop a “wish list” to enhance our science program. Teachers at all grade levels have had the opportunity to provide input on this important initiative.

1. **School Board – Sherri Thomas**

Sherri reported that Dr. Warren held his first board meeting. The Sprague School air conditioning issue continues to be discussed. There will be a parent survey coming out in the next 2 months.

1. **Half Day School- Jill Mau**

Jill reported, that the Valentine’s Day parties were a great success and thanked everyone for all the food/treats. She really appreciates all the work that has been put into the food issues. The kids were very satisfied and felt like they had a party. Updated the board on the upcoming talent show that will happen on March 23rd and the 4th grade Mad Science Assembly was fun like is usually is.

Half Day now has a School Spirit trophy that they now pass from room to room to highlight classrooms, instead of rewarding them with food. Jill also mentioned that they were excited for the upcoming Bingo night on Friday, March 9th and Fine Arts Day on March 15th. The World Fair for 3rd grade is also being planned for April 5th. ISAT testing will also be taking place in early March. The chorus and orchestra will hold their concert on March 22nd at SHS and the musical will be in mid-May.

**5. PTO Executive Committee Reports**

1. **President- Anne Van Gerven explained to the board-**

The objectives that she previously emailed around to the board members and asked

If there was any feedback, the original goals discussed building a new website, continuing to build Ways and Means, expanding the Welcome Committee with the addition of a Diversity Council, 100% members to be a part of PTO, increasing our

way of communicating, continue to enhance our teacher focus. I also included the ideas of streamlining the board with the roles and the responsibilities;

I took everyone’s feedback. I also included my “techy work plan” that reflects what is happening on PTO throughout the year week by week. This will then be used to update the PTO Hand Book that is currently online. This will be a terrific reference tool as new volunteers come into their position. Recently had a meeting that will we will be updating the PTO registration process. We need to have a separate way to pay for the PTO dues at time of registration. It is important for us to have our own payment system like a PayPal primarily for tracking purposes. We are hoping that there will be a tab for payment that will have PTO dues, 103 for 103,

school supplies, spirit wear and etc… “One stop shopping.” Hopefully, there will be no confusion and people will need to go through this to pay. We want to “test” the process in April with the 8th grade dance tickets to work out any bugs before registration actually begins in May.

On another note, when we hire an assembly or a service that is being paid for by the district in the past a W9 tax form has been supplied by the office from the back end, but now we need to submit a W9 at the time of the service. Katrina Bruley also explained that the district is required to have an official from the district sign actually the contract. In the past volunteers were signing contracts, but the district is actually the responsible party. There was some discussion on how to handle the upcoming Fine Arts Day that has already been scheduled with contracts and etc… it was decided that the W9 tax form will be given to the presenters so they can fill it out on the day of the program and then they can get paid. It is required for programs that the district is paying for only not events that the PTO is paying. The last item is food and hopefully we will hear no more on food. There are now 5 categories for food, PTO sponsor events that is when parents are present. We should know where our events fall, i.e 8th grade Graduation. See attached.

**b. Vice-President-Sandy Simon reported to the board**

I have No Learning Fund January minutes. I do know that The Bowl-a-thon will be held the first weekend after school starts. They are busy working on scholarships and science registries. Learning Fund also still has a few checkbooks left to purchase. Grant the teachers wish program had been a big hit especially with small items. The bigger stuff hasn’t come through so we will do another blast to get more information out to everyone. Volunteer registration forms are due, if changes are needed please let me know as soon as you can. 4th grade State Fair has kicked off, I have my booth leaders in place. There will be more focus on projects. No more quilts, want to make up for that by putting more time into projects. I am also looking at some new assemblies this year. Wildlife is going to be more of a priority. The fair will run May 7th –May 11th . Secondly, Run for the Fields will be held on May 19th at 8 AM at Daniel Wright we will only do a 5K. Everyone including the little kids can walk 3.1 miles. All will be chipped timed and will get an official time and score. We won’t be in the back of the school this year. everything will be in the front of the building. Also no race day registration. Deadline week prior and there will be a late fee. Trying to get people to commit early. Jane Ernst will be designing our t-shirts this year; we want them to be unique every year. Look for registration flyers by the 2nd week of March and will have plenty of time to register. We do need sponsors. The was some talk about renaming the event. Jen Sturgeon has a lot of ideas, thinking it will be less about paying for the fields, Our tagline will be,” Healthy Minds, Healthy Body’s!” We will still have a class competition but no pizza parties. We also hope to have more teacher involvement. We still need money for the fields, our goal is $30,000, which is ambitious, but I think we will get there.

**c. Treasurer-Mary Claire reported to the board-**

Anne sent out January financials and the coordinator tracking reports. Just a reminder that the 2012/2013 budget will be set on February 28th so please get expense reports in so everything can get done accurately. I also set up a shoebox at my front door so it is easy for you to leave any reports that need to be submitted.

**d.Secretary- Stacy Walsh reported to the board-**

1. Room Parents and Half Day Overview from coordinators need to have submissions to the 103 monthly on March 10, 2012 for the April issue.

Will need to send email reminder.

**6. Board Member Updates:**

**a. Communications- Stephanie Hooper reported to the board**

That there is a new website for the 8th grade dance and working on a new process for registration.

**b. Half Day Report Anne van Gerven reported to the board for Anne Rainis who was absent-**

Third Grade Worlds Fair is in good shape. Have a great foundation from last year so they are taken what is there and enhancing what is there instead of starting over.

**c. Room Parents-Tania Surane was absent but Anne van Gerven reported**

That there was no new information to be reported to the board.

**d. Membership/Directory Status- Anne van Gerven reported for Stacy Szwejbka**

That there was no new information to report.

**e**. **Welcome Committee reported to the board- Eliisa Capstick reported to the board** that there is no new information to report.

**f. Fine Arts- Erika Tully reported to the board-**

Fine Arts Day is coming up in less then a month! They are working on room assignments. Have 19 presenters. Lost 4 free presenters, from SHS. Have found 4 other paid presenters. Need to organize whom orders what when it comes to ordering water, breakfast and etc.. For the presenters. There seemed to be concern and confusion on who would purchase what district or PTO? There may be some things that can be purchased prior but in this case it may be that PTO just purchases what is needed and then reimbursement will happen either by the PTO or the district.

**g. HEPCO- Kristin Keevins reported to the board**

HEPCO is up and running and is very busy. We are already at 130 books, about 30 ahead of pace last year. Teachers seem to be using the Google Docs sign up with ease and have all volunteer spots filled except one.

**h. Ways and Means**

 **ii. Book Fair-No report**

 **iii.School Supplies- Beth Poteet and Robin Babbo reported to the board**

They are in the process of getting the final pricing from EPI. It would be nice to have the school supplies offered both online and on a handwritten form. Flyers need to be made and distributed either my email or virtually backpack. Also some discussion about payment options on constant contacts. Probably will hold off and have a push in May closer to registration.

**iv. Spirit Wear- Jane Ernst reported to the board that**

Everything is wrapped up and delivered all refunds have been given. As mentioned I am trying to get the information ready for May registration. In theory the Spirit Wear will be on the students desk the first day of school. This year I am limiting Spirit Wear to 4 items, hoodies, t-shirts, rainbow tye dye t-shirts, and solid t-shirts. There are gong to be many more choices and options to be able to pick from to make it more personalized. Hoping that this will help satisfy and all kids can customize so there will be more interest.

**i. Daniel Wright Coordinator- Amy Klein reported to the board**.

 **Art Cart-**

That there will be another Art Cart done in March for the 5th graders, we will start looking for volunteers soon.

**Colonial Days- Veronica Pantelis**

Was held on February 7th, lunch was provided for the volunteers. The program was from 7:55 am-1: 30 PM and was located in all the DW 5th grade classrooms and 2 labs on the 6th grade hallway while half of the 6th graders were on Outdoor Education during this time so we could use theses new labs- came in very handy for Butter Making and Pen and Ink as it was much easier to clean up. Stayed within the $1250.00 budget. Took about 35-40 parent volunteers to run this program. This program is always well received but hard to do on your own with one person as the coordinator.

**Fraction Café-**

Went well, however had way too much food left over. Need to “tweak” the amount of food that is purchased so there won’t be so much waste. Had to donate quite a bit of food to the Vernon Hills Food Pantry.

**Valentine’s Day-**

Full size candy bars and skittles were offered and the kids were excited. They felt like it was a nice thing to get the full size candy made up for the fact that they don’t get a party anymore.

**Social dance – Diane Gilis**

Is now all completed and was once again successful.

**Eighth Grade Dance- Anne van Gerven**

DJ has been hired (Famos)

* 1. Ann Van Overberghe and Anne van Gerven meet with Mr. Holbrook and Ms. St. Claire to give them an overview of the dance plans

Website was launched as a central point of reference for all dance info (Thanks to Stephanie Hooper!)

Pictures are being collected for DVD and Baby Wall

DVD Skit/Music Video has been eliminated based on feedback from administration and staff

Food, Decorations and Invitation committees have meet and are working on plans

Invitations will be given out in an all class assembly in the lunchroom on April 25

Weekly photo contests are underway using website and K-4 class photos - prizes are movie-box of candy (nurse approved)

Lunch is running smoothly, Red Robin fundraiser raised $253 on Feb. 1, one additional dine-in night planned at Lou Malnati's (Buffalo Grove) on May 9

March we will begin to look at class gift ideas including polling the 8th grade students

April is target for selling dance tickets and using new PTO Online order/payment process.

**j. Sprague School Coordinator- Tanya Schwartz reported to the board-**They are working on Laura B. Sprague Day, fabrics have been delivered and the sewers are in place and are meeting this week with Nancy Brankis. Laura B. Srague Day is around March 13th.

**k. Special Projects- Liz Treiber reported to the board**

They are investigating the possibility of parent programming co-sponsored by SHS consortium districts. Waiting to hear back from D96, D102, and D103 after the assistant superintendents meet on Friday.

**l. Cultural Arts- Jen Qualley and Gina Stec were absent/Anne Van Gerven reported to the board**

All assemblies have been scheduled at all three schools.

**m. Community Relations-Jackie Curtis reported to the board**

Chili Day was well received but there were some requests for no bean chili, for next year. So we will just add that to the volunteer sheet for next year. We supplied the treat for the Star Student treat day. We brought popsicles and the children loved them. There were about 35 children who were recognized. A reminder that Bingo night is coming up.

**n. Health and Safety- Jan Lamberti reported to the board**

She is working with Mr. Halsted at Half Day School to get ready for Jump Rope for the Heart, ordering food through Costco. Then Diabetes Walk is in April and starting to work on the next year 5-8 grade events which will be going through some changes.

**o. Nominating Committee-**

We have met and we have given assignments hoping to have a draft slate by the end of February, which would be amazing. Please pass on any names. Mostly the fundraiser areas are did we still need some help. For the most part it is Book Fair that is open.

**p. Special Projects-Anne Van Gerven reported for Chris Udoni**

 They are meeting this week to continue to discuss the field project. Meeting with Scott G. to talk about the fields and any repairs that are needed. Also will discuss some of the plans for future uses of the fields.

**8. Unfinished Business- Anne VanGerven mentioned to the board**

That she was talking with Kelly DuPont in regards to the parent party and they are thinking about an 80’s theme and targeting mid to late September 2012. Don’t want to interfere with Back to School Bash that is on September 7th.

Volunteer of the Year form will be in the March 103 Monthly and there will be a blast on the Constant Contact. The award will be presented at the April meeting don’t forget to vote.

**9. Meeting adjourned at 7:45 PM**

**The next meeting will be held on**

**Tuesday March 20th at 1:15 PM Sprague School.**