PTO Board Meeting Agenda

January 14, 2014 – 12pm Half Day Library

# Call to Order and Attendance

Attendees:

Alissa Horak

Anne Van Gerven

Kristin Keevins

Molly Shapiro

Beth Hanna

Scott Warren

Jill Mau

Katie Reynolds

Jennifer Qualley

Lorrie Hardy

Sharon Chamberlain

Caroline Cleveland

Beth Konieczny

Robin Babbo

Edward Kogan

Hazel Weaver

Alisa Levine

Linda Pinsel

Michelle Schmitke

Lynn Driscoll

Tiffany Etzel

Kelly Dupont

Michelle Kowalski

Anne Rainis

Tania Surane

Agnes Beatty

# Approval of Minutes from November 2013 Meeting

# Correspondence and Announcements

# Administrative Reports

* 1. **Scott Warren - Superintendent**
* The District has been working on a new website this year and it will be released sometime within the next week. It will be much easier to navigate with a more intuitive layout. New features will include scroll down menus, more accessible online calendars, and a more updated looks. We look forward to the new release in the very near future!
* The District is in the process of withdrawing from our Special Education Cooperative, SEDOL. For the past 5 years, we have steadily been reducing the amount of services we use from SEDOL to a point where we do not have any students currently enrolled in SEDOL programming. Over the next couple of months, we will be attending hearings with the Regional Office of Education seeking the withdrawal. We will then seek to create a much more streamlined cooperative with District 96 and District 125 to share some joint services. Special Education services offered to students will not change.
* Due to the extreme weather and loss of school days this past week, we will be making up those days at the end of the year. The last day of school will be Friday, June 6. The 8th graders will still have their last day of school on May 30th
* Security update: Introduced security cameras at schools, photo ID will be required to enter the building - ID scanned and kept in the office, lanyard issued while person is in the building. Everyone will be notified once this security system takes effect.
	1. **Katie Reynolds – Executive Director of Curriculum & Instruction**
* technology meeting with parents about how technology affects life of students at home, also follow-up events: discussion which includes parents and students in attendance; promoting dr. Adair's presentation on January 22 about Technology.
* 6th, 7th and 8th grade science curriculum upgrade completed; by 2015/16 school year this curriculum will be fully implemented. Next come elementary grades upgrades.
* ISAT exams will be taken for the last time in March; new assessment pilot test to be taken in May
* 8th grade placement tests underway
* teacher technology training currently in process (including Twitter)
	1. **Jill Mau – Half Day Principal**
* Received a 3D printer as a new venture in science and also as a renewable energy option (thank you to PTO Links to Learning Program for sponsoring this)
* Math Olympic event coming to HD on Feb 7th, related to Winter Olympics this year
* Rivershire trips happening now
* Last ISAT season
* Annual World Fair and State Fair coming up

**d. Anne Van Gerven - School Board**

* Board meetings and Administrators attended the Triple III Conference for Illinois School Boards on Friday and Saturday, November 22 and 23rd in Chicago. It was an excellent opportunity to learn about new ideas and strategies for schools and school boards. December 103 Monthly article highlighted some board member feedback.
* Keynote speaker on Saturday was Tony Wagner who spoke about the need for education to change to meet the future needs of our children – particularly around the four C’s: Collaboration, Communication, Creativity and Critical Thinking.
* After the keynote we attended smaller breakout sessions including some on 1:1 technology, Online learning, SEL, Education Law, Pension Reform, School Security and Legislative Advocacy in Springfield.
* SEDOL – Withdrawal hearing with the Regional Office of Education (ROE) began last night. Email communication to parents was sent yesterday to inform the community about the District’s desire to Withdraw.
* Upcoming Topics in next few months: ELM Evaluation Committee Updates, Finalize hiring of new District Architects and the start of a Facility Plan Process, First steps of Vision 2020 Planning
* Next Board meeting is tonight (1/14) at 7pm in the DW Library.

# PTO Executive Committee Reports

**a. President - by Kristin Keevins**

* We will present an update on our PTO annual goals at the February meeting.
* With our school allocations dollars so far we have purchased a gaga pit for DW and provided $1000 in books to teachers and the library. Lastly, we are supporting the charter fee for the Girls On The Run Program at Half Day. We are excited to see this program get started and for them to participate in our 5K as a training event!
	+ 1. PTO Roles for next year

We will be looking at developing our board for next year. We appreciate your time and dedication to PTO and hope you will continue to volunteer for our programs. You will receive an email from Michelle Moody asking for your intent to return - please reply so we have a better understanding of our board. If there is some other role you are interested in, please give Beth Hanna or Kristin a call. Most importantly, we find we get a better response for volunteers if they are personally asked to help. If you have a friend or new neighbor who may want to be a part of our leadership team, please reach out to them or let us know their name and we will call them.

* + 1. Notes from Home

Carrie McCarthy brought to our attention that parents (and the schools) wanted the Notes from Home Pads. We decided to undertake the initiative - Pads now available for sale at schools' offices.

**b. Vice President - by Beth Hanna**

1. LFF Update - annual report came home with youngest children
2. OMMPa Update

January 29th Music Boosters has partnered with the Corner Bakery in Vernon Hills for a dine-in/take-out fundraiser. 15% of all D103 sales go to Music Boosters. You must identify yourself to the cashier as a Music Boosters supporter.

* + 1. Volunteer lists/needs

It's here: Solo & Ensemble Competition comes to Daniel Wright February 21st and 22nd. Electronic Sign-up Sheet for volunteers is being circulated via the link below. Please sign up for a shift and forward the link to a friend. 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

**c. Communications - by Agnes Beatty**

* 103 Monthly Article - Half Day Coordinators Due January 17 (Carrie McCarthy working on it)
* Constant Contact/Google Docs Process Questions - Jane Ernst works on issuing CC, needs two weeks notice prior to releasing a CC. Also remember to send Agnes all documentation related to your activities, so it can be stored appropriately on Google Docs.
	1. **Treasurer**
* Current Financials
	1. **Ways and Means - by Beth Konieczny**
* 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: Received 1 additional donation for a total of 120 families raising $12,360.
		3. Membership: Working on addendum to be distributed via constant contact before end of month.
		4. Book Fair - by Alissa Horak
* The December 7, 2013 book fair went very well. After hours of entertainment by our students, many amazing volunteers, awesome raffle prizes and a community that we can always count on we have raised over $6500. We have yet to receive the donation from Go Roma for that day (estimated $500)
* We were able to donate hundreds of dollars in books to many of our district staff, including many specials teachers and all 3 of our libraries.
* We donated 145 books to Reading Power so their students could all go home with a new book for the holidays.
* The final numbers from Bernie’s Book Bank have not come in yet, but for 2 weeks the donation bins for gently used books were very full.
* Overall, the fundraising event was a success!
	+ 1. School Supplies - by Veronica Woolson, read by Beth Konieczny
* signed contract with EPI in December and we will receive 10% discount
* received changes to school supply list from all the grades (all three schools)
* updated next year's lists for all the grades (all three schools)
* will send EPI our updated list early next week

Additional updates on pending items from last year (this school year)

* talked to EPI about ear buds falling apart/not working for Half Day kids. We were given two resolutions, and Mrs. Mau agreed to the second resolution (giving us credit for the earbuds for next year's cost. So costs of earbuds from 2013-2014 will be deducted from overall school supply cost in 2014-2015).
* just found out from Amy Hull that the headphones from Sprague are falling apart. I emailed back to see if the headphones are really falling apart and not working any more, and if they want the headphones replaced now. We have a one-year guarantee from EPI, so if the headphones are no longer working, EPI will get them replaced.
	+ 1. Spirit Wear - by MICHELE SCHMITKE: Mid-year spirit wear sale
* The sale runs from 1/17 through 2/2.
* We are using a new vendor and all purchases will be made on line.
* Purchases will be delivered to homerooms.
* The sale is being advertised through email blasts, newsletter posts and hard copy fliers sent home and posted in schools.
* A district wide email will be sent on 1/17 directing families to visit www.americanoutfittersltd.com to make their purchases.
* This is a great opportunity for new families as well as those who may have missed purchasing during the registration process to get their spirit wear.
	+ 1. Run for the Fields - by Tricia Jette, read by Beth Konieczny
* Received insurance from USATF (track and field) for our event and it is now posted on their event calendar.
* With this insurance forwarded to Lake County, I am waiting for Lake County's official approval which is also pending upon receipt of the Village's police department sending a letter confirming their involvement in traffic control
* Brain Terwilliger is the going to be in charge of the timing of the race and has reserved the timing company for the event.
* Sponsorship letters and spreadsheets have been updated and modified and are ready to go out to sponsors.
* Task lists have been revamped for the individual volunteer jobs that we are dividing the coordination of this event into and will outline what each lead volunteer is responsible for and the timeline in which to achieve the task.
* Hoping to announce a kickoff meeting for late next week to get the team together and all areas.
* looking for signs and permits volunteer position
	+ 1. DW Pizza Lunch - by Lorrie Hardy, read by Beth Konieczny
* Pizza Re-orders are due on January 17, 2014. A constant contact blast was issued on January 8, the DW Weekly has published the Re-order information and the PTO store is now accepting re-orders. All looks good.
* Individual emails also sent out to families to make sure all remembered to re-order.
	+ 1. Camp Fair - by Wendy Miller, read by Beth Konieczny
* Camp & Summer Adventure Fair: Sunday, February 9th, 11a-3pm
* Camp Registration: 55 Camps registered
* Publicity: Electronic Promotions Started, Advertisement currently running in Chicago Parent Magazine, Posters being completed, Booklet being compiled, PTO contact list has been updated; letters to be sent electronically
* Entertainment: Balloon & Face Painting entertainment confirmed
* We ask that you all plan to attend, encourage your friends to attend
* Make It Better Magazine involved in advertising.

# Board Member Updates

1. **Community Relations - by Kelly Dupont**
	* CR provided treats to the school board for school board member Appreciation on November 12 and snacks for the teachers on Nov. 25 for parent teacher conferences. From the feedback we have received was that the teachers are very appreciative of the small gesture and enjoy having snacks and waters available.
	* The next big CR event will be the all staff PTO lunch to be rescheduled to Thursday, Feb. 27th. We will be sending a sign up sheet at the meeting.
	* Friday, March 7th will be the annual Bingo night for EC -4th at Sprague from 6:45pm - 8:00pm. The cost will be $7.00 per family and there will be NO prizes. A treat will still be served.
	* Thursday, March 13th CR will be providing snacks for parent teacher conferences.
2. Welcome Committee
3. Parent Education Committee - by Michelle Kowalski
* CPN is hosting Dr. Catherine Steiner-Adair, internationally recognized clinical psychologist, author, and Harvard Medical School instructor: *The Big Disconnect: Protecting Childhood and Family Relationships in the Digital Age* 7pm-9pm Wednesday, January 22, 2014, Stevenson H.S. Performing Arts Center. We highly recommend this event. Please tell friends and encourage them to come.
* We (D103 Parent Ed along with LCNS and Tamarak) our hosting Lincolnshire's: Michael Brandwein "WHY DON'T YOU BEHAVE?!":

The KEY SYSTEM Solution to Handling Negative Behavior

While Teaching Positive Choices. For parents of children in pre-K through 8th grade, 7pm-9pm Wednesday, February 12, 2014, Daniel Wright Middle School Cafeteria, 1370 N. Riverwoods Rd. Lincolnshire

We highly recommend both of these events. Please tell friends and encourage them to come.

* Parent Education along with Kristin, Beth, and other interested moms had a meeting in December with Katie Reynolds to discuss technology issues at the schools and ways that the school can help educate students and parents about technology. We thank all the dedicated parents who helped us bring this need to the attention of the district.
1. Boo Bash - no report.
2. Grant a Teacher's Wish - by Amy Morrison: no report.
3. **Cultural & Fine Arts - by Ed Kogan**
* Still looking for presenters
* Cultural Arts: all contracts signed
* Asia map currently going on
1. **Daniel Wright Coordinators - by Jennifer Qualley**
* Winter parties: 5th grade has a movie in the classroom. teachers choice. PTO supplied the water and pirate booty. 6th-8th had treat day during lunch. PTO supplied Hershey bars and fruit rollup. Last treat day is Valentine's day.
1. Colonial Days
* coming up in Feb.
1. Fraction Café
* date change due to school closings. New date Jan. 24th
1. Art Cart - by Anne Van Gerven
* We held out second art cart session two weeks before winter break (Project 2: December 10-13, 2013 (Mexican Yarn Painting))
* We had some parents ask about volunteering for this program (and this project could use a few extra hands) so we sent out a quick email (via room parents) to let parents know they are welcome to help -if they want a chance to get into the classrooms. We got some more volunteers which were helpful.
* Next Art Cart is March 18-21, Watercolor Painting.
1. Lighted School House
* Dec 6th for 5th and 6th grades. Had a dj, pizza, games and snacks.
1. Dance Lessons - by Dianne Gillis
* Pass out invite for social dance
* Dance lessons began last week, 1/10/2014
* Talk about dance demo at DW on 12/11
* Went to DW again last week to clear up any misconceptions (asking girl to dance, needing a date)
* As of today, 1/14/14 there are 73 students enrolled. 5 more boys than girls
* This Friday, 1/17 is bring a friend complimentary
* 22 volunteered to chaperone
* Fees generated are (73/students x $70 fee = $5110)
* We pay instructor $55/student
* PTO generates $1095 profit
* Only 27 parents paid by check or cash, the largest portion paid via paypal
1. 8th Grade Dance - by Stacy Walsh, read by Jennifer Qualley
* Held a informational meeting in December 2013. Volunteers signed up to lead the different committees. Other volunteers have been gathered to assist with the dance. Will send out another blast to see if there if any other volunteer that was missed.
* Having a Committee Chairman meeting on Monday, January 27th to future discuss committees and responsibilities. They will then need to establish meeting for their individual committees.
* Will be sending a letter to the parents to explain dance and any other graduation celebration details in February.
* Still deciding on the theme. Talk about sending the wrong message with the "Club dW" name. Chairs being assigned to specific jobs.
1. Health Events - by Tiffany Etzel
* 5th grade Guys & Girls Nights Out were held in November with over 100 students attending (54 girls, 56 boys). Feedback surveys were completed by 30 parents and are being assessed to determine if changes should be made for next year (so far feedback is positive)
1. 6th grade picnic - by Lauren Seiden: no report.
2. Washington DC Trip
* Medical form went out and roommate selection.
1. **Half Day Coordinators - by Sharon Chamberlain**
* Holiday parties were held and were a success. The Children really enjoyed making the squares for the Linus Blanket project, would continue using a philanthropy project as the theme of the party.
* Caves coming to Rivershire
* Author Visit was a success, kids loved interacting with Charice Harper; ran out of books that were ordered but working with Amazon to successfully complete the orders
1. World's Fair - by Chris Acampora
* 4th Grade State Fair will begin active planning of our event this month.
1. State Fair - by Lynn Driscoll
* Fair Volunteer meeting on January 29th, location & time TBD
1. HEPCo - by Sharon Chamberlain
* Volunteers are still needed for HEPCO an email was distributed to all the classrooms.
	1. **Sprague Coordinators - by Caroline Cleveland**
* The Winter parties were a success. We had switched the second grade philanthropy project this year. The children were to create greeting cards to donate to Lurie Children's. The children did a great job with the project.
* Library Aides running smoothly.
* Art work for December was hung for Mrs Feld
* Pilgrim Simulation for 2nd grade wrapped up in December. They went very well.
* Native American Feast took place in November and was a great success.
* The author's visit in December went well. Unfortunately, we did not receive a small amount of books for the author's book signing due to some of the titles being out of print.
* Next on the calendar - PTO sponsored Valentine's Day treats.

# Standing Committees

* 1. Links to Learning (PTO VP)
	2. Nominating Committee (PTO Pres) Intent to Return due By January 31st
	3. Executive Committee (PTO Pres)
	4. Finance Committee (PTO Treasurer)
	5. Legislative Committee (PTO VP)
	6. Volunteer of the Year Committee (PTO VP)

# Unfinished Business

# Adjournment – Next Meeting Tuesday, February 11, 2014 *at* 6:30 pm in DW Library