**MINUTES**

**PTO Board Meeting January 13, 2015**

**12:00pm Half Day Library**

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

Linda Pinsel

Jackie Curtis

Veronica Pantelis

Jill Mau

Judy Frank-Gonwa

Beth Hanna

Tania Surane

Anne Van Gerven

Michelle Kowalski

Kelly Dupont

Alisa Levine

Kate Harper

Kristin Keevins

Molly Shapiro

Karen Borgerding

Agnes Beatty

**2. Approval of Minutes from November 2014 Meeting**

**3. Administrative Reports**

**a. Scott Warren- Superintendent** (No report)

b. **Katie Reynolds – Assistant Superintendent for Instruction (read by Judy Frank-Gonwa)**

* Reminder that the 5Essentials Survey is now available on the school website. Not a mandated study. It is a tool the school uses to get more information on how they are doing. (Mrs. Mau —We need 20% to get results so please participate and encourage others to participate. This survey gives us good feedback.) Jackie Curtis: put in the e-mail that we need a certain percentage to even get results.
* Department Update

The department continues to be busy planning for PARCC assessments, and working with middle school science teachers on developing curriculum for the Next Generation Science Standards, digital citizenship and social emotional learning (using Second Step for K-5 and implementing a child protection unit mandated by state law). We are also helping to provide professional development for the middle school social studies teachers on the C3 (College, Career and Civic Life), teachers who are now teaching in a 1:1 environment and the new writing program at Sprague.

PARCC assessments are for 3rd-8th grade and will be conducted in March.

* Enrichment Learning Committee

The final ELM committee meeting will be held on Thursday, January 15, 2015. This meeting was originally scheduled for last week, but was cancelled due to the cold weather days. The committee has met twice this year to provide input into different sections of the committee report that will go to the Board of Education on Tuesday, January 20, 2015.

* Parent Presentation

Please join us tomorrow, January 14, in the Daniel Wright cafeteria at 7:00 p.m. for an informative presentation for parents by Dr. Devorah Heitner. During this presentation for parents of students in grades K-4, Beyond Screen Time: Navigating Technology from the First Finger Swipe, she will offer suggestions about key media issues to discuss with your child.

* Parent and Student Surveys

Students who are in 1:1 classrooms will be given a survey at the end of January. This will be the same survey that was done in late fall. We are trying to evaluate students’ level of engagement in learning activities whenusing the iPADS. Parents will also be surveyed using the same survey they completed in late October. We will then compare survey results to the baseline data we obtained in October. This information is used to inform parent communication and improve the learning environment.

c. **Anne Van Gerven - School Board Member**

* 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 will be publicized by end of January for public comment.  A final plan is then scheduled to be presented to the Board for approval at the February 17th Board meeting.
* 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.
* On December 12, Jill Wechselberger (DW Teacher) received a Symetra “Heroes in the Classroom” Award from the Chicago Bears.  Sherri Thomas’ son nominated her.  Pat Mastores (Sprague Teacher) received this same award earlier in the year based on a parent/student nomination.  We are lucky to have such an amazing staff at our schools.  If you are interested in recognizing someone, please consider the following opportunities to do so (just to name a few):

o   <http://www.goldenapple.org/nominate-a-teacher>

o   <http://chicago.cbslocal.com/2014/08/12/nominate-a-teacher-for-nius-teacher-of-the-week-contest/>

o   <http://symetraheroes.com/teacher/nominate/chicago-bears>

o   <http://blackhawks.nhl.com/club/page.htm?id=93567>

o   <http://digitalivy.com/9DCGIT>

* Next meeting is January 20, 2015 (Regular Meeting)

d. **Jill Mau – Half Day School Principal**

* Half Day has had a great start to the year.
* We are busy preparing for the upcoming PARCC testing. The kids are aware of the testing. The tests conducted in March will be performance based, there will be five sessions, 3 ELA and 2 Math. The tests are computer based. We don’t know when we will have results.
* Changes to indoor recess were planned over the summer. They are going well. Thank you to Jackie Curtis for implementing the changes allowing kids to rotate and do different activities instead of being in the gym the whole time. Both parents and kids are enjoying the changes.
* There is an upcoming author visit on January 22 from Barbara Rosenstock. The kids are learning about her books in library, music and art. Thanks to the PTO for this program.
* The Stevenson concert in December went well. It was nice to be at Stevenson with more room than Daniel Wright. The next concert is April 8th.
* Ms. Franz is busy planning the school musical.
* We are busy planning for Explore the Arts Day to be held at Half Day this year on March 4th. Artists are excited. We have some new things like yoga this year. Will have a large group assembly too—“Be the Groove.” More crowd participation.
* The giant map of Europe has arrived after some weather related delays.

**4. PTO Executive Committee Reports**

1. **Recording Secretary—Karen Borgerding**

**I. School Board Sign Up**

* We need one more person to sign up for Jan 20 at 7pm @ DW

* I will resend link for sign ups to end of year.

**II**. **Correspondence and Announcements**

* Thank you note from Mrs. Mau to the PTO and Jackie Curtis for Indoor Recess program.

III. **Written reports for minutes**

**b. President—Beth Hanna**

I. **Daniel Wright Carpool (Linda)**

* Linda Pinsel met with Michelle Blackley on 12/1/14, a few days after she met with Anthony Mendoza, Director of Transportation.  They decided to put the am drop off procedures to bed for now. Mr. Mendoza felt that all the options to hold the buses have been explored and at this point, there is no place to have them wait.  Mrs. Blackley requested to have the drivers be respectful to the parents and watch and hold back when traffic is backed up.
* In terms of pm carpool pick up at DW, Mrs. Blackley has no staff to take on pick up procedures. She has sent out emails and will ask at their staff meeting.    The PTO does not want to "police" each carpool line without staff present, so we are on hold until a staff member takes the stipend available for afternoon pick up.

**II. Carman Elementary**

* This project had great steam and many willing PTO board members and Spanish teachers.  A special thank you to Alisa Horak, Kristin Keevins and Jackie Curtis, who met with the Spanish team over the 2014 summer.  We established lead teachers at each school to facilitate a program.  Unfortunately on 8/8/14, the principal of Carman Elementary e-mailed Beth Hanna and informed her that the teacher who was to be our contact left her district and that she'd get back to me if she found someone else.  This was right in the middle of PTO's "busy season", and so Beth Hanna made the decision not to pursue it.

**III. Extracurricular Grant Program**

* Beth Hanna and Molly Shapiro met with the school principals on 12/3/14 to gather their input on the Extra Curricular grant program.  They requested that they not be the first point of review, so the wording and processing was changed accordingly.  We just have one more step before announcing and releasing this program, which is finding a good name for it!   Some suggestions are:

Pathways to Progress

                    Extra for Extracurricular

                    E.X.T.R.A.

(EXtracurricular T (trust, tribute, tokens, towards),                        Remitted to All Schools)   ???

Extracurricular (Elevation or Expansion)  Grants

**IV. Volunteer Survey—nothing**

**V. DW Star Student revision**

* Beth Hanna is working with Melody Littlefair. DW Vice Principal, Student Services, to revise the Star Student program to align with the new SEL initiatives and include all grades at DW.  At this point, Mrs. Littlefair is going to set up a meeting between the SEL committee, herself, Beth Hanna and the DW School VPs.
* Might not have anything this year. Want to tie it in to SEL language. Looking at doing it for 5-8th grades. The selection process has caused issues and is not well defined.

**VI. Volunteer Bios to help prepare for slate filling**

* We need a few volunteers to Volunteer to have their picture and a short interview with the following questions answered to use as slate filling promotional material.   Name, Grade of Child(ren), Work status, What you do for the PTO, and How you make it work with your schedule.  We need 5-8 volunteers.

\*\*Executive committee is meeting on January 23rd. Please let Beth know if you want something to be discussed at this meeting.

**c. Vice President—**

I. LFF Update— nothing

II. D103 Music Boosters Update—nothing

**d. Communications—Agnes Beatty**

1. **Media reports**:

I wanted to give everyone a quick update on how things are rolling on the tech side.

* As for our website, things were slow this past month due to the holiday break. We had on average about 30 views daily, with exception of December 17th (240 - social dance lessons) and January 6 (117 - pizza blast). These numbers have increased to about 40 view daily after school has resumed.
* Constant Contact: we sent 12 CCs last month (none during the break), which is more than the month before. Open rate varies from 36% (Camp Fair Registration Reminder) to 61% (Social Dance). Click rates reach 24% (Pizza Orders).
* Facebook: We had 10 new likes this past month. The most popular post was the Thank You for the Book Fair (219 clicks). I encourage you all to Like our posts, because Facebooks sends popular posts to more people, therefore increasing our exposure.
* We signed up for Sign Up Genius, which allows us to better allocate volunteers and manage them. If you don't know what it is, you can visit PTO website, there are currently two events going on which use Sign Up Genius. If you need help setting it up, I'm here for you. Paid account allows us to skip ads and change settings such as hide past dates and other perks.
* If you find any other tech solutions you think PTO could use, let me know and I'll be happy to test it.
* Please send me files from your events for backup on Google Docs. Docs, spreadsheets, pictures, you name it. It will help future volunteers to create the events. Molly and I will also need end of the year reports on those events that have been completed. Do not wait until the end of the year, when a lot of details will be forgotten. I should have distributed an example of end of the year report at our first meeting this year - let me know if you need a copy.

**e. Treasurer—Molly Shapiro**

I. December financials (sent via e-mail)

* + - * We are in good financial shape
      * Everyone is doing a good job with expenses.
      * The book fair did very well financially.

**f. Ways and Means—Kristin Keevins**

1. Premier PTO Sponsors—-nothing

II. $103 for 103

* Tax receipt letters coming by email using PTO email account.

III. Membership

* Membership will be completing the directory addendum to be delivered later this month.  We need to determine if we should continue to distribute to all as a pdf via constant contact (there were questions on privacy as a google search pulled up prior years) or as a hard copy.

IV. Book Fair

* 4700 books collected for Bernie's!!!  Exceeded our goal by 709.
* 197 books bought and wrapped for Reading Power and were delivered in December. Many books delivered to D103 staff and teachers!
* Gross Revenue = $8805.67

Raffle  $3525

Barnes & Noble $4873.16

Go Roma  $407.51

Expenses = $554.32

Kiosk $133.50

Flyers $420.82

* Total Proceeds: $8251.35

V. School Supplies

* We have new school supply lists from HD and DW. SP is getting me their lists by Friday. I will then start working with EPI on pricing kits for this year.

VI. Spirit Wear—Nothing

VII. Run for the Fields/5K - Update

* We have some interested volunteers and will discuss the event with them in the next two weeks. We may be working with NJHS on a combined fundraising event which will give them leadership/fundraising opportunities and assist the PTO.

VIII. DW Pizza Lunch

* Current lunch session ends on Wednesday, January 14th  New  lunch session starts Wednesday, January 21st and runs until Wednesday, May 27th. Online PTO-Store Orders are due by Friday, January 16, 2015.
* Kristin is investigating a questions regarding a Credit for cancelled lunch
* Options for missed school days?

IV. Camp Fair

* + - * February 8th.
      * We have 50 camps signed up for the fair and 2 are signed up for the virtual fair only (where we were last year at this time).  Many sign up in the last two weeks. Our goal is 70 camps.
      * We extended registration until Jan. 18th to see if we could get a couple more camps. We just sent out a final email to camps yesterday. We will see what happens.
      * Publicity in swing.  We have started getting the word out to the community. Susie has placed ads with Parent Mag and the Pioneer Press. Wendy dropped off flyers to all of us this weekend and we will be spreading them throughout the community.
      * Reaching out for volunteers via Susie Durlacher for Sat. afternoon set-up and day of.  Any interested people should reach out to Susie. An e-mail will be going out soon.
      * Please like or share any postings to spread the word.
      * Elzan is heading up logistic the day of the event and has things set. Elzan and Susie are working on entertainment and hope to get who we had last year.
      * We will be ready!

**5. Community Relations**

i. Welcome Committee (not read)

* Submitted the New Family list to the Membership Committee.

ii. Hospitality

* Sent sign up sheet to help with the PTO Sponsored Chili Lunch for staff at all three schools on February 19th.

iii. Parent Education

* Parent Ed has the following speaker coming in March:

**Dr. Caroline Adelman,** Northwestern University,

Wednesday March 11, 2015

7:00-8:30PM

Daniel Wright Cafeteria

*Fostering Resilience: How to Help your Children Thrive in the Face of Stress & Anxiety*

Caroline Adelman, Ph.D. is an assistant Clinical Professor in the Department of Psychology at Northwestern University. Dr. Adelman works with teachers and families to foster healthy development of students within a school setting. She is passionate about providing families with the information they need to support children as effectively as possible.

* Please also do not miss CPNs upcoming speaker. Parent Education highly recommends and encourages you to attend this speaker:

NOTE: This event was cancelled after it was announced during the meeting.

**Ted Gonder**

Thursday, Feb 12th, 2015

7-9pm

Stevenson West Auditorium

*"Finding Success: Unconventional Tips from a Millennial Entrepreneur”*

This event is for parents and children (ages 12+)

Ted Gonder is a nationally acclaimed social entrepreneur. He is the youngest member of the President's Advisory Council on Financial Capability of Young Americans. He is also the co-founding CEO of Moneythink. If your children are stressing about SATs and ACTs and getting into the school of their choice - please go see this with them.

iv. Grant a Teacher's Wish—nothing

**6. Cultural & Fine Arts—Lisa Lewis (not read)**

Cultural Arts:

The Giant Map of Europe has arrived last week for HD school.   The 3rd and 4th graders will be enjoying learning a lot about Europe.

Mobile Ed Animals will be presenting to the Kindergartners on January 15th and staying afterwards for 103 club!

Explore the Arts Day:

We continue to solidify and get all the needs of our artists for March 4th.   We met with the staff at HD on Friday the 5th and we will have all needs and info from artists no later than the end of January so they are able to assign artists rooms as well as start the grouping process for the Children.

We have 17 artists signed up electronically and expect 25 artist total to be signed up by end of January.

**7. Daniel Wright School Vice Presidents—Tania Surane**

1. Colonial Days

* Feb 3rd: Coordinators kicked off their meeting this week. Marina has been working on the volunteers, has contacted Carrie Dwyer, and is working with Agnes to get a volunteer sign up site on Sign Up Genius. Materials are being ordered and purchased for the projects for that day. We are on track and feel confident things are going well.

ii. Fraction Cafe

* Jan. 23rd. Planning is well under way. In the process of recruiting volunteers for that day- well over 24 volunteers needed to cover all the spots!

iii. Art Cart

* + - * Ran a successful Art Cart program featuring a yarn art project in December; Watercolors along with the work of Georgia O’Keefe will be in March.

iv. Lighted School House— nothing to report.

v. 6th Grade Dance Lessons—Linda Pinsel

* 6th grade Social Dance is 1 week into its program. We have 83 students signed up and may get a few more after the kids talk about at school this week. It was a fun night!  We have more boys than girls signed up so could use a few extra girls.

vi. 8th Grade Dance— Veronica Pantelis

* The 8th Grade Graduation Dance Committee heads are meeting this month, work is continuing, the theme is "Celebrate the Night, Black and White".  It has been approved by the principals.  Letters are getting ready to be sent requesting 8th grade pictures.

vii. Health Events—Nothing

viii. Front Desk Office Shifts

* There are still a few slots open to sign up.

ix. Author Visits and Reading Recess— nothing

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

1. World’s Fair

* For 3rd graders. Planning has begun. We are meeting with the teachers and moving forward.

ii. State Fair

* For 4th graders. We will meet with teachers next week. We have secured a lot of the booth leaders already.

iii. Indoor Recess Program

* Sign ups are going slow. Doing all we can to publicize.
* Maybe create a sub list?

iv. Author Visits

* Next week as mentioned by Mrs. Mau.
* Children will meet with author in small groups.

**9. Sprague School Vice Presidents—Alissa Horak**

1. Native American Feast—none

ii. Pilgrim Simulation—none

iii. Author Visits—none

iv. Holiday Parties—(read by Karen Borgerding)

* Holiday parties went well.  Kindergarten loved their gingerbread house placemats, 1st grade had a great time with their frames and 2nd grade's new philanthropic activity making hot cocoa cones for the elderly went well.
* Art was hung in December.

**10. Standing Committees**

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

* The committee met in December and reviewed the grant applications that came in. We are waiting on the final report before sharing the details. There was at least one grant winner at each school.
* (Mrs. Mau) Half Day got a grant and has ordered two sound amplifier systems.

ii. Executive Committee (PTO Pres)

* Will meet on January 23rd. Please let Beth know if you have anything you want to be discussed.

iii. Legislative Committee (PTO VP)—nothing

**11. Unfinished Business**

* + - * Discussed names for Extra curricular grant program.
      * Program to give money to teachers, staff, parents, any one in community for activities. Example: Science bowl travel

**12. Adjournment** – Next meeting, (*NIGHT MEETING*!), February 10 in the DW Library at 7:00pm.