**MINUTES**

**PTO Board Meeting May 12, 2015**

**12:30pm Vernon Area Public Library**

**1. Call to Order and Introductions**

Caroline Cleveland

Molly Shapiro

Ella Shlyak

Karen Borgerding

Michelle Kowalski

Marina Becker

Linda Pinsel

Julie Freeman

Kristin Keevins

Astha Bhattad

Gayathri Kalyanaraman

Agnes Beatty

Christine Murray-Upadhyay

Anne Van Gerven

Anne Ranis

Tiffany Etzel

Michelle Moody

Scott Warren

Denisia Anta

Beth Ghorbani

Leslie Cornell

Brenda Cobb

Marianne Footlik

Stacy Szwejbka

Elzan Ohlwein

Lisa Lewis

Brynn Cynor

Katie Wolf

Rilina Ghosh

Julie Kelly

Jodie Halazonitis

Diane Lefebvre

Kim DIsbrow

Jackie Curtis

Lily Farahmandpour

Tricia Jette

Michele Schmitke

Debbie Fisch

Tania Surane

Beth Hanna

**2. Approval of Minutes from April Meeting—Approved**

**3. Administrative Reports**

1. **Dr. Scott Warren- Superintendent**

* Thank you to the PTO for all you did for Teacher Appreciation Week. This was the best week yet.
* Facility Community Engagement Process and Budget Hearing
  + - On May 26, 2015 the District will host two community events. The first will be a Facility Community Engagement process to discuss the space issues we are experiencing and how we are planning to address those issues. Community members will be able to ask questions and provide input into the process. Will have an architect present and it is an open forum for discussion.
    - That same evening, we will hold the annual budget hearing to review the 2015-2016 tentative budget and provide community members the opportunity to ask questions.
* Will be at Daniel Wright at 7:00. Materials will be available ahead of time.

**b. Mrs. Anne Vangerven - School Board Member**

* 1) Thanks to the entire PTO Board that has worked so hard this entire year to benefit our schools and our kids.  I know how much work goes into all the programs, events, fundraising and volunteer activities and it is deeply appreciated and is one of the things that makes D103 so special.
* 2) Over the summer the board will be working with the district architects, administration and staff to identify a facility improvement plan.  Community engagement in this process is important to us.  One way to be involved is to attend the information night on May 26 when you can learn more about the D103 facilities and share your thoughts/ideas on various scenarios for expansion, renovation, etc.  We will also be using an online site - Mind Mixer - to share updates over the summer and for you to ask questions, provide input, etc. into the process.  You can visit the district webpage for easy access to this site and more information as we work through the summer.

**4. Recording Secretary—Karen Borgerding**

1. **Correspondence and Announcements**

* Please sign the retirement cards for the retiring staff members and teachers.
* I am also passing around several thank you notes from teachers for Teacher Appreciation Week. Beth also sent out an e-mail with many emailed thanks from teachers and staff.

ii. **End of the Year reports go to Agnes.**

**5. Community Relations**

1. **Hospitality—read by Karen Borgerding**

* On Wednesday, April 22 we had Admin. Appreciation Day. We handed out a total of 10, $15 gift cards to Cheesecake Factory to the Admins at each school.
* On, Wednesday, May 6, it was Nurse's Appreciation Day, we gave out 3, $15 gift cards to Cheesecake Factory to each nurse at each school (was read incorrectly as $25 gift cards).
* Upcoming events:
  + - We have NJHS, National Junior Honor Society, on Thursday night May 21st at DW. We will provide 250 cookies and mini bottles of water,  and balloons.
    - Graduation at SHS on Saturday, May 30th and we will provide 1,000 cookies, waters and juice, balloons.

**ii. Parent Education—Michelle Kowalski**

* Please do not forget that Craig Kielberger from Free the Children is coming this Sunday, May 17 at 6:30pm at DW. This is a parent/child event (recommended for kids 11 and up). The title is “The World Needs Your Kid: How to Raise Kids that Care and Contribute and (are Happier, Healthier and More Successful).
  + - * We have about 200 RSVPs thus far.
      * This is an amazing opportunity, please come.
* Also, we are starting to plan for next school year. Please let us know if you have any recommendations for speakers or topics.

**iii. Teacher Appreciation Week—Tricia Jette and Kristin Keevins**

* The week went very well. We coordinated events between schools more this year, doing similar things yet still allowing each school the freedom to do school-appropriate activities.
* Thank you to all who participated.
* Teachers were very grateful and we have received lots of e-mails and thank yous from them.

**5. Cultural & Fine Arts—Lisa Lewis**

**i. Cultural Arts Assemblies**

* + - * May 6 was Wheel of Wisdom for 5-6 graders at DW
      * May 20 is Great American Challenge for 3rd graders at HD
      * South America has been requested by the National Geographic Giant Map for next year. Mrs. Mau requested it because the Olympics will be there in 2016.

**ii. ETAD:**

* + - * Email has been sent to FA department at Stevenson as well as Mrs. Blackley in regards to setting a date for ETAD at DW in 2016.
      * ETAD at DW is twice as big as other schools. We are looking for about 40 artists (as opposed to around 20 at the other schools). If you know of any artists who might like to participate, please let me know. We need at least one more person to chair this event. Preferably someone who has a kindergartener and ETAD will be at Sprague the following year.

iii. Thank you to Caroline and Carrie for working with me this year. Thank you to Marina Becker for joining the team.

**6. Daniel Wright School Vice Presidents—Tania Surane—Nothing**

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

1. **World’s Fair and State Fair**
   * + Both went well.
     + We still need someone to chair Worlds Fair next year.

**8. Sprague School Vice Presidents**

1. **Walk for Diabetes Day**
   * + Weather was cold, but all went well.
     + Raised $27,000

**9. PTO Executive Committee Reports**

**a. Communications**

1. **End of Year Reports!**

Please turn end of year reports to Agnes. Provide a summary of your event, along with timelines, money spent, details on communications, etc.

**b. Treasurer**

* Current Financials
  + Distributed via e-mail to the current board
  + We are in good financial shape
* 2015-16 Budget Approved via e-mail. Will be posted on website.
* $25,000 Approved for Star Lab via e-mail
* Submit expenses for reimbursement by May 15th for completed programs and by June 15th for year-end programs so I can close out the books.

**c. Ways and Means—Kristin Keevins**

**I. Run for D103 - Update**

* Weather looks good, please come out.
* Funds go to PTO, with 20% going to CASA for NJHS.

**II. Membership—Debbie Fisch**

* Voted on PTO Directory cover contest. Will select one entry from each school and one for District 103.

**III. Pizza sales—not read**

* As a Snow day make-up, We will be serving pizza on Thursday, June 4 at DW (note , 8th graders will not be attending school on that day)
* We will need the d103 music booster group to coordinate pizza volunteers to work from 10a-12:30p.
* We will begin training the new pizza coordinator in the next couple weeks.

**IV. School Supplies—not read**

* School Supplies went on sale starting May 4th. Pack prices were down an average of $5-10/pack vs last year. Teachers cut some supplies in relation to the new 1:1 program but also increased wipes and tissue quantities.
* Communication went out to parents via schools e-newsletters, Facebook, handouts in kids backpacks, yard signs at the school and a CC blast that went out on Monday. We have 3 more CC blast scheduled and I will be hanging big posters in each school.
* So far 127 families have purchased packs as of Monday morning.
* I hope to meet or exceed last year's sales. Fingers crossed?

**12. 2014/2015 President Adjourns**:

* + - Kristin Keevins: Thank you so much to Beth Hanna for all her hard work over the past two years. She has done a great job as Vice President and then as President. She has embraced partnerships with Learning Fund and Music Boosters, she has made connections with the community, she has made changes like school VPs, Teacher Appreciation day into a week, volunteer fair, Extra for Extracurricular, etc. and she operated without a Vice President. You have done an outstanding job.
    - Beth Hanna: You are in good hands with Molly Shapiro. Passes the gavel.

**Start of 2015-2016 Board Agenda:**

**2015-16 PTO Board Members**

* + **Introductions—President Molly Shapiro**
    - * All new (and old) members introduced themselves.
      * Please do all you can to learn your new job. Get together with the current person in the position, read the year end reports, ask questions. Let us know if you need help. We are all volunteers, give each other the benefit of the doubt.
      * Get your friends involved.
      * **Open Positions (not discussed)**
    - Vice President
    - Membership Chair
    - Cultural Arts Co-Chair (SPR - 1; DW -1)
    - SPR 2nd Grade Native American Feast (1)
    - HD 3rd Grade World's Fair (2)
    - HD 4th Grade State Fair (1)
      * **Policies & Procedures and PTO Toolbox** ([www.d103pto.org/toolbox.html](http://www.d103pto.org/toolbox.html))— Helpful documents on the website:
  + **By-Laws**
    - **Outlines structure of our organization.**
    - **Enduring Objectives**: In general, we are here to assist the schools in giving our children the best education possible. We also conduct fundraising to support our programming.
  + **Handbook**—please take some time and look through the PTO Handbook.
    - **Annual Objectives**
      * + Will be determined by Executive Committee in the summer.
    - **Roles, Responsibilities & Committees**
      * + Also indicates if your position is on any special committees.
    - **Volunteer Code of Conduct**
      * + It is important to be professional in volunteering and maintain confidentiality. What happens in school stays in school.
        + We do not get special privileges in schools—parking, etc.
    - **Monthly Meetings**
      * + Will be a mix of afternoon and evening meetings held at all three schools.
        + Executive committee should come to as many meetings as they can. Everyone else should come if you have a report or near the time of your event, otherwise it is not mandatory but you are always welcome.
        + Meeting days and times will be sent over the summer.
    - **Reporting Requirements**
      * + Send monthly reports for meeting to Recording Secretary, Karen Borgerding
        + Send year end reports to Communications Director, Gayathri Kalyanaraman.
    - **Robert's Rules of Order**
  + **Reimbursement & Deposit Procedures** (all forms are in the toolbox, also passed out examples of forms and Tax Exemption letter)
  + Lily Faramanpour will be the Treasurer beginning in July and will be the point person for finances.
    - **Budget**
      * + Can get history of spending if you need it.
        + Must get approval to go over budget.
    - **Tax Exemption Letter**
      * + We are 501(c): We do not have to pay taxes.
        + It is difficult to use letter at Cosco, we are working on it.
        + Works online.
    - **Request for Reimbursement Form**
      * + Important to get reimbursed for expenses. You should not pay out of pocket and we need to keep track of expenses.
        + Can scan receipts and form and send via e-mail. Prefer to have hard copies though.
    - **Deposit Form**
      * + For money coming in. Try to use Pay Pal to not have checks and cash.
* **Google Drive—Agnes Beatty**
  + **Instructions**
    - * Gave overview of Google docs/google drive, where it is located and how it works. (Passed out information on how to use Google Docs).
      * Wonderful source of past information.
      * Send things to Gayathri to upload.
  + **Year End Reports**
  + **Volunteer Spreadsheet**
    - * Use this to reach out to parents who have expressed an interest in volunteering. Spread sheet located in the Vice President’s folder.
      * Use it to find volunteers.
      * Reach out to parents who sign up for your event even if it is later in the year so they know their registration has been received.

Can also do graphic design for events.

* **Communications Overview—Gayathri Kalyanaraman**

Committees let the communications team know information about their event and the communications team will distribute the information as needed. Provide name of event, grade it is geared toward, date, deadlines, volunteer opportunities, contact information. (Passed out packet with information on your Communication Plan and what information is needed).

* + **Team Members**
  + **Weeklies**
    - * There are 4 weekly newsletters, one for each school and one for the district.
      * They go out on Fridays, so plan ahead. Get your information in a week ahead of time.
      * Need name of event, grade, date, logos, contact information, volunteer opportunities, etc. for weeklies.
      * Thank you and feedback on events are important. Need pictures too.
      * Send to me and I send to Kim Sylvan, it all goes through her, please don’t contact her directly.
  + **Constant Contact**
    - * E-mails blasts to parents.

* + **Facebook**
    - * Pictures, follow up from events
  + **PTO Website**

Will go over this again in September. Contact Gayathri if you need something over the summer.

* **Meeting Adjourned: See you in September!**