**PTO Board Meeting**

**Minutes**

**April 12, 2016 – 7:00pm**

**Daniel Wright Library**

1. Call to Order and Attendance
   * + Welcome to all – including guests, Audrey Salzman, Co-President of the LPVTA, Kristin Keevins, and new volunteer Pavi Sankaralingam.

Present:

Katie Reynolds

Michelle Blackley

Tania Surane

Scott Warren

Kristen Keevins

Kelly Bichkoff

Robin Babbo

Michelle Kowalski

Sandy Simon

Audrey Salzman

Heather Vasilenko

Molly Shapiro

Leslie Cornell

Tiffany Etzel

Marina Becker

Pavithra Sankaralingam

Gayathri Kalyanaraman

Agnes Beatty

Lisa Lewis

Karen Borgerding

2. Approval of Minutes from February and March 2016 Meetings

* + - Minutes from the February meeting were not approved at the March meeting due to a mistaken belief that a quorum of members was required to be present.
    - Motion to approve both February and March minutes: Gayathri Kalyanaraman. Second: Agnes Beatty. Minutes approved.

3. Recording Secretary—Karen Borgerding

a. **Correspondence and Announcements**

* + - End of the Year Reports are due to Gayathri by May 10th
    - Please submit all requests for reimbursement & receipts by May 1st to Heather for completed events/programs; all May events submit by June 3rd
    - Thank you to Agnes Beatty, Heather Vasilenko, Jodie Halzonitis, Elzan Ohlwein, Tiffany Etzel , Molly Shapiro and Kristin Keevins—the PTO Board members who cleaned up the PTO Storage Unit on 4/7 .

b. **Attendance Sheet**

c. **School Board Meeting sign-up**

* + - There are still a couple of meetings in May to attend. Please sign up.

4. PTO Executive Committee Reports

**a. President—Molly Shapiro**

* The Executive Committee (President, Vice President, Communications Director, Recording Secretary, Treasurer and each School Sr Vice Presidents, two of whom were represented by the School Jr Vice Presidents) met on Thursday, March 17th.
* Because it had been so difficult to schedule a time for all of us to meet, this meeting also served as a Nominating Committee meeting. That Committee is comprised of everyone on the list except Recording Secretary and including Ways & Means, a position that we do not have filled this year).
* We also took advantage of this gathering to conduct a Finance Committee meeting because, again, we had the appropriate individuals involved. This was a marathon meeting that included:
  + - (1) a review of the proposed 2016-17 slate,
    - (2) discussion and approval of the proposed 2016-17 budget and
    - (3) discussion of a funding proposal for allocation of funds this year, all of which we will be addressing at this meeting.
* Since we don’t do this very often, I’d like to offer a reminder of our process according to the ByLaws. Article 5, Section 5: “The meetings shall be open to the general public, but the privilege of making motions, debating and voting shall be limited to the board members of the Parent Teacher Organization”. Tonight, we will be voting on next year’s proposed slate, proposed budget and a funding proposal for allocation of funds this year. To begin, we will address the proposed slate of PTO Board Members for 2016-17…

**Nominating Committee – proposed slate of 2016-17 Board Members**

* Molly Shapiro presented the entire proposed slate as it existed to the board. **This proposed slate is attached as part of these minutes (via e-mail).**
* You will notice that there are still several open positions. We will be sending out communications to the D103 community regarding these openings. Please encourage friends and neighbors to get involved.
  + - * Positions that are still open and need to be filled are:
        + Recording Secretary,
        + Teacher Appreciation week (hoping the current team will stay on),
        + Cultural and Fine Arts (Marina Becker will stay on for continuity but we need more people),
        + DW Vice President (Ella Shylak will still be junior),
        + Fraction Cafe (co-chair with Denisia Anta),
        + Colonial Days,
        + Lighted Schoolhouse,
        + State Fair,
        + Field Days,
        + 8th grade DC field trip (?)
        + Ways and Means coordinator,
        + Pizza sales,
        + Run for D103 and
        + Camp Fair. (co chair with Jackie Curtis)
        + We may possibly add a 5th person to the Hospitality team as well.
* Molly Shapiro proposed that we vote on the slate as of tonight with the rest to be filled in between now and the May meeting. Motion to approve the proposed slate as it stands: Heather Vasilenko, Second: Agnes Beatty. **Proposed Slate was Approved by the Board**

**b. Treasurer—Heather Vasilenko**

i. March 2016 Financial Statements

* March was a slow month. We had some income from the 5K, raffle. Lots of receipts came in for events so it was a big outflow month. We still have $34,000 of the allocated budget to spend.

**ii. Finance Committee – proposed 2016-17 budget**

* Heather Vasilenko, Treasurer and Chair of the Finance Committee, proposed a budget for 2016-17.
* For voting purposes, according to the ByLaws, Article 6 defines the governing board as the President, Vice-President, Communications Director, Treasurer, Recording Secretary (“Officers”) and any other Standing Committee Chairpersons as the Officers deem necessary. These include the School Sr Vice Presidents, Cultural Arts, Community Relations, and Ways & Means. The Board (as prescribed in Article 6, sections 7 & 8) will vote on the proposed budget and will vote on the proposed allocations.
* Heather Vasilenko: The proposed budget is consistent with last year’s budget. **The proposed budget is attached to these minutes (via e-mail).**
  + - Modified President budget.
    - There is an increase in the Community Relations budget and the “Winter Social” line has been split into one for Sprague and one for Half Day as they will do different events.
    - We have added a line for “Community Life” a fund that will help teachers fund their holiday lunches and other special events.
    - The party budget for Half Day and Sprague was raised a little bit.
    - Total $1500 increase in budget.
    - Adding Camp Fair is primary change on inflow side.
    - Motion to approve the proposed 2016-2017 budget (allowing a 5% margin as per the bylaws): Tania Surane, Leslie Cornell second.
    - **2016-2017 Budget was Approved by the Board.**

**iii. Special Projects – Funding Proposal for 2015-16**

* When the Executive Committee met in March, we discussed possible uses for the unallocated portion of the budget which stands at $30,000-$35,000 (as the Finance Committee). Molly met with LFF and the Music Boosters and Dr. Warren to discuss needs and we received a lot of funding requests that were not otherwise being met.
* The Executive Committee all agreed to use some of the unallocated funds, plus about $45,000 cash sitting in the bank to fund some of these requests. There is still a significant amount of cash left in the bank.
* **Molly Shapiro: History Behind the Special Project—**
  + - In 2009, PTO held nearly $140,000 in cash reserves. The current PTO Board understood that it was important to put those funds to use and they began investigating opportunities.
    - In February 2010, the Board voted to amend the By-Laws to include “special projects”. Article 3, Section 6 says “This organization provides funds for educational and community programs and special projects in District 103”.
    - Further, the Board adopted “Approval Criteria” so that funding requests meet the following criteria: 1) Reflects the PTO mission, 2) Other funding options not immediately available, 3) Sufficient funding is available (PTO), and 4) PTO approval subject to vote per bylaws.
    - In 2010-11, the PTO Board adopted an annual objective to “develop a gameplan to spend down the fundraising balance accumulated over the past several years”.
      * + This led to $55,000 being donated to the Learning Fund Foundation for ten smart boards.
        + It also led to the Daniel Wright Athletic Fields project. The initial quote for the fields and running track was $350,000. The PTO Board decided to pursue funding this project by using cash reserves and initiating new fundraisers, specifically the Run for the Fields 5K in May 2010.

Thank you to Sandy Simon for being the first 5K Chair! The DW Fields project was funded over three years with final payment in 2013.

* + - Following that, the 2013-14 PTO Board approved funding the Sprague playground project for $100,000. Half was paid in 2013-14 and then in 2014-15.
    - Also in 2014-15, with additional excess funds available, the PTO Board approved funding a StarLab for $25,000.
    - Early this year, the current PTO Board approved donating $10,000 towards Half Day School playground upgrades.
* Due to our highly successful fundraising activities, PTO continues to hold significant cash reserves, even with these various high-dollar projects over the last several years. Specifically, we have about $80,000 in cash reserves in addition to the $30,000 in unallocated budget from this year.
* So what’s next? Earlier this year, I began meeting with Mike Cope, LFF and Sandy Gantt, D103 Music Boosters as a way to keep lines of communication open. We collectively agreed that it would be helpful to better understand district-wide funding needs & requests at all levels
* We met together with Dr. Warren and Dan Stanley in January 2016 to address our concerns and ideas. As a result, in February, Dr. Warren distributed a funding request application to all teachers and staff within the district.
* Fifteen requests were submitted, ranging from $200 to $60,000.
* Mike, Sandy & I met again with Dr. Warren to review and discuss each of these requests. Which ones were acceptable per the district? Which ones would the district fund? Which ones seemed to meet the criteria of each of our organization’s missions?
* Based on that discussion, Mike, Sandy and I took a funding proposal to our boards. I presented the proposal at the March 17th Executive Committee/Finance Committee meeting. There have been a few adjustments since then and each Board member attending the March 17th meeting has indicated their approval for this proposal that you see tonight. It is officially presented for approval by vote.
* **The funding proposal is attached to these minutes (via e-mail).**
* It also include proposals for items to be funded with the proceeds of the Run for D103 (not included in unallocated funds from this year).
* The Run for D103 is a community event and the proposal is to spend the proceeds on a mix of items for music, science, etc. All in keeping with the marketing language: “By supporting Run for D103, you will make it possible to bring 21st Century learning tools to our classrooms including state-of-the-art audio/visual equipment, STEM technology and music room updates.”  All three organizations working together on Run for D103.
* Questions:
  + Robin Babbo: What is “Sprague Seating Alternative?” Answer, chairs that allow kids to move while still allowing them to focus on lessons. Mrs. Salzman: they work very well. Also included in idea for Sprague library furniture.
  + Lisa Lewis: Are the fields done? Answer, yes, they won field of the year this year.
  + Kelly Bichkoff: Is there any discussion about providing assistance to parents for the 1:1 program in renting iPads? Answer: (Dr. Warren) Only 1st graders are required to rent (this was just to make it easier on younger students). Would always welcome PTO assistance with fees, but would probably not lower rental fees. First grade rental fees are lower ($125). It is a possible consideration, maybe in conjunction with LFF.
  + Heather Vasilenko: Note that the funding proposals are the maximum amount we would give. We will only pay actual costs submitted with receipts. We will not pay more than the proposal.
  + Molly Shapiro: Do we approve the funding proposals as indicated on the attached sheet? Gayathri: Motion to approve the funding proposals. Kelly Bichkoff, second.
  + **Motion to approve the funding proposals as indicated on the attached sheet are approved.**
    - * + Molly Shapiro: We would also like to promote our gifts with a plaque, sign, etc. indicating that it was a PTO donation. Requests go through the district (Katie Reynolds) like Links to Learning. Will be involved with decisions on big ticket items.

**c. Vice President—Agnes Beatty**

**i. Volunteer Appreciation Week**

* **This week we celebrate Volunteer Appreciation Week and I would like to personally express a sincere Thank You to all of you for all that you do. I think every one of you does an amazing job in making a difference for our kids' education and I am so glad to be part of PTO, because otherwise I might have never known you. I hope we get to hang out within PTO and outside of it for years☺**
* **PTO has purchased bags this year as a tiny token of our appreciation, so please make sure you take one for yourself. To celebrate VAW, we will post short summaries of some of our volunteers so check out the website and FB in the next few days.**

**ii. Volunteer of the Year Award**

* **As a lot of you know, every year PTO recognizes its volunteers by awarding a Scott S. Guziec Volunteer of the Year Award, based on nominations submitted by parents, teachers and community members. Before I announce the winner of this year's award, I would like to take a moment to mention all the 16 nominees and what others said about them:**
  + - * + **Chris Acampora - I don't even know how Chris finds time to help with all the things she promised to help with, but she not only does the job, but she does it well and even improves it! Chris is always eager to volunteer and never says no. She takes a no nonsense approach which is great if you are on her committee- she doesn't believe in busy work or wasting time**
        + **Denisia Anta - My son told me that Ms.Anta is a very good indoor supervisor and is really nice. she makes sure that they behave properly. She also makes sure that they get ready for school on time every time. As a parent, I do appreciate her efforts and time for providing a safe indoor recess environment for our kids.**
        + **Robin Babbo - Robin is one of those moms that never says no. Even if she knows she has no time to volunteer she will find a way to make it work.**
        + **Agnes Beatty - Agnes is an extremely helpful and a very organized person. Her big smile and positive nature make her a welcome addition to our school.**
        + **Marina Becker - Always helpful and always doing a great job, no matter what she undertakes. Her positive attitude resonates on others working around her. Marina signed up for the ETAD/CA committee not really knowing what it entailed completely. From the beginning, she gave of her time as needed the whole way and worked without complaints or regrets. She was great to work with, always giving the extra bit that was needed.**
        + **Brenda Cobb - I love working with Brenda! She's always so happy, upbeat and ready to help with anything. She's new to PTO, but right away she took full ownership of her position and left no stone unturned.**
        + **Leslie Cornell - She does everything to the best of her ability and is always on top of it and organized. She's amazing! She's always smiling, happy and with a positive attitude.**
        + **Tiffany Etzel - She was so helpful and excel savvy. I think that her work for this day should be recognized and it was all done out of the goodness of her heart. I don't think she understood what she was investing in, but not once did she complain, say it was too much or step down...she helped until the last hour. She is one of the most committed, helpful, friendly and reliable volunteers I've ever worked with.**
        + **Gayathri Kalyanaraman - Gayathri is always pleasant, organized, and gets the job done on time. She is amazing! Took over Communications with such ease and has been so devoted throughout the whole year. She embodies the true spirit of volunteering - the spirit of giving and helping shape the community around you!!!**
        + **Kristin Keevins - Kristin is a proponent of change. If she sees something that will improve the quality of our district’s education she does not hesitate to get involved. Kristin personifies what it means to be an excellent volunteer.**
        + **Lisa Lewis - Lisa Lewis is a quiet hero. She never makes it known what she is doing, she just does it and does it with all her heart. Lisa is a tireless volunteer. She is extremely kind and easy to work with. Lisa always brings her infectious enthusiasm and smile to whatever task is at hand.**
        + **Katherine Robbins - Katherine is volunteering a great deal of time and effort to lead the Run for D103 event. She does this on top of a very full schedule including full-time work commitments and an active family. Her energy and enthusiasm for this event is contagious.**
        + **George Romanenko - George has a smile for every child and the kids can't wait until recess so he can coach soccer and basketball. Come snow, rain, or shine, you'll see him help build snow forts, teach kids a sense of teamwork, and give voice to those more shy to step up and be captain.**
        + **Todd Spohnholtz - Great involvement with the school and students.**
        + **Tania Surane - Tania is always at Daniel Wright with a smile on her face, dropping off supplies, passing out refreshments, or planning for the next amazing activity.**
        + **Heather Vasilenko - Heather is a new mom and right away, she got deeply involved. She pulled so much work it was hard to imagine. She is full of ideas and always ready to help.**

**Thank you to all of you!**

* **And now for the grand finale - ladies and gentlemen, 2016 Scott S. Guziec Volunteer of the Year Award goes to…. Gayathri! Congratulations!**

**iii. Other Awards**

* **Also, to celebrate this week, I would like to recognize a few of our volunteers who have made a special impact on PTO's work this year. These are:**

**The Rookie Award (first time on the Board and doing great) - Ana Soonthornsima**

**The Best Behind-The-Scenes Award (not on PTO Board but recognized) - George Romanenko**

**The Never-Says-No Award (always ready to help) - Tiffany Etzel**

**The So-Sad-To-See-You-Go Award (PTO member who's leaving our district) - Kristin Keevins**

**The All-Over-the-Board Award (helps everywhere) - Robin Babbo**

**The Just-Because-They-Want-To-Help Award (helping even though they don’t have to) - Chris Acampora and Jackie Curtis (Kelly Bichkoff: They really stepped in and helped out with State Fair even though they do not have kids in 4th great. We really appreciate their help).**

* + - **I wish we had awards for all of you because you all deserve it, but this meeting would last until midnight☺ Next year we might expand it some more☺**

5. Administrative Reports

**a. Scott Warren-Superintendent**

i. Volunteer Recognition

* The Board would like to recognize the PTO, Learning Fund Foundation, and Music Boosters groups at the Tuesday, April 19, 2016 Board meeting at 7:00 p.m. for their support for the District. Representatives of the Executive Committee are available and will be at the meeting that evening. We appreciate our three volunteer organizations for their contributions and support for our students!

ii. Vision 2020 Progress Updates

* A section of the District website has been updated to provide a more organized progress portal for our Vision 2020 strategic plan. The information can be found on the main page of the district website at www.d103.org.

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

* PARCC testing is wrapping up this week at Daniel Wright. Half Day School is already finished. There is only one window of testing this year.
* Fifth and eighth grade students will be taking the new Illinois Science Assessment either the end of April or beginning of May.
* 1:1 Teaching and Learning Parent Surveys were distributed in March. The results will now be shared with principals, technology coaches and teachers to establish next steps. A full report will be sent to the Board of Education in May. Many of the comments revolved around the number of games on the iPads and the amount of time kids spend on them at home.
* The Starlab motor was returned during spring break because it was not functioning properly. The company is now sending me a new piece of equipment.

**c. Michelle Blackley – Principal, Daniel Wright Junior High School**

* DW Musical is this week.
* Thank you for all of the items you have approved funding for. It will make a difference.
* 8th Grade Springfield trip is coming up soon.
* Graduation is coming up.
* DW and HD were nominated for Blue Ribbon Awards. We are gathering information now for the applications. It is a lengthy process. Katie Reynolds, Kendra Perri and Kim Sylvan have done a lot of work on this.
* Barnes and Nobel Essay Writing contest: 5 teachers were nominated, Mrs. Gordon, Mrs. Kemp, Mr. Owens, Mrs. Van Wagner and Mrs. Sotos. Mrs. Sotos won and is qualified for the National Competition.
* SEL: Created DW Express, street signs in school “Kindness Place”, “Fairness Fairway” We have stationary for kids to write nice notes and the Wright Way club delivers them.
* Next year will be using “Power School” a new scheduling system for scheduling. Hopefully schedules will be easier to get and done earlier (June). Will replace Skyward.
* Students (student council) were very excited about Explore the Arts Day—wanted to have it every year. Got all positive feedback on ETAD.

**d. Sandy Simon - School Board Member**

* Nothing to report, covered by Dr. Warren and Katie Reynolds
* Molly Shapiro: Thank you for your service and contributions to the PTO in the past.

6. Upcoming Events:

**a. April Events**

* + - 4/11: Directory Cover Contest initiated (deadline 5/6)
    - 4/13: 3rd Grade World’s Fair
    - 4/20 and 4/21: 3rd & 4th Grade Open Houses– PTO to promote 5K and sell raffle tickets
    - 4/27: Administrative Assistant Appreciation Day
    - 4/27: Karen Jacobsen & Lauren Bondy “Parenting Perspectives” at VAPL

(Michelle Kowalski) Wednesday April 27th from 9:30-11:00. “Strengthening Parenting Skills with Effective Discipline that Really Works.”

* + - 4/29: Sprague Diabetes Walk

**b. May Events**

* 5/1: Registration Opens – Membership, $103 for 103, School Supplies and Volunteer Registration
* 5/2 – 5/6: Teacher Appreciation Week
* 5/4: 4th Grade State Fair
  + - * + (Kelly Bichkoff) Jackie Curtis and Chris Acampora have been really helpful in planning. We will need parent volunteers the day of the event (all booth leaders are filled). A sign up genius will come out soon. The booths will be very cool, we have lots planned for the day. Examples: fun guest speakers, presenters, baby chicks (currently incubating :)), fun activities in Sports and Recreation—trail hiking with maps, Forest Preserves with wildlife. Two sheriff deputies and a judge will speak.
      * 5/4: 4th Grade Parent Transition Mtg @ DW
      * 5/5: 5th & 6th Grade Lighted Schoolhouse
      * 5/5: Kindergarten Parent Orientation
      * 5/6: School Nurse Appreciation Day
      * 5/10: PTO Board Meeting at 12p at VAPL – light lunch included. This is the last meeting for 2015-16 board and an orientation for 2016-17 board.
      * 5/16: Countdown to Stevenson event for 8th grade students & parents

(TIffany Etzel) Waiting on confirmation of a few Stevenson speakers and then we will publicize.

Twin Groves is doing about the same thing in a few weeks but it is open to everyone. Encourage people to come to our presentation. We need to get the word out.

We will also be doing a raffle for graduation tickets, spirit wear, etc.

Police officer, LEAD program—hands on interactive bedroom to show parents where kids hide their drugs.

Hope to do it every year.

* 5/17 – 5/20: 5th Grade Art Cart
* 5/19: NJHS Induction
* 5/20: Packet Pick-up for Run for D103 at DW 9a-12p and 3p-6p
* 5/21: Run for D103!
  + - * + (Molly Shapiro) Registration is open, raffle tickets are for sale.
* 5/28: 8th Grade Graduation and Dance

7. New Business—none

8. Adjournment – **Next Meeting Tuesday, May 10th at 12p at Vernon Area Public Library** – ANNEX (Please park towards back of parking lot to enter annex building)