PTO Board Meeting

Tuesday January 15, 2012

Sprague Room 6- 1:15 PM

**1. Present:** Katrina Bruley, Scott Warren, Jill Mau, Anne Van Gerven, Stacy Walsh, Mary Claire O’Donnell, Stephanie Hooper, Christy Greeley, Veronica Pantelis, Linda Pinsel, Jackie Curtis, Wendy Grujanac, Tania Surane, Eliisa Capstick,

Amy Klein, Laura Polen, Debbie Fisch, Stacy Szwejbka, Liz Treiber, Julliane Spilotro,

Chris Udoni, Beth Poteet, Anne Rainis

**Absent**: Sandy Simon, Stephanie Hooper, Diane Laudati,Jennifer Qualley, Gina Stec, Tanya Schwartz, Diane Gillis, Leah Kieffer, Erika Tully, Tania Surane,Kristin Keevins, Robin Babbo, Jane Ernst, Jan Lamberti, Heather O’Brien, Tiffany Etzel, Beth Ann Fell, Vicky Morelli, Yoko Walrath

**2**. Meeting called to order at 1:30 PM.

Minutes from the November 15, 2011 meeting were approved.

**3. Correspondence and Announcements:**

**4. Administrative Reports:** Anne reported that she would pass around a holiday card that we received from College of Lake County. There was also a nice article printed in conjunction with the book fair and Bernie’s Book Bank. Anne also introduced a special guest, Scott Warren, Superintendent –Elect. Scott introduced himself and mentioned to that board that he is very excited to be here in the district and is ready to work with the children and us in the upcoming months.

1. **Katrina Burley-Assistant Superintendent of Instruction**
2. Dr. Scott Warren, Superintendent-Elect, began his tenure in District 103 on January 3. Dr. Warren and Dr. Fleming are using January as a transition period for learning about procedures, expectations, culture, and prioritization of needs. Beginning in February, Dr. Warren will become the District 103 spokesperson and will be solely responsible for representing the district at Board of Education meetings, Learning Fund Foundation, etc. He will be responsible for personnel operations, while Dr. Fleming will be implementation of Vision 2015, budget, and capital projects.
3. Norma Taylor, who will replace the retiring Angela Berka, began working in the district on January 3rd as well. Norma will serve as the superintendent’s administrative assistant as well as Secretary to the Board.
4. Mary Lou Bernero and Pat Znidersic both retired at the end of December. Lisa Solesky replaced Mary Lou as administrative assistant for the Assistant Superintendent for Instruction, and Mary Burks has replaced Pat as the administrative assistant for the Director of Student Services.
5. At the January 9, 2012 meeting, the Board of Education voted to move forward on bid specifications for a Capital Project during the summer of 2012 at Sprague School to replace the existing flat roof and to replace existing unit ventilators with vertical, self-contained air conditioning unit ventilators. Classroom ceilings would also be replaced in this scenario. Classroom renovations, including casework and floor replacement, would be completed in the summer of 2013.
6. Over the winter break, there was some damage to the DW athletic fields. The damage may require some reseeding and regarding this spring. There is only speculation at this time on when the fields will be ready to be used.
7. An update to the Quality Learning Action Plan was provided to the Board at the January 9th meeting. This information will be posted to the district website within the next couple of weeks.
8. **Half Day School- Jill Mau**

Jill reported, back into the swing at Half Day. A lot of flagship events take place from now until the end of the year. We will host Fine Arts Day this year at Half Day. We also are getting ready for the 3rd grade Worlds Fair and 4th grade State Fair. Anne Rainis has been very helpful in the efforts getting all the volunteers that are needed for the events.

**5. PTO Executive Committee Reports**

1. **President- Anne Van Gerven asked the board-**
2. Anne discussed that her and Sandy Simon, Vice President met with Dr. Warren last week for about and hour to introduce him to PTO and our programs. We gave him a handbook and other things that we are thinking of for future objectives. Working on registration with technology department to get things put in place for registration. Last year we did a mid year check point and we would do that and have it ready at the February meeting. Also creating a master calendar of out events with a timeline so when we transition people it can be used as a reference during transition. Once completed I will send it out for everyone to look at and approve.
3. **b .Vice-President-Sandy Simon absent but Anne reported to the board**-
4. that the Learning Fund minutes are not available but will report them at next meeting or when available by email. No bug updates, still working on that. Finished selling Innisbrook and Check Awards. Redoing Facebook page and creative ways to fill the list for the Science Initiative. No OMMPa update at this time. Hard to start thinking about next year but Sandy will start to create the volunteer registration form so please send any changes to Sandy so those changes can be made before the sheet is completed and sent out to everyone.

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

1. Anne sent out November and December Financials. We made $46,000+ payment to the district. Have come up with a forecast to show how we will pay back the money for the fields.
2. Coordinator tracking reports will go out tonight 1/15/12.
3. February 28th numbers will be the basis for next years budget.

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

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

Will need to send email reminder.

**6. Board Member Updates:**

**a Room Parents- Tania Surane was absent so Anne reported to the board-**

Holiday parties were successful; all the activities were well received. There is about $1000 to spend on treats for Valentine’s Day. There is no reason to spend that much. An option for snacks could be from Target: mini chocolate cover heart pretzels in snack bags- $5.99 for 20. We need about 40 cases so I’d have to check with the manager about special ordering. Need to come up with a fun individually wrapped Valentine’s Day treat. Doesn’t have to be healthy. Anybody have ideas please pass them along to Tania. Some discussion about the Mummy Wrap seems that some teachers didn’t like the mummy wrap but more people like the mummy wrap. Jill Mau loves the mummy wrap game, it depends on the teacher.

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

Put pictures up from the book fair on the Facebook page and I have noticed some activity so that is good. If anyone has any pictures from other programs or activities please pass them along. I think people like to see themselves

**c. Half Day Report- Anne Rainis reported to the board-**

Having the World’s Fair Meeting on Wednesday. Author visit is planned for April 26th. Mrs. Lathrop, has reached out and would like library aids now because her coordinator is now being used in different areas of the school. The author visit is for sure April 26th, Leslea Newman, author of Hachiko waits. They will be sending a flyer mid-march so the kids can preorder books. The World’s Fair is set for April 5th. They are planning on having a meeting on January 18th at Sprague with their volunteers. Still don’t have a coordinator for State Fair. They sent out a letter trying to get one and have people sign up for booth leaders. They did get booth leaders but no one signed up for the coordinator roll. The State Fair will be held May 7-11th. They are going to send out another note saying what positions are filled and what is still open and how they still need a leader for the Wildlife Booth and a fair coordinator. There was a suggestion that passed coordinators write a testimonial discussing the position and the commitment to get someone to take the job.

**d. Membership/Directory Status- Debbie Fisch reported to the board**

Extra Directories available for $5.

**e**. **Welcome Committee- Debbie Fisch reported to the board-**

**f. Fine Arts- Laura reported to the board-**

Scheduled at Half Day for March 15th all contracts in by the end of the week. Working on schedules of teachers and kids. Everything is moving right along. Will have submission to Kim by end of the month.

**g. HEPCO-Wendy Grujanac reported-**

HEPCo provided orientation to all 3/4th grade classrooms on January 4th and 5th, and completed the volunteer orientation on January 11th. We officially open for stories on January 18th. We also are now offered our time slot sign ups through “live” Google Doc at Half Day which has been really well received by the teachers. We are still looking for a “junior coordinator” who will be willing to help run HEPCO next year with Wendy Grujanac.

**h. Ways and Means- Julianne Spilotro reported to the board-**

Fifth- Third Bank that is located right there in the same mall as Barnes and Noble. A parent letter explaining a membership advantage program that they established. They will give $50.00 towards the PTO. The program is called Community Matters. I will pass out these flyers introducing the program. They have a passbook savings and other programs for kids. We are going to due an email blast and it will be in the 103 monthly introducing the program. Still working on the hat-trick, and the 5K for sponsorship.

**ii. Book Fair-Anne reported to the board**

Book Fair wrapped up pretty close to their goal of $15,000. Next years date is already set 12-1-12 at Barnes and Noble. Another idea that was brought up was some type of “parent night out” in the fall when school starts.

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

All reports are back from the schools and have been forwarded to EPI. We will be upgrading the binders for 4-8 grade so the prices may change, we just need to get out the flyers so we can sell, sell, sell.

**iv. Spirit Wear- Jane Ernst was absent/ Anne Van Gerven reported to the board**

Here are the numbers for the month for spirit wear.

SPR - 91 items, down 9 from last year

HD - 53 items, down 80 from last year

DW - 278 items, down 49 from last year

8th grade shirt "last chance" notice and teacher orders (not included in the above counts) brought in 62 more orders.

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

Fraction Café for the 5th graders will be held on Thursday, January 26th. We will be cutting mounds of fruit on Wednesday. Working on a Valentine’s Day treat. Outdoor Ed. Breakfasts are coming up and we do need to discuss the future of these breakfasts. Lighted School was a great success next one is in May. Colonial Days is coming up.

**Colonial Days- Veronica Pantelis**

To be held on February 7th, lunch is provided. Mrs. Dwyer has been a big help arranging rooms at DW and getting flyers for more help printed. That is the main thing I need more help for all the areas of that day! I am just getting the supplies that we need as well as using the extras from last year that are stored at DW. A few ladies have offered to help with prework, which is very helpful.

**Social dance – Diane Gilis**

There are currently 84 students in Social Dance. We pay our dance instructor, Vera $55 per student and charge $65 per students. So we make $10 per student. Volunteer support has been overwhelming. Dress code has been adhered to and all kids are having a great time

**Eighth Grade Dance- Anne Van Gerven**

Students picked them “rock the house at DW” will just be a party. All of the leads have been filled. Had a meeting in December and will have monthly meetings from here on out and volunteers have signed up.

**Pizza sales** will start on January 27th if volunteer to help schedules will be made this week. Not many volunteers are needed.

**j. Sprague School Coordinator- Tanya Schwartz was absent so Anne reported to the board-**They are working on finding fabrics and sewers for Nancy Brankis. Artwork was changed out before break and nothing has been scheduled since break.

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

Chris reported that she is watching the grass grow on the fields. Chris is also working on the 5K that will be held on May 15th and they have set a goal of $30,000. Liz reported that that she is working ondifferent parent educational items, a program out of Stanford that is very interesting is called, “Challenge Success, “which is “Social, Emotional Learning.” Also looking at how the PTO can help work with the district to enhance the lunch program.

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

All assemblies have been scheduled. Still in the process of meeting with DW to get things scheduled.

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

Christy Adler and I spoke again about “Game Night” and we have decided to put it off until November 2012. Didn’t want to detract from Bingo night that will be on Friday, March 9th at Sprague 6:45-8:15 PM, $7 per family. Open to all Sprague and Half Day kids. Ice Cream will be served. Invites will be coming out soon. Chili Day is coming up in all three schools on Tuesday January 24th. We provide chili, fixing’s and sides. Please cook it in crock-pots and leave it in teachers lounge and pick up crock-pots the same day.

All the teachers and staff members love this day!

**n. Health and Safety-**

No Report.

**o. Standing Committees-**

Anne mentioned that she hoped we all got the link to learning blast explaining the

$5,200-5,300 dollars in grant money for that was issued towards technology. We also used library allocation money for an online World Book subscription that will benefit all three schools. We also put together a “wish list” called “Grant a Teachers Wish” of items that were requested that perhaps people wanted to donate to teacher. That list will be on the website. A way that families can give back to the teachers, not just science initiative.

**8. Unfinished Business- Anne VanGerven asked the board**

Please start thinking about next year and your intent to return to the board. Any thoughts for next year where you would want to be and then Sandy and I can determine what positions are open. The Nominating Committee will meet in February and we will want to have everything in place by April. Please feel free to send me an email or if you want to discuss please feel free to call.

Motion to adjourn

**9. Meeting adjourned at 2:30 PM**

**The next meeting will be held on**

**Tuesday January 26th at DW Library at 6:30 PM**