**MINUTES**

**PTO Board Meeting, November 4, 2014 – 12:00pm Sprague Library**

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

Agnes Beatty

Molly Shapiro

Karen Borgerding

Rilina Ghosh

Julie Freeman

Christy Adler

Scott Warren

Anne Van Gerven

Tania Surane

Linda Pinsel

Alisa Levine

Lorrie Hardy

Caroline Cleveland

Roberta Hancock

Beth Hanna

Jackie Curtis

Tiffany Etzel

Michelle Kowalski

Kristin Keevins

Katie Reynolds

**2. Minutes from October 2014 Meeting approved.**

**3. Administrative Reports**

a. **Scott Warren- Superintendent**

1. Strategic Planning

We are well underway with our Strategic Planning survey. We have over 530 surveys completed by parents, community members and staff. The committee will convene on November 16th from 12-5pm & November 17th from 6-9pm at the Half Day School. Please take a moment to complete the survey and consider applying to serve on the committee. We have about 77 people who have applied.

2. ELM

The ELM committee continues its work on the three-Tier model of services for students and the student assessment model. The three tiers are: 1) differentiation; 2) student choice areas; and 3) students who are beyond the curriculum and need challenges. The next steps are to review the services for students and the methods for program evaluation.

3. 1:1

The administration team has been reviewing our 1:1 implementation this year as well as planning for next year. Technology coaches continue to work with our teachers to help them utilize the iPads for creation, communication and enhanced engagement. Parent and students surveys were distributed to receive feedback regarding how the devices are impacting instruction. The survey results will help the district improve the instructional use of the iPads in the classrooms.  
  
We are reviewing our Internet filtering process (on iPads, not district computers) and have received feedback from staff and our Parent Committee that they would be in favor of loosening the restrictions so fewer Internet sites are blocked. Before we make any changes, we will test various restriction levels and then providing parents and staff instructions if any searching behaviors need to change.

Comment: Jackie Curtis noted that the district should monitor the apps placed on the iPads sooner rather than later.

4. School Report Cards

The Illinois State School Report cards were made available on Friday at www.illnoisreportcard.com. Our schools continue to perform very well on all measures. We were listed again this year in the Daily Herald as some of the top schools in Lake County for growth in math and reading!

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

* **Curriculum Committees**: We have nine curriculum committees that meet throughout the year chaired by different teachers (Math, ELA, Science, Social Studies, Physical Education/Health, Technology, Fine Arts, World Language and Social Emotional Learning). They have begun meeting and are up and running. They had a district meeting and set goals and then the committees meet throughout the year. We are coming out of the common core “haze” and one of the goals for math is to start incorporating fun activities again (like Math Olympics).
* **Trainings**:
  + - On October 10th we had district consortium training with Stevenson, Districts 102 and 96. The meeting was to discuss best practices and to articulate curriculum at the 6-12 grade level. The consortium was a success.
    - Lucy Caulkins Training is a writing program for professional development for grades K-2. Teachers observe others teach to make sure teacher expectations are the same across grade levels.
    - Teachers had Wonders Training for grades 3-5. Could troubleshoot the program now that they have done it for a while.
    - 5th-8th grade English Language Arts assessment writing. Need to ensure we stay true to the standards established.
* **ELL Perfect Match workshop on October 28th and 29th**: A review of the ELL program. Review data pertaining to ELL students, to make sure services provided align with the needs of the ELL students.
* **PARCC**:
  + Evidence Tables: training to determine what the assessments will look like. Need evidence the students have met standards and need to make sure instruction was aligned.
  + Building Presentations for Accessibility and Accommodations: Test is online and will be tailored to each student.

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

* Huge THANKS to PTO for their help with the DW car line/drop off procedures and volunteering to man the lines the first week out.
* If you have not done so already, please take a few minutes to complete the Strategic Planning Survey (available on all D103 websites).  Replies are due by November 10th and the feedback will be used as input into the Strategic Planning workshops on Sunday, November 16 from 12-5pm and Monday, November 17 from 6-9pm.  Also, please forward the survey to D103 community members that no longer have students in a D103 school.  We want to have feedback from all D103 community members – not just parents.
* Next meeting is November 18, 2014 (Regular Meeting)
* Next COW meeting is December 2, 2014.  Tentative topics to be discussed include:

o   Options for revising community participation guidelines

o    Deep dive – Transportation budget

o    Update on PERA (Performance Evaluation Reform Act)  law

o    1:1 Implementation update

o    ELM update

d. **Christy Adler – Sprague School Principal**

October 16th: Thank you Mrs. Cleveland and PTO for coordinating the the Urban Gateways “Se Feliz” performance—focus on bucketfilling; use of interpretive dance to tell story

The kids loved the performance!

Professional Development—in response to an increasing ELL population

\*Overview of Sheltered Instruction Observation Protocol (SIOP Model)

-research based approach to teaching that helps ensure success for all

students, especially English learners.

-8 steps include lesson preparation through assessment

\*Parent representatives to educate staff (largest populations: Hindi, Japanese, Chinese) to better understand different cultures. Thank you Mrs. Bhattad for helping with this!

\*\*Recommendations from Molly Shapiro, Roberta Hancock, and Jackie Curtis to expand diversity education to all schools and parents/community. Michelle Kowalski noted a seminar on diversity would be held tonight at the Evanston Public Library.

\*Districtwide Perfect Match Process through Illinois Resource Center: Three part series is intended to provide districts with guidance regarding the alignment of data and standards, ultimately impacting ELL program design.

Halloween—visit from Officer Justyna Lindahl from the Lincolnshire Police Department, reviewed trick or treat safety tips. Parade and parties were a great success!

Held parades at Half Day and Sprague 30 minutes apart so parents could attend both. It worked well. Check in for parents also worked well.

Upcoming…

Kindergarten will be celebrating the 50th day of school today. They will have a Sock Hop next week to celebrate and to teach movement and history.

First Grade trips to Botanic Gardens as part of Plant and Animal Life Cycles Unit

Second Grade Native American Unit—looking forward to feast, trip to Milwaukee Museum and Raupp Museum

Starting to plan for World Read Aloud Day in early March. Lining up guest readers, Skyping with authors, sharing stories with students in other countries, linking to “Reading is a Right…Read It Forward”

**4. PTO Executive Committee Reports**

1. **Recording Secretary—Karen Borgerding**

i. **School Board sign up**

Please go to the sign up genius and sign up to attend a school board meeting. We have one person for each meeting until May, but two would be even better!

ii. **Correspondence and Announcements**

Passed around thank you note from Christy Adler for the wonderful Sprague sweatshirt.

Passed around thank you note from Gary Gordon for the improved drop off situation at Daniel Wright.

Noted that Sharon Chamberlain had surgery today at Highland Park Hospital. Please let her know you are thinking of her.

**b. President—Beth Hanna**

1. **Thank you to School VPs**

I would like to give a very special shout out to Alissa Horak, Jackie Curtis and Tania Surane.  This year, not only have they had to get used to the  new fancy title of School Senior Vice President, but they have also been added officially as part of the Executive Committee, which means I not only lean on them to run their schools, but to help guide decision making for the entire PTO.  Plus, each of them have extra projects they've had to pick up!  I am thrilled to report that these ladies, along with their Jr. VPs, Veronica Woolson, Caroline Cleveland and Linda Pinsel have made the idea of "empowering the VPs" come to life.  I can honestly say that the job of PTO President hasn't been half as hard as I thought it would be because of them.   (President blows kisses)  ;)

II. **Daniel Wright Carpool Special Project**

Also, if you haven't already heard, great things are happening at the Daniel Wright carpool line because Linda Pinsel, DW School Jr VP, picked up that ball that we've all been tossing around and RAN with it. Next up, afternoon pick-up.  It is a trickier situation, and emotions will probably flare on this one, so please help us by reminding your friends that it's about safety for our kids and care for our community.

Bumper Sticker: “Kindness begins in the carpool lane.”

III.  **Extra-curricular Grant Program**

The D103 PTO will start accepting grant requests for extra-curricular programs within the D103 school community (teachers, staff, parents, D103 students) starting January 1 2015, and intend to accept extra-curricular grant requests year round on-going.  A limited amount of funds are available.  This is the first year of this program, and we appreciate your understanding as we all learn the most effective ways to implement the grant program.

Proposals may be for equipment needs, travel expenses, activities, extra-curricular club start-up expenses, and anything that enhances the extra-curricular lives of children in D103.  While preference is given to proposals that offer school-wide access to our students; teachers, parents and/or adult sponsored students are also encouraged to submit proposals that will benefit individual extra-curricular program needs.

Please fill out this Google form completely.  The appropriate school Principal will do the first review of proposals for content, appropriateness and to determine if alternate funding sources are available.  A sub-committee of the PTO will then review requests during the school calendar year.

If you have a catchy name for our new program, please e-mail Beth Hanna!

**c. Vice President**

1. **LFF Update** — None

II. **D103 Music Boosters Update—** Not Read

Thank you to all parents who purchased cookie dough in our fund raiser.  Stay tuned for reminders about pick up on November 18th.

Gift cards will be available for purchase on November 10th- think Barnes & Noble Book Fair!  They will be available through the paper form and an actual gift card will be given AND they will be available on-line, in which case, you will receive a printable card right from your own computer. How sweet is that?  An additional sale will be held in December as well.

We are happy to report that the fastest curriculum change in history was approved and implemented with the purchase of 30 lovely wooden ukuleles for use by 7 & 8th grade  general music students.  We also just approved funding for additional Orff instruments for Half Day music- another alto and soprano xylophone.

We thank the volunteers who stepped up to help with the Senior Citizen's Concert on the 23rd and will next be looking for 1 or 2 additional volunteers to assist with cookie dough pick-up day on the 18th.

The new Pizza Volunteer schedule is in the works and will be out mid November.  If you are not on the schedule and would like to be added, please contact Wendy Miller by e-mail.

**d. Communications—Agnes Beatty**

1. **Media updates**

·         We had 7 new likes on FB and are constantly working on promoting the FB page (currently at 224 likes, up from 129 last year at this time). We sent 34 CCs since the school year started - thank you Debbie! Average rate of opened emails is 46% (ranging from 34 to 72%), clicking rate is 7.4%.

·         We created a Pro account for Sign Up Genius so now we have extra features available, including multiple admins, no ads, auto-delete of old dates and more.

·         We created a feedback form for volunteers, you can send them a link after your event to see how parents liked working with us and if they have any comments. Link available on our website and I emailed it to you as well.

II. **Tech Team successes**

Since our team started, we have successfully helped create/update materials and tools for Camp Fair, 5th grade Health Events, a PTO bumper sticker, photographed several PTO Events (check out Pics and Press on PTO's website), currently working on DW Drop off/pick up.

**e. Treasurer—Molly Shapiro**

I. Budget changes proposed at the last meeting were implemented and are reflected on this months’ financial statements. The “allocations” line item was changed to “library allocations" and reduced from $6000 to $4000. The remaining $2000 was added to the $1000 in the “Sponsorship” line and that $3000 is now under the line item for “extracurricular grant program.” Bottom line is the same, it is just recatagorizing.

II. **October financials**

The financial highlights for October are:

• Membership increased $3185 after the directories were delivered and reminders sent to those who had not purchased memberships yet

• School supplies - received $5977 from EPI. We've exceeded the $11,000 goal by $697 so far.

• Advertising increased $400. We've exceeded the $3500 goal by $109.

• Paid Selective for insurance premium for the year

• Paid D103 Music Boosters $3790 (the 1st semester estimated payment for pizza sales)

III. **Other notes:**

• I've reviewed and approved the tax filings prepared by our auditor.

* + You can use the school copiers to make copies instead of paying an outside vendor.
  + Please make sure vendor checks are made out to D103 PTO, not the school district.

**f. Ways and Means—Kristin Keevins**

1. **Premier PTO Sponsors**

II. **$103 for 103**

We added one for family for $103 for 103.

III. **Membership**

**A**ll directories (except 2) have been delivered to our advertisers.

We gained about 100 new memberships after distributing the directories.

Total membership is approximately 780

We will have an addendum to the directory in January with new families and address changes.

IV. **Book Fair 12/6**

Wish lists in

Entertainment booked up

Volunteer email will go out this week

V. **School Supplies**

Will continue to use EPI. They may lower the cost to be more competitive. There may be a la carte items you can buy. We are testing new headphones that are less expensive.

VI. **Spirit Wear**

We reopened the SW store for 8th grade grad shirts and sold an additional 13 items.

VII. **Run for the Fields/5K** - Update

Still under discussion with other school groups and looking chairpersons.

VIII. **DW Pizza Lunch**

It is a small report this month, as pizza sales and pizza lunch Wednesday's are running smoothly.  We serve 401 slices of pizza  weekly.

The PTO pizza sale website has been closed.

IV. **Camp Fair—nothing**

**5. Community Relations**

1. **Welcome Committee—not read**

Welcome Committee has welcomed a few new families to D103 since the D103 Family Informational fair.  So far, we have had positive feedback from both new families and PTO volunteers.

ii. **Hospitality—Alisa Levine**

The CR- hospitality team had a busy October.

 Custodian Appreciation- October 2, 2014.  We recognized the custodians by giving them $10.00 Jimmy Johns gift cards.

Principal Appreciation- October 2014.  We recognized the DW principals by giving them $25 lettuce entertain you gift cards.  We gave the HD and SP principals air brushed sweatshirts.  The principals loved them.  Michelle Roth, CR committee member has a company that does the airbrushing.  Perhaps a partnership can be made to create customized spirit wear?

Bus Driver appreciation- October 2014.  CR provided grab and go snacks for the bus drivers.  This will be added to our event schedule.  The bus drivers were thrilled to be recognized and it was well worth the effort.

We have the teacher conference grab and go snacks scheduled for the afternoon of Nov. 24th.  CR also needs to begin promoting the upcoming All Staff Chili Lunch scheduled for February 19th.  We would like to utilize room parents to help attract volunteers to make chili and salads.

ii. **Parent Education—Michelle Kowalski**

This Thursday, November 6th national speaker Carrie Goldman will be presenting Social Conflict vs. Bullying: How to Best Help Your Child Maintain Healthy Relationships with Peers. It will be held at DW cafeteria from 7-9pm. We hope you will all attend and encourage all your friends to do so as well. Carrie will not only define the difference between social conflict and bullying, she will also provide concrete tools and strategies for you and your child to deal with social conflict and bullying. In addition, Carrie will be selling and signing her award winning book, Bullied: What Every Parent, Teacher and Kid Needs to Know about Ending the Cycle of Fear.

For CPN Michael Thompson was here for 3 events on October 21st with over 450 people attending. Please let me know if you have any feedback from this event good or bad, we will be reviewing the event tomorrow.

iv. **Grant a Teacher's Wish—nothing**

**6. Cultural & Fine Arts—Caroline Cleveland**

**Cultural Arts:  We had three successful assemblies, one at each school for the month of October.**

**Sprague:  Se Feliz:  Anti Bullying (Dance performance depicting the bucket filling concept)**

**HD :         Ease the Tease:  Theater performance on Easing the Tease and how to respond**

**DW:          #dance: Technology:  Dance Performance on technology and creativity in middle school life**

**We have most of the contracts signed and check requests in for the rest of the assemblies that have been booked and a full spreadsheet of dates and times etc...will be posted by Agnes on PTO website**

**ETAD:   2nd meeting with the HD staff that will be helping organize and run ETAD on March 4 on November 4 at 11:15am.  We have all contacted as many artists as we have access to and are awaiting responses.  We have 4 confirmed artists at this time.  We hope to secure 20-22 artists.**

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

1. **Colonial Days**

Date change for Colonial Days to February 3rd - per Mrs. Dwyer’s request.

Debbie from Raupp Museum confirmed.

ii. **Fraction Cafe—nothing**

iii. **Art Cart**

Just finished first Art Cart on Oct. 21-24th. Project was self-portrait and a short study of the Mona Lisa.

Next one scheduled for Dec. 9-12th; we will be doing a project with yarn featuring the Huichol Indians.

iv. **Lighted School House—Jennifer Qualley read by Tania Surane**

I've met with Tess and Lauren and we are all set for Nov. 14th 2:45 to 4:00 in the Daniel wright cafeteria and gym. I have secured 10 volunteers. PTO will purchase candy and drinks. We've eliminated the prizes this year. PTO has also stepped away from using constant contact to promote the event as the DW front desk felt it created confusion.

Tess Van Wagner will do the pizza, dj, communication, and securing DW facility.

Note: this is a student council event not PTO. Yearly this event seems to be met with negativity toward our volunteers and I feel PTO might want to opt out of this program for next year.

v. **Dance Lessons—Linda Pinsel**

Dance presentation will be done for the 6th graders on Dec. 15 during their lunch period. Vera the dance instructor will come in to present to the students.

Invitations will go out via Evite after December 15th. Lessons will begin January 9th -February 13th from 8-9:15 in the Daniel Wright cafeteria.

vi. **8th Grade Dance**

Coordinators had their kickoff meeting and are good to go for now.

vii. **Health Events—Tiffany Etzel**

Team working on the upcoming 5th grade events which are as follows:

Monday, Nov 17th - 5th grade Boys Night Out

Wednesday, Nov 19th - 5th grade Girls Night Out

Need volunteers to serve ice cream and take pictures.

viii. **Front Desk Office Shifts**

Doing well.

ix. **Room Parents**

Halloween class parties and candy distributing for the other 3 grades all went without a hitch.

x. **Author Visit**

Author Chris Grabenstein’s visit was a success. Did an assembly for 5th and 6th graders and small group workshops for 7th and 8th graders.

Author Amy Timberlake will visit and discuss her book “One Came Home” on Thursday, November 13th.

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

1. **World's Fair**—nothing

ii. **State Fair**—nothing

iii. **Indoor Recess Program**

Going smoothly. Have had about 3 days so far.

Will track weather to ensure enough volunteers on bad weather days.

In the process of stocking the game carts with money from HEPCO.

iv. **Room Parents**

Halloween parties went well. Both 3rd and 4th grade did a mummy wrap.

Unused toilet paper was donated to the pantry drive.

v. **Author Visit:**

Will be in January. Author has been selected, but not the book.

**9. Sprague School Vice Presidents**

i. **Native American Feast—none**

ii. **Pilgrim Simulation—not read**

Pilgrim Simulation preparation work is wrapping up and all 2nd grade classes will begin the simulation by November 12th.

iii. **Room Parents—not read**

Halloween was a success.

Art hung

Lunch for Half day K beginning next week

iv. **Author visit—Rilina Ghosh**

I have spoken to local preschools (LCNS & Tamarak) who have agreed to spending $250 each to help host another children's author to Sprague. This is good because after Mr. Denecke's visit, there is approximately $500 left, and his would not be sufficient for another author. Donna Sabin is currently investigating options. I will report updates when I become aware of them. Visit would be in January or February.

**10. Standing Committees**

1. **Links to Learning** (PTO VP)**—Molly Shapiro**

• Katie Reynolds sent an email on October 15th to D103 staff initiating the Links to Learning application process.

• Applications are due to principals by Nov. 12th and then to Katie by Nov. 18th

• Links to Learning Committee will meet Dec. 3rd to review applications.

◦ Committee members include: Molly Shapiro, PTO Treasurer & LTL Chairperson; Beth Hanna, PTO President; Alissa Horak, PTO VP for Sprague School; Jackie Curtis, PTO VP for Half Day School; Tania Surane, PTO VP for Daniel Wright; Ben Yomtoob, D103 Board of Education Member; Katie Reynolds, D103 Executive Director of Curriculum and Instruction

• Notifications will be sent to applicants the week of Dec. 8th.

b. **Executive Committee** (PTO Pres)—none

c. **Legislative Committee** (PTO VP)—none

**11. Unfinished Business**

**12. Adjournment** – ***NO December meeting!!*** Next meeting January 13 in the Half Day Library at 12:00pm.