# PTO Board Meeting Minutes

# October 8, 2013 – 12 p.m. Half Day Library

## 1. Call to Order and Attendance/Introductions

Attendees:

Beth Hanna

Agnes Beatty

Jill Mau

Michelle Schmitke

Laura Pinsel

Jennifer Qualley

Edward Kogan

Lorrie Hardy

Lynn Driscoll

Caroline Cleveland

Tiffany Etzel

Elisabeth Soifer

Debbie Bond

Danielle Kemp

Melissa Gordon

Scott Warren

Katie Rynolds

Molly Shapiro

Michelle Kowalski

Hazel Weaver

Tricia Jette

Kristin Keevins

Michelle Kowalski

## 2. Approval of Minutes from September 2013 Meeting

## 3. Correspondence and Announcements

## 4. Administrative Reports

**a. Scott Warren-Superintendent**

1. The 6-8 grade science teachers will be meeting with the consortium districts on Thursday and Friday to work on the Next Generation Science Standards (NCSS). They will be studying the instructional practices and how those will impact science instruction in our districts.
2. During our Institute Day on Friday, teachers will be focused on math instruction, curriculum, and implementation of the new Common Core Math Standards.
3. Please mark October 22, 2013 at 7:00 pm in the Daniel Wright cafeteria for a presentation on the Common Core Standards. Katie Reynolds, Assistant Superintendent for Curriculum and Instruction will be presenting for parents the changes in the standards and what is taught in the classroom.
4. Sprague Elementary will be rededicated on October 15, 2013 at 6:45 pm before Board meeting to recognize all the building upgrades that have happened over the past 2 years. A new plaque will be revealed during the rededication at Sprague.
5. Question raised about security changes - a new procedure coming where photo IDs will be required to enter the schools, those IDs will be scanned and verified against a database to check criminal background (if any), lanyard received after ID checked. Different procedures would be used in case of special events, parties, where large groups of people are inside the building. Also, police liaison is present at schools on a regular basis, walking in and around the buildings to check on safety.

**b. Katie Reynolds – Executive Director of Curriculum & Instruction**

MAP Testing window has closed, results should be available next week.

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

* Board and superintendent Goals for 13-14 were approved at the Oct. 1st meeting
* Board Goals:

- improve the opportunity for interactive communication between the board and community members

- explore opportunities for enhancing the working relationship with the three key internal stakeholder groups - staff, administration and Board

- evaluate and redefine the planning and agenda setting processes for the Board

* Superintendent Goals:

- provide significant leadership and have direct involvement in the ELM review

- ensure the district Technology Integration initiatives are implemented

- explore options for planning efforts at the administrative level in regards to an annual planning calendar, strategic planning and master facilities planning

- implement new components of the Master Contract between the Board and Association

* Stay tuned for information on Tax Levy -- Board voted to abate the Debt Service amount which means that we will be requesting roughly the same amount in tax support from current taxpayers as we did last year. Overall the tax levy amount that the district will request will increase but this is due to TIF and New Construction projects - amounts from existing taxpayers will remain unchanged.
* Sprague Re-Dedication/Ribbon Cutting will occur on Tuesday, October 15th at 6:45 pm prior to our next Board meeting. Everyone is invited to attend to celebrate the work that has occurred there including the generous donations from PTO and Toro Grant towards these projects.

**d. Jill Mau- Half Day Principal**

* Discussed changes due to Common Core (Math and Language)
* Spanish classes success
* Rivershire trips took place for 3rd graders (observation of crayfish)
* Picture day is October 16th
* Halloween party on October 31st, while Sprague School will celebrate on Nov. 1st
* Parent-teacher conferences coming

## 5. PTO Executive Committee Reports

a. President - by Kristin Keevins

* I. Welcome Coffee - a successful event, about a dozen new families showed up, interested in participation
* II. Sprague Dedication

b. Vice President - by Beth Hanna

I. LFF Update - by Jane Ernst

LFF Golf Event - Raised $3000 (estimation) from Rotary

Recruitment Event @ Talbots - Oct. 22, Invitations were sent out to a specific list of people.

Innisbrook: Oct 23 - Dec 4, order on line, ships to home, can bundle with neighbors to eliminate shipping (free over $85)

 - No "prizes" for each child this year

Boo Bash: Oct 26 - Costume Contest

New web site is nearly ready to launch.

II. OMMPa Update (D103 Music Boosters)

OMMPa  (Organization of Music Makers Parents) voted to formally change it's name to D103 Music Boosters. Our plan is to educate with each new bulletin or notice and phase out the name 'OMMPa' over the course of this year. At the end of the year, OMMPa will be gone.  D103 Music Boosters will be the parent-support organization for all District 103 music programs. Despite a new name, the support of the music programs of District 103 in human capital and funds raised does not change.

For now, our materials and documents will continue to have the OMMPa logo. You may use it in publications to represent us on-line.  However,  anything you may print that is intended to last (joint PTO/LFF/D103 Music Booster banner) should have just D103 Music Boosters.  We'll be working on a new logo but don't anticipate approval of it until our next Board meeting, December 5th.

Music Boosters  will be partnering with our DW Band, Orchestra and Chorus to present Senior Citizens Day on Tuesday, September 29th.

Volunteers have been secured for the event and we look forward to providing this free event for local senior citizens invited from various Senior Living facilities as well as to senior members of student's families.

In addition to the performances, the senior citizens will enjoy cookies, fruit and beverages. The show choir members will act as hostesses at the event.  Senior Citizen's Day is a gift our music students and faculty offer to the community.

Reminder to be watching out to help volunteer for February 22, 2013  Illinois Grade school Music Association's Northern Division Solo and Ensemble competition at DW, for elementary and Junior high/ Middle schools of the State of Illinois within our District.

III. Links to Learning:  Katie Reynolds will share the number of applications we have gotten so far.  Deadline for application is October 25th.

IV. Volunteer Acknowledgment

c. Communications

i. School Board Meeting Sign up

ii. 103 Monthly Article - SP Coordinator due 10/16

iii. submit written report to your board member for minutes

iv. Google Doc Uploads

d. Treasurer - by Molly Shapiro

i. Current financials - discussed September's statements

e. Ways and Means

i. Premier PTO Sponsors

ii. $103 for 103

* + We currently have 133 families donating for a total of $13,699.
  + Families are listed in directory and also on website. Continually accepting donations and updating the website. Encourage families to contribute!

iii. Membership **(Debbie Fisch/Yulee Lee)**

* + **Membership:**
    - Total PTO memberships = 713 for revenue of $24,955
    - 51 families joined since directories distributed!
  + **Directory:** 
    - Directories were labeled and distributed last week on Sept 30/Oct 1 to PTO member families and staff at all 3 schools. Non member families received a ‘purple slip’ reminder letter that directories were distributed and their family didn’t receive one because they didn’t join the PTO
    - Directory copies will be distributed to advertisers (along with letter) this week
    - 1 extra directory copy will be available at this meeting for each PTO board member who wants one.
* iv. Book Fair **(Alissa Horak):**
* **Publicity/ Communications:** The first publicity flier will go out November 7.  We will also, hopefully, be able to advertise utilizing Facebook and the Village Club.
* **Entertainment**:  We have been receiving some responses from teachers ready to sign up to perform at the book fair.  Tamarak has also already committed. The deadline for this sign up is October 25.
* **Authors:** We have committed 4 authors to come to B&N the day of our book fair and do a reading/signing.
* **Raffle**:  We already have some nice raffle prizes and others in the works.
* **Booklet:** Since the booklet is significantly smaller, we are off to a good start.  Linda Schnuer has begun working on it and EJ Graphics has been contacted.
* **Wish List:** We have begun to receive a few wish list emails from teachers.  Please feel free to ask your children’s teachers if they will be having a wish list at the book fair and encouraging them to fill it out.  There is a due date of October 25.
* **Giving Tree and Used Book Drive**:  Kelly Pryor and Michelle Manning have contacted Reading Power and let them know that we would like to support them again this year during our book fair.  Reading Power provides a literacy program through one-on-one tutoring in 5 area North Chicago elementary schools and their learning center. They have provided reading assistance for 1200 children since it started in 2004.  Their mission is to accelerate children's learning and develop a love of reading and writing.  They are so excited and honored to have our support for a second year in a row.
* **Book Drive**:  Contact has been made with Bernie's Books.  They request a 2-week window for the book drive. The book drive will be held from December 2-15.
* **Gift Wrap**:  Grace Park and NJHS are moving forward with this.
* **Volunteer Captain:**  The Google docs list of volunteers has been sent to Maria Arne.  I took the liberty of adding on some board members who had not signed up to help.  You will be receiving an email from Maria early next month looking for times people can commit. Maria will be using ‘signmeup.com’ to secure volunteers this year based on success from 5k team. ☺
* v. School Supplies **(Robin Babbo):** 
  + Wrapping up for this year.
  + Extra packs are being returned to EPI, we are waiting for delivery company for pick-up.
  + Jill Mau reported that the new earbuds are not good quality and they are having trouble. EPI has been contacted to correct the problem.
  + Hazel and Veronica are following up with Jodi at EPI to transition, close out the process for this year and start next year’s sales.
* vi. Spirit Wear **Spirit Wear (Linda Pinsel):** 
  + 8th grade t-shirts will be delivered to Linda this week. Linda and Michele will get the t-shirt labeled, packaged and delivered to the classrooms by early next week.

vii. Run for the Fields/5K - by Tricia Jette

* Lake County has informed us that there is re-paving scheduled for Riverwoods Road in the Spring of 2014.  This affects their ability to approve any road closure for our event until the final schedule is approved...which may not be until Feb 2014.
* We will still proceed with Submitting the application as Lake County indicated that they may be able to postpone the start of the re-paving until after the race, but they cannot confirm this until February.
* Kristin has started to reach out to Anne Maine and the School Board to see if requests from them to Lake COunty can influence their decision to postpone the construction until after the race.
* We will need to have a backup plan/location just in case they deny our closure of the road.  Looking at SPrague school as a backup.
* I am confirming with USA Track and Field, that if we request sanctioning of this event (they provide us insurance), and the venue location changes, does their approved sanctioning also change, or do we resubmit...and do we lose our application fee etc.  THis is a $250 application fee so I want to make sure we know the consequences.  Officially, Lake County cannot approve the closing without proof of insurance...so it is kind of a revolving door.
* We will be reaching out to our past sponsors in the next month or so in order to ensure that they have included our event in their next year's budgets.
* Looking for volunteers

viii. DW Pizza Lunch - by Lorrie Hardy

All orders, cancellations, changes and free/reduced lunch pizza counts have been submitted and finalized.

The standard weekly order is 50 pizzas for 370 slices sold.  We have had weekly cash sales, but, it is too early to identify a trend at this point. Orders still coming in.

xix. Camp Fair - by Wendy Miller

Contact made with ACA; they are willing to Co-Brand again this year. Gordie Kaplan offers his full support. Starting update/revisions to Web Pages. Have already received interest from camps that participated last year.

## 6. Board Member Updates

a. Community Relations - by Alisa Levine

Custodian Appreciation: provided lunches to the custodians at all 3 schools - Italian wraps and chocolate chip cookies from Fresh Market, chips and sodas. Expense: $120. Made a sign to thank them.

i. Welcome Committee - by Stacy Szwejbka

New families are moving into the district.  Welcome packets are going out.

ii. Parent Networking- by Michelle Kowalski

Parent Education would like to encourage everyone to attend our event EQ vs. IQ:  Does Your Child Have What it Takes to Succeed?  presented by Ed Dunkelblau on Tuesday, Oct 8th at Daniel Wright Middle School at 7pm.

We would also encourage everyone to call or email friends and suggest they attend as well.  This will be an introduction to Social Emotional Learning (SEL) for parents.  Katie Reynolds will also be there to speak about how the schools are piloting SEL curriculum in the some of the classes.

In addition CPN is hosting Ken Ginsburg on Thursday, November 7th.  He will be speaking in the morning on Building Resilience at the North Shore Unitarian Church and in the evening on Authentic Success at Stevenson.  During the day he will be meeting with staff.  Please save the date and spread the word.

We are still working on Michael Brandwein returning in January to talk about discipline. Also a remark that a presentation by policemen she attended about crime and gangs in the area might be interesting.

iii. Boo Bash - by Kristin Keevins

Still looking for volunteers

iv. Grant a Teacher's Wish - no report until Spring

b. Cultural & Fine Arts - by Ed Kogan

* new person in the committee: Carrie Giddings
* event covers anything, not only art, even cooking or taekwondo
* looking for volunteer performers
* Committee is taking on a role of educating about Holocaust after a teacher who focused on that retired
* animal show has a new organization (conservation group), after last one was hard to communicate with

c. Daniel Wright Coordinators - by Jennifer Qualley

Halloween parties: emails have been sent for volunteers  
  
Library Aides: Have been scheduled thru november  
  
Dc trip: New parent meeting earlier this month. Great numbers

i. Colonial Days

ii. Fraction Cafe

iii. Art Cart - from Anne Van Gerven

Going well Oct 22-25 dates. Volunteers contacted.

iv. Lighted School House

v. Dance Lessons - by Kristin Keevins

Invitations are being finalized.

vi. 8th Grade Dance

vii. Health Events - by Tiffany Etzel

For Health Ed, we have our upcoming events for the 5th graders: Mom And Daughter and Father And Son. The girls evening will be on Tues 11/18 and the boys evening will be Thurs 11/21.  Both events will be from 7-8.30pm.

viii. Spring Fling - by Karen Friesen: no report

xix. 6th Grade Social Dance - see addendum

d. Half Day Coordinators - by Sharon Chamberlain: no report.

I. World's Fair - by Lynn Driscoll

Date of the Event established: April 11, 2014

ii. State Fair - by Chris Acampora: no report.

iii. HEPCo

e. Sprague Coordinators

1.  Secured Library aides for Mrs Nora and Mrs Greene.  All began volunteering 2 weeks ago.

2.  Art work for September was hung for Mrs Feld on September 12th.

3.  Meeting with Kate Harper to touch base on Pilgrim Simulation timing/preparation next week.  Will get update.

4.  Meeting with Mrs Adler on October 16th to ensure all her PTO needs are being met.

5.  Sprague Coordinator write-up for November 103 Monthly has been prepared.

6.  Contacting grade coordinators to ensure that they have everything ready for the upcoming Halloween Party.

7.  Spoke with Mrs. Ripoli at the office and she has confirmed that the Halloween party will start at 2.15pm on November 1st.

## 7. Standing Committees

a. Links to Learning (PTO VP)

b. Nominating Committee (PTOPres)

c. Executive Committee (PTO Pres)

d. Finance Committee (PTO Treasurer)

e. Legislative Committee \(PTOVP)

f. Volunteer of the Year Committee (PTO VP)

### 8. Unfinished Business

9. Adjournment – Next Meeting Tuesday, November 5 at 12pm in Sprague Library

## Meeting Minutes Addendum:

6/c/xix. 6th Grade Social Dance - report sent by Diane Gillis

I will be sending a draft of the social dance invite to both Kristin and Jane Lincoln for review prior to printing – should do by end of October Calling Vera Schmidt, Social dance instructor, to conduct dance demo the week before Xmas break during 6th grade lunch. Once date secure, will coordinate with office that stage in café available on day requested.