PTO Board Meeting

Tuesday March 20, 2012

Sprague Conference Room 6- 1:15 PM

1. **Present:** Katrina Bruley, Larry Rivkin, Scott Warren, Anne Van Gerven, Sandy Simon, Stacy Walsh, Mary Claire O’Donnell, Stephanie Hooper, Christy Greeley, Veronica Pantelis, Tania Surane, Kristin Keevins, Erika Tully, Liz Treiber, Beth Poteet, Jennifer Qualley, Chris Udoni, Wendy Grujanac, Anne Rainis, Julianne Spilatro, Stacy Szwejbka.

**Absent**: Elisa Capstick, Jackie Curtis, Diane Laudati, Gina Stec, Linda Pinsel, Diane Gillis, Vicki Morelli, Beth Ann Fell, Leah Kieffer, Wendy Grujanac, Heather O’Brien, Tiffany Etzel, Amy Klein, Yoko Walrwath, Jane Ernst, Jan Lamberti, Debbie Fisch, Tanya Schwartz.

**2**. Meeting called to order at 1:20 PM.

The board members approved minutes from the February 21, 2012 meeting.

**3. Correspondence and Announcements:**

Anne announced that she had nothing official but that she wanted to mention Fine Arts Day, which was last week, and it went very well. Great to have the concert at the end I know teachers and students were very happy, “good job.”

**Katrina Bruley-Assistant Superintendent of Instruction**

* At the March 12, 2012 meeting, Board of Education President David Panitch reviewed the expansion of foreign language in District 103 as a long term vision, as identified in the community-driven strategic plans, Vision 2010 and Vision 2015, as well as parent surveys. He also reviewed the value the Board places on all curricular programs in District 103 in addition to implementing the best 21st Century learning model for foreign language. On behalf of the Board, he thanked the Encore Committee for its work and he thanked the staff and community members for their feedback and input on it. Furthermore, he indicated the Board would be tabling action on the Encore Committee recommendations for the district's foreign language programs, in order to allow additional time for further development of the strategy and implementation plan.
* Students in 7th and 8th grade Spanish classes will notice new resources next year. We are in the process of finalizing the purchase of new textbooks and technology resources to support our revised Spanish curriculum. We have been rewriting this curriculum as a Consortium-wide effort over the last year and a half. Pending Board approval, we will be purchasing materials from Pearson entitled *Realidades*. This purchase will allow us to seamlessly integrate increased technology in our classrooms. The Spanish classrooms will all be receiving SMARTboards either late this spring or during the summer.
* I am pleased to announce that Christie Wylie will be the ELM Coordinator at Sprague beginning with the 2012-2013 school year. Christie is currently a second grade teacher and has been employed in District 103 for five years.
* The Board approved two appointments at the last meeting. Jennifer Nolde will serve as the Assistant Superintendent for Business and Katie Reynolds will be the Executive Director of Curriculum and Instruction beginning July 1st.
* **Scott Warren- Superintendent**

Scott openly shared that he is currently going around and meeting everyone in the different organizations i.e PTO, Learning Fund, OMMPA and etc… he wants to try to put together whatever information he can to learn about the district. He really wants to understand the community and the people that make up District 103.

* **School Board – Larry Rivkin**

Larry shared with the board that air conditioning will be put in at Sprague this summer and the building will receive a new roof. With the economy contractors pricing has come down so it makes financial sense to do the work at this time. Leadership position is well underway the PTO will now have a representative coming to every board meeting to share information and ideas.

**5. PTO Executive Committee Reports**

1. **President- Anne Van Gerven explained to the board-**

Anne started by wanting to explain a little bit more about the registration process and payment. She has been working closely with Stephanie Hooper to create a type of “PTO Store” so that on the website you can go in and purchase everything in the store through PayPal. Can purchase registration, School Supplies and Spirit Wear. They will currently test this with the sale of the tickets for the 8th grade dance and try to work out any problems before registration. A constant contact will be sent out. Thinking about doing an end of the year survey and asking the parents this time for some feedback. Highlight our accomplishments and find out what we can do in the future. Please start thinking about your year-end reports and then we can start thinking about transition meetings and etc… There should be a copy on Googledocs.com. As Larry mentioned there would be a PTO representative going to the School Board meetings so if you would like to attend please let me know. Nominating Committee update, I will send it around there is a few openings, but not many so it looks good. Take a look and if you have any issues please let us know now. We are still working on the slate but hope to have a full slate by the April meeting.

**b. Vice-President-Sandy Simon reported to the board**

Learning Fund January update. Learning Fund check awards with be a partnership with many different organizations next year such as the PPA, Lincolnshire Rotary and a few others so it will have a broader range of offerings. At Daniel Wright JHS on April 14th The Learning Fund will host The Dancing Scientist this will be their kickoff to start funding the science initiative. The big fundraiser will be on August 25 1-4 PM at Escape in Buffalo Grove. OMMPA continues to raise funds through their gift card program. Volunteer of the Year deadline is March 23rd and I hope everyone will nominate someone one so we have a good pool of applicants. We will meet as a committee in early April and the winner will be announced at the April board meeting. Any changes to volunteer registration form needs to be submitted to me now before registration.

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

Anne sent out February financial statements to everyone so if anyone has any questions about that let me know. We did make another $20,000 payment for the fields to the board and we have another payment due in June for $15,000. We have been able to meet our financial commitments to the board, which is great so good job on the fundraising. We are having a finance meeting tomorrow, March 21st so if you get a chance to look at sheet I passed out please let me know if you see any problems. Also, I put a drop box by my front door so if you have anything i.e. deposits or receipts please put them there.

I hope to have all the financial information together so I can present the budget at the meeting in April. We got over $7,000 from the Lincolnshire Rotary from their golf outing to be used towards the fields.

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

Membership and Special Projects coordinators need to have submissions to the 103 monthly on April 11, 2012 for the May issue.

**6. Board Member Updates:**

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

I have been working on supporting the Run for the Fields website and getting registration up and running which it now is and secondly working on the PayPal store. I think it will work and it will be nice.

**b. Half Day Anne Rainis reported to the board-**

Chorus concert and Talent Show are this week. Chorus and Orchestra will be held at Stevenson. Talent Show is Friday, March 23rd and parents can attend. World’s Fair is ready to go and just counting down the days. Still need some white lights. We are recreating the Midway and I think that is going to be a hit, there will be games and fun stuff for the kids. Food is all approved, Mrs. Flor appreciated us working with her and it went smoothly. Author visit is April 26th and on April 2nd we will send out book order forms for the purchasing and signing of the books.

Sandy Simon reported on State Fair, which is coming up on May 7th it is ready to go. There will be a few changes for one in the assemblies, David Drake has been coming forever and we decided to change it up a little, found something Historical Illinois. Also much more focus on the projects. We now have a relationship with Party City that I established. They will offer District 103 20 % off. All you have to do is email them your shopping cart from they will pull it for you and have everything waiting they will email you the receipt that you can get to Katrina which is a great process. Manager is great, so please use it.

**c. Room Parents-Tania Surane reported to the board**

That there was no new information to be reported to the board.

**d. Membership/Directory Status- Anne van Gerven reported for Stacy Szwejbka**

The App that was discussed will be to hard so working on an independent website.

**e**. **Welcome Committee reported to the board- Eliisa Capstick reported to the board** that there is no new information to report.

**f. Fine Arts- Erika Tully reported to the board-**

Fine Arts was last Thursday went off without a glitch. It was a really good day. They were all really good. Most said that they would even come back again next year. It was a fun day for the kids. I have a suggestion about the food. I think we need to rethink the bagels and coffee. It seems like a waste of money.

**g. HEPCO- Kristin Keevins reported to the board**

HEPCO is in full swing we have done about 220 books. Got caught up last week. Things are going well.

**h. Ways and Means**

**ii. Book Fair-**No Report

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

There is not a huge update but had a few changes and finalized all our numbers. EPI gave us a great discount this year. Some of the packs even went down in price as much as $30-40. Teachers are going with individual lists. We are hoping to try to get a description of what is in the package or trying to do a add on like the calculator. Upgraded every binder in every grade so hopefully there will be no problems.

**iv. Spirit Wear- Anne reported for Jane Ernst that**

She has all of the spirit wear items set up i.e. t-shirts, sweatshirt, hoodies and etc…. There are gong to be many more choices and options to be able to pick from to make it more personalized. Hoping that this will help satisfy and all kids can customize so there will be more interest. This will be ready to go in May for registration.

**5k**

The event is underway, we have already have raised $14-16,000 some of the big sponsors are AON 7,500 and Sunset Foods 2,500. Registration is open. There will be some fun contests for the classrooms to get the kids involved. The winning school will get a $500 PE grant for their school and there will be a traveling trophy. Dr. Warren has agreed to be the starter of the race. Mr. Ruth will be the DJ of the event. We hope to race $25-30,000 for the event.

**Parent Party-** Still trying to figure out what and where the party will be held.It will be sometime in September.

**i. Daniel Wright Coordinator- Christy Greeley reported to the board**.

**Lighted School House-** The next and last one for the year will be held on Friday, May 4th.

6th Grade Spring Fling is coming up on June 6th the coordinators will take care of that and work with Mrs. Wotal who is the 6th grade lead.

**Art Cart**

The last 5th grade art cart took place today, March 20, 2012.

**Eighth Grade Pizza Party**-

Will take place at the end of the year and will now be run by the 8th grade coordinators.

Full size candy bars and skittles were offered and the kids were excited. They felt like it

**Eighth Grade Dance- Anne van Gerven**

DVD contracts have been confirmed and the cost is $2500, which is much less then in past years. Baby pictures are being collected the deadline is April 1st. The food committee is working on stations, slushy machines, have something fun planned.

Invitations will be given out in an all class assembly in the lunchroom on April 25 before they go to Stevenson the DJ is going to come and get them all excited. Working with the kids on a class gift in April and as I mentioned tickets will go on sale in May.

**j. Sprague School Coordinator- Anne reported to the board for Tanya Schwartz-** They Laura B. Sprague Day will be held this week. Had volunteers make some very cool decorations for the settings and now we have these directions that were done by Jane Ernst that can be used year after year. They are very detailed and have pictures with great directions and could be used in other areas of the school i.e. music department.

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

In trying to work with the other consortium districts that feed into Stevenson High School and trying to offer some parenting program. It’s perfect timing, I just got an email to that District 96 is interested in working together in offering something together. I have also been in contact with District 102. I am hoping that we can pull something together. It seems like it won’t be done until next year. I would like to do something on Social and Emotional Learning, which is a very interesting topic. I am on a committee at Stevenson and it is very interesting teaching self-management, relationship skill and goal setting. Just to name a few.

**l. Cultural Arts- Jen Qualley reported to the board**

All assemblies have been scheduled and a lot of them happen to be going on this week.

**m. Community Relations- Veronica Pantelis reported to the board**

That the last event that they had was Bingo night on March 9th at Sprague School had 325 people and spent $425 and budget was $500 so cam in under budget so we were happy about that and we brought in $706 in revenue. Everyone said that they had a great time. Ice Cream will be tweaked a little for next year. We will also have to think more about the prizes so that everybody gets something. It was a fun night.

**n. Health and Safety- Anne reported to the board for Jan Lamberti**

They had Jump Rope for The Heart at Half Day School 170 3-4 graders participated. Working with Sprague on the Diabetes Walk. There was a problem with he prices of the popsicles so she is working with them to find out why that is the case.

**8. Unfinished Business- Anne VanGerven mentioned to the board**

None

**9. Meeting adjourned at 2:15 PM**

**The next meeting will be held on**

**April 17th 2012 at 6:30 PM**