

PTO Board Meeting  
Tuesday October 18, 2011  
DWJH-6:30 PM

**Present:** Katrina Bruley, Howard Holbrook, Anne Van Gerven, Sandy Simon, Stacy Walsh, Mary Claire O'Donnell, Diane Laudati, Amy Klein, Christy Greeley, Erika Tully, Vicky Morelli, Laura Polen, Stacy Szejbka, Eliisa Capstick, Liz Treiber, Tanya Schwartz, Tiffany Etzel, Julliane Spilotro, Jennifer Qualley, Heather O'Brien, Jan Lamberti, Jane Ernst

**Absent:** Stephanie Hooper, Jackie Curtis, Gina Stec, Linda Pinsel, Diane Gillis, Anne Rainis, Chris Udoni, Kristin Keevins, Beth Poteet, Tania Surane, Leah Keiffer, Cory Ingersol

Meeting called to order at 6:35 PM.  
Minutes from the September 2011 meeting were approved.

**Correspondence and Announcements:**

Anne passed around a thank you note from Lisa Ayers regarding the PTO's support in the passing of her husband Doug in June 2011.

**Administrative Reports:**

**a. Katrina Bruley-Assistant Superintendent of Instruction**

**Katrina reported to the board the following information:**

- 2011 ISAT and fall MAP test results were mailed home on October 18<sup>th</sup>. Questions about the scores should be directed to classroom teachers. Principals and I will also be able to answer any questions. As a district, 96.2% of all students scored in the meets and exceeds category for reading, while 98.3% scored in the meets and exceeds category for mathematics. The plan, long term, is for the final ISAT test to be given in 2013, and beginning with the 2014-2015 school year, a more standardized test, based upon the Common Core curriculum, will be implemented. Illinois has adopted the Common Core standards.
- School Search has once again identified District 103 as receiving the Bright A+ Award. District 103 is ranked #1 in Lake County, #2 in the Metro Region, and #2 in the State, based upon same size or larger school districts.
- Teachers have been working on the Common Core standards in English/Language Arts and Mathematics. We are unpacking the standards, powering them, and scaling them. District 103 is completing this on a district-wide basis. However, we are working with sender school districts and with Stevenson HS to develop common learning targets in grades 6-10. This will help us to ensure that all students attending Stevenson HS will enter with the same background knowledge.

- Our first professional development early release day was held on September 28<sup>th</sup>, and we had many different activities occurring. Grade level and subject-area teachers attended workshops in either math or English/language arts to continue their work in identify learning targets based on the Common Core State Standards; “specials” members of the Encore Committee at each school had an opportunity to conduct research on best practices in their areas; ELL teachers met to discuss instructional practices and the development of a staff and parent ELL guidebook; DW social studies teachers received an in-service on the technology associated with their new textbooks and resources; DW science teachers updated curriculum units in chemistry and inventoried science supplies; and special services teachers worked on revising programs and procedures in a number of different areas.

**b. Daniel Wright Principal- Howard Holbrook**

Howard reported to the board the follow information:

Oct. 18(Today) – MAP & ISAT results mailed. DW-P/T Conference sign up information

Oct 28<sup>th</sup> – End of 1<sup>st</sup> Quarter, 7<sup>th</sup> and 8<sup>th</sup> Grade Breakfast- ¼ students each quarter

Nov.1 – Online Parent/Teacher Conference sign-up begins (Nov.16<sup>th</sup>)

Nov.11 – No School- Veterans Day

Nov. 21- Early Dismissal- Parent/Teacher Conferences

Nov. 22- No School- Parent/ Teacher Conferences

Nov. 23-25- No School- Thanksgiving Break

Coffee With Principals- Nicely attended- There have been a range of topics from math placement, homework levels, Science Olympiad, transitioning 8<sup>th</sup> to Stevenson/High School. Upcoming Dates:

- 10/20/11 at 1:30 PM
- 11/30/11 at 7:00 AM
- 1/9/12 at 6:00 PM
- 2/2/12 at 1:30 PM
- 3/12/12 at 6:00 PM
- 3/21/12 at 1:30 PM
- 4/10/12 at 7:00 AM

Need to restructure the Science Olympiad program given that we don’t have the staff support. We are asking for more parental support to coach the team. We will have a testing and students will make the team, unfortunately there will be “cuts” but we are still hoping to have a great team and hoping that we have some parents with science backgrounds step up to coach the team.

Skyward Student Access- Students in 6<sup>th</sup> through 8<sup>th</sup> grade will receive their own login to be able to check grades separately from parent’s login. Should get this late this week or early next week, by email.

## **PTO Executive Committee Reports**

### **a. President- Anne Van Gerven asked the board-**

i. If there was any feedback on the process or the programs since we merged the PTO and VC Boards together? There was no feedback, so she asked to please come to her or Sandy if anything should arise.

ii. Toys for Tots Support. Student Council does this drive and has a contest for each class to get a prize in hopes to generate more kids to give them incentive to bring in the toys. In the past the PTO and Learning Fund paid for the prize, we would like to do that again, but need approval for the PTO to pay for the prize. There was a motion to support the treats at Daniel Wright; **motion was approved** so the PTO will pay for the prize (treat).

iii. Committee Assignments that we discussed at the last meeting have been added to the list that I passed around. There are a couple open ad-hoc roles if anyone is interested in participating on a committee. Sandy will make the changes to the by laws and we will vote on them at the next meeting. If want to be on a committee let one of us know and we will add your name to the committee. (See attachment for committee assignments)

iv. Dance lessons will stay as is, no changes in time or day.

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

I will report OMMPA minutes-200 kids in band, 45 kids in chorus. They really need you to support the gift card orders that are due 11/10. Raising money to get a smart board for DW Music Room. Also collecting box tops and may need help counting box tops. Senior Citizens Day is 10/27 1:15 PM will have performances with cookies and lemonade.

LF Minutes-November 5<sup>th</sup> Innisbrook Wrap Pick up and will have a February Fundraiser. Also voted on 3 new board members all have a science background.

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

That since the last meeting she has been working with Katrina to come up with a process regarding stores that will not take a purchase order and the process that you will need to follow. You will still need to fill out a P.O and hand it in to Katrina so she can see what you need to buy and it will be pushed back.

Once it's approved so you can purchase I will write a check to you so you can purchase what you need so you can purchase from an outside vendor. Some that do accept the P.O. would be Costco, Amazon, checking on Oriental Trading Company. Please use the tax-exempt letter as much as you possibly can. Will put together a PDF example and send it out. Try to stick to the budgets, this is so important; we don't want to go over. Be careful with Amazon and the shipping costs. All contracts need to be signed by Katrina or a district employee, especially for assemblies.

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

HEPCO needs to have submissions to the 103 monthly on November 10<sup>th</sup>, 2011. Will need to send email, no one from HEPCO was at the meeting.

### **Board Member Updates:**

#### **a. Communications-Stephanie Hooper was absent /Anne reported to the board-**

- Google Docs Backup- We learned that if our Google account became and it had to be deleted, we would lose all of our document data. As a precaution, I purchased an external hard drive to backup the Google Docs repository. The backup is complete; I'll back up the collection every 6months.

- Please send any announcements or fliers for the website to stephanie.hooper@sbcglobal.net.

#### **b. Room Parents- Tania Surane absent /Anne reported to the board-**

Tania had no report however there was a request from 1<sup>st</sup> grade teacher Mr. Shurer he wants to decorate pumpkins for Halloween using food. He would then put the pumpkins outside for the animals to eat. It's a "green" thing. Katrina what is your opinion on this with the new food matrix? There were many opinions by board members on how to handle this; however in the end the feeling was that there already was a project planned for Halloween that doesn't need food so would just stick with what was already in place.

#### **c. Half Day Report- Anne Rainis absent /Anne Van Gervan reported to the board-**

That they are working to finalize the author visit Leslia Newman the week of 4/23-4/27 for a day. Red Ribbon week is the week of 10/24. Mrs. Flor is looking for volunteers on 10/27. State Fair still is open trying to get someone through Hawk Talk and will keep on soliciting. Worlds Fair will be holding a coffee for the parents to get volunteers and we will be meeting with the teacher coordinators.

#### **d. Membership/Directory Status- Anne Van Gerven reported to the board**

- We have extra directories if anyone wants one. We have 924 registered families so over \$29,060 plus our sponsorship, 23 advertisers in the directory this year. We have collected \$5,675. We will be \$5-6,000 over for what we budgeted for- which is exciting. We printed 1170 directories in late September and labeled on October 5<sup>th</sup>=\$2,381.29 (budget was \$3500 but saved almost \$1000 on printer costs given that Sandy Simon did all the formatting for us, so special thanks to her!!! Directories (200) went out to the teachers on 10/5 and to everyone else (898) on 10/6, Sponsors (23) additional 100 directories were ordered October 7<sup>th</sup> to allow new families and PTO Board Copies. We will put out an addendum in early January for new families and corrections.

#### **e. Welcome Committee- Stacy Szwejbka reported to the board-**

-New Family Welcome Night was Tuesday, September 27, 2011. We had approximately 13 families show. PTO, Lincolnshire Sports Association and LFF gave an overview of their organizations. Parents had time to go to all the community tables. Even though we had a small turnout, it was a successful night. The diversity council letter went out last week explaining the program to all those who offered to volunteer. I am putting together a list of volunteers who speak multiple languages. As new families move into the district, these people will reach out to them and answer any questions they may have. -Eliisa worked hard to get all the sponsors that are in the directory.

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

We met with Mrs. Lighthall and Mrs. Sweet, ball is rolling. Previous presenters are still on board and ready to go. Planned for 3/15/12 9-11 AM only problem is DW kids helping out as presenters. i.e Show Choir and etc... so we need to work on this.

**g. HEPCO-Kristin Keevins was absent/Sandy Simon reported**

They now have someone to help them run HEPCO this year and hopefully next year, Wendy Grujanac.

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

i. The “hat trick” Which is that a sponsor can have 3 major opportunities to advertise with the district and the 103 families. If they become a hat trick sponsor they will get a full-page ad in the Student Directory, a full page color ad in the Book Fair Booklet and recognition at our 5k publicity and t-shirt in May. In addition their logo with a link to their website will be featured on our website for just \$1000. This is taking away from having to contact these sponsors three times a year. Have 4-5 companies that have jumped on this and we are hoping that more will be interested in doing this, we just want this to all be organized so it is a consorted effort.

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

Book Fair is in full swing this is a big week for us. Wish lists are due as well as sponsorship and entertainment. The early deadline is because we have to start compiling the Book Fair booklet for the printer. So far we have 20 acts all schools are well represented, DW show choir, DW band, Glen DeMichele and his Coffee House Show, so we are well on our way. We will send one more email blast giving entertainers one last call. Sponsorship is doing well things are trickling in so far have about \$5800 dollars in sponsorship. A lot of leads that need firming up. Wish lists are also trickling in, if we don't get them we can use last years list but we would like to have an updated list. Surprisingly, Sprague is the school that isn't handing in their lists? Had a great meeting with Barnes and Noble, they are excited for the book fair. If you remember they grossed over \$30,000 in sales in one day last year. They are going to allow us put stickers on “our people” so it is clear who is purchasing for District 103. We are ordering standard stickers that we can use for other events. Still having an online book fair that will open the day of book fair and stay open for 5 days. If you purchase online we get 10 percent of the online sales and you will have a code that will need to be entered. Remember if you purchase at the store we get 20 percent of the in store sales. PTO is also sponsoring a scary story time at the Boo Bash on Saturday, 10/29 from 5-7 PM a story teller from Bernie's Book Bank is going to be there telling stories and we will have volunteers making and serving smores. Geared towards PreK-4<sup>th</sup> grade. So we will need volunteers.

**iii. School Supplies- Robin Babbo absent/Sandy Simon reported to the board**

They are looking for a new vendor and hoping to get school supplies as a line item for registration.

**iv. Spirit Wear- Jane Ernst reported to the board**

I went to every open house with all the clothes, I went to welcome night with all the clothes, and then I got a call about the clothes?! I don't get it! Numbers are really low this year. I think, I hope it is a sign of the economy. All schools are down on the

orders, especially Half Day. I am really anticipating that 8<sup>th</sup> graders will be ordering their 8<sup>th</sup> grade/graduation t-shirts. If anyone has any feedback or ideas please let me know.

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

Picture Day- completed on Friday, October 14th. Staffed by parent volunteers, went smoothly

Recess Supervisors- due to finish this up on 10/28. Volunteers secured through this date. Overall the process has gone very smoothly.

Library Aides- helping out once a week on Tuesdays from noon to 2 pm. Scheduled through winter break.

**Things Coming Up**

Halloween- party for 5th grade, room parents notified, games chosen, PTO to buy snack and water, 6th, 7th and 8th get treat day, PTO to buy treat, volunteers will serve treat during lunch, a Trick or Treat table.

Lighted Schoolhouse- First Friday in December after school. Leah Kieffer coordinating. Initial conversations with teachers to be set in November.

**j. Sprague School Coordinator- Tanya Schwartz reported to the board-**

Library aides are all schedule and The Native American Unit for the 2<sup>nd</sup> graders has been finalized and everything is scheduled and in place. Hung art and everything looks great.

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

-Recycling: working with NJHS to create poster. Will investigate doing presentation/assembly for DW on recycling. Called recycling center to make sure of items that can be recycled. Called the center to see when they said that it would be closing in 2020. They also said 75% of what is in there could have been recycled!

-Parent programs

Will post links to PEC and FAN, two websites that provide info about parent programs in the area

Will help publicize info about the November 16th parent program at SHS: address issues raised in Race to Nowhere.

-Investigating co-sponsoring a parent program with other consortium districts

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

- Nothing really new most assemblies have been scheduled. Still in the process of meeting with DW.

**m. Community Relations-Diane Laudati reported to the board**

-Custodian Appreciation Day was October 12, 2011. The NJHS students made posters to say, "thank you." We order sandwiches from Jason's deli and everything went well. They appreciated the lunch. Also, Jackie Curtis met with Christy Adler and Sprague Bingo Night will be on March 9<sup>th</sup>. They talked about having a real simple game night and doing away with the movie night. Holding it at the end of January on a Friday night 7-8:30 PM. Popcorn and water would be served. Families could bring their own games, just low key and fun. Just need to check if gym is used on Friday nights. Also changes in the Star Student breakfast programs they won't happen until January and May. Will keep everyone posted. Next will be January and

the Chili Day. The team is meeting this week and will have more information at next meeting

**n. Health and Safety- Jan Lambert and Heather O'Brien reported to the board-**

- I think everyone is aware that we decided to move all of the Health and Safety Events to the month of November this year. Instead of doing the 5<sup>th</sup> grade in the fall and then trying to do the 8<sup>th</sup> grade in the spring. The 5<sup>th</sup> grade programs will take place on November 2<sup>nd</sup> and 3<sup>rd</sup> and the 8<sup>th</sup> grade programs will be held on November 15<sup>th</sup> and November 17<sup>th</sup>. We are having past 8<sup>th</sup> graders come back to speak to interact with the group at the speakers request. It has been a little bumpy; some people are saying that they didn't get the invitations? So perhaps moving to e-mail might be best. We have sent and will be sending out blasts to try to get more RSVPS'. We really need help, not a lot of volunteers have signed up to help with the program so we could use some helpers. Right now the attendance is low, but we are hoping that it picks up, as it gets closer. We will be sending another email.

**8. Unfinished Business- Anne VanGerven**

- None

Motion to adjourn

**9. Meeting adjourned at 8:02 PM**

**The next meeting will be held on  
Tuesday November 16<sup>th</sup> at Sprague in Room 6**

**PROPOSED: PTO Board Member Assignments to Standing  
Committees**

1. Nominating Committee
  - a. PTO President (Chair)
  - b. PTO Vice-President
  - c. PTO Treasurer
  - d. PTO Secretary
  - e. Ways and Means
  - f. Sprague Coordinator (Jr)
  - g. Half Day Coordinator (Jr)
  - h. DW Coordinator (Jr)
2. Finance Committee
  - a. PTO Treasurer (Chair)
  - b. Ways and Means
  - c. Membership (Sr)
  - d. Special Projects (1)
  - e. PTO President
  - f. PTO Vice-President
3. Executive Committee
  - a. PTO President (Chair)
  - b. PTO Vice-President
  - c. PTO Treasurer
  - d. PTO Secretary
  - e. PTO Ways and Means Coordinator
4. Links to Learning/Teacher Grants Committee
  - a. PTO Vice-President (Chair)
  - b. PTO Treasurer
  - c. PTO President
  - d. Sprague Coordinator (Sr)
  - e. Half Day Coordinator (Sr)
  - f. DW Coordinator (Sr)
  - g. Ad-hoc PTO Board Members (1-2 - if interested)
  - h. D103 Assistant Superintendent of Curriculum
  - i. D103 School Board Representative
5. Legislative Committee
  - a. PTO Vice-President (Chair)
6. Scott C. Guziec Volunteer of the Year Award Committee
  - a. PTO Vice President (Chair)
  - b. Ways and Means Coordinator
  - c. Sprague Coordinator (Sr)

- d. Half Day Coordinator (Sr)
- e. DW Coordinator (Sr)
- f. Ad-hoc PTO Board Members (1-2 - if interested)