PTO Board Meeting

Tuesday November 15, 2011

Sprague Room 6- 1:15 PM

**1. Present:** Katrina Bruley, Christy Adler, Anne Van Gerven, Sandy Simon, Stacy Walsh,

Mary Claire O’Donnell ,Linda Pinsel, Jackie Curtis, Wendy Grujanac, Tania Surane,

Amy Klein, Beth Ann Fell, Laura Polen, Kristin Keevinsn, Debbie Fisch, Stacy Szwejbka, Robin Babbo ,Vicky Morelli, Liz Treiber, Julliane Spilotro, Chris Udoni, Beth Poteet, Anne Rainis

**Absent**: Stephanie Hooper, Christy Greeley,Jennifer Qualley, Gina Stec, Tanya Schwartz, Diane Gillis, Leah Kieffer, Cory Ingersol, Diane Laudati, Veronica Pantelis, Erika Tully,

Jane Ernst, Jan Lamberti, Heather O’Brien, Tiffany Etzel, Eliisa Capstick

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

Minutes from the October 18 2011 meeting were approved.

**3. Correspondence and Announcements:**

Anne announced that Wendy Grujanac joined the board as a HEPCO coordinator to help Kristin Keevins and Cory Ingersol. Cory is moving back to Texas so Wendy will be transitioning a little faster into the position then originally expected.

**4. Administrative Reports:**

1. **Katrina Burley-Assistant Superintendent of Instruction**
2. The district has instituted a new employee absence/substitute placement software program, and it has been up and running since the beginning of the school year. Most staff members and substitutes have had positive experiences with it.
3. **SMART Board update**: The vast majority of classrooms have projector and/or SMARTBoard installations. There are some “classroom” spaces at each of the buildings that do not have SMARTBoards yet, such as art rooms, reading specialist rooms, creative arts rooms, Spanish classrooms, etc. There are also some larger shared spaces that have not yet been outfitted. Assuming the technology budget stays about the same, we should be able to outfit most, if not all, of the remaining regular-sized rooms and common spaces. The installations will most likely take place during the summer.
4. This week is American Education Week. Dr. Fleming sent a letter to all staff members thanking teachers for the many ways in which they help our students to be successful and for their contributions to making our schools and District outstanding.
5. Happy Thanksgiving!
6. **Sprague School Principal- Christy Adler**

Christy reported, “Welcome Back,” It’s been a great start here at Sprague School.

It is hard to believe that we are already just weeks away from Parent- Teacher Conferences. I first want to thank Jackie Curtis and her team for the

“Back to School Picnic, it was a great night, I received a lot of positive feedback from parents. Having the Halloween Parties on the Friday before Halloween on Monday was very successful and we would like to continue to keep it that way for now. It was nice that parents could attend both school events if they had to be at HD or DW. This is a Social Studies review year when the teacher will purchase new materials, for example, the Kindergarten program; “2x2”unit and the kids are having a great time with this unit. We have also held a few parent nights that have been very successful, Everyday Math, Library In-service which was to explain how to use the server, and an ELL Night for K-4 which had a great turn out. Talked about the screening tools, what’s Halloween all about, how to sign up for Parent-Teacher Conferences? We will host another one in the winter and the spring.

There are 2 sections of ½ day Kindergarten and those that want to are now staying for lunch and recess on Tuesday and Friday are and it has been very successful. This was a pilot program last year and it worked out great. Right now we have 30 kids participating. Parents can still opt. Into the program. Kindergarten registration for 2012-2013 actually starts in December. Space is going to become a problem for us next year so I am working on a plan. Not sure how to make this work, but will most likely have to go back to afternoon sections of ½ day Kindergarten. The current model is not going to work.

**5. PTO Executive Committee Reports**

1. **President- Anne Van Gerven asked the board-**
2. Anne raised the matter of the 8th grade Graduation Dance and a proposal to bring it under PTO. Anne explained the budget and how the money is spent in the planning of the dance and trying to keep it consistent from year to year, however, there was a lot of discussion on what that would mean for the tradition of the dance and the future of the dance. Anne stressed the problem of the decreased volunteer rates and explained that is a big fear for the future of the dance. There would be an added 8th Grade Dance Committee Chairperson on the PTO and then there would be a committee under that chairperson. There was a lot of discussion and members weren’t ready to make any decisions regarding a vote. Anne decided to table to the discussion and come back to the members via an email after she further discussed with Administration. She would contact members if a vote were needed in December.
3. Kindergarten registration is December 2nd and we will have a PTO Welcome table at registration. Will be able to give them information on school supplies and PTO membership. We will get their emails and blast them with the information when it is ready.

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

1. LF minutes are not available but will report them at next meeting or when available by email. OMMPa minutes thank you to all that ordered gift cards. Looking for helpers on December 7 and 8th with the 3rd and 4th grade Orchestra Concerts. Please contact Kathy Knezevic if you can help.

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

1. Doing well in terms of cash inflow. She reviewed the financials and discussed that the direct mailing to the parents for $103-103 was very successful. Working on the Daniel Wright Fields made $114,000 payment to the district as they are fronting the expenses. The total project was $380,000. That is why we are very interested in any fundraisers that the PTO can control.
2. We are asking for Expense Tracking to occur 3 times in the Year.
	1. as of 10/31 - returned to Treasurer by 11/30
	2. as of 12/31 - returned to Treasurer by 1/31
	3. as of 2/28 - returned to Treasurer by 3/15

The one distributed as of 2/28 will also ask for projected spending so we can use that for the basis of the Budget.

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

1. Health and Safety and Ways and Means Overview from coordinators need to have submissions to the 103 monthly on January 11, 2012 for the February issue. Will need to send email reminder.

**6. Board Member Updates:**

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

**Website Updates:**

* Added a listing of all $103 for 103 Families
* Added a tab for Parent Education, which will feature local Parent Education resources
* Adding a Special Projects tab, which will feature PTO initiatives like Green Initiative, Race to Nowhere, DW Athletic Fields, PTO Special Donations
* Link to Learning Tab has also been updated

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

Halloween parties were successful and the grade level coordinators were great. We will regroup for feedback, as there may be some crafts that need to be looked at or reworked. I think 4th grade parents had some complainants, but the 1st grade project was fun. For the Holiday party the 2nd grade party used to decorate cookies which we can no longer do so I am looking at the Linus Blanket Project which will work and it will also work for the 4th Graders will also help by making quilt squares wand that will be nice since they no longer make the quilts with the state fair. The fifth grade teachers were not happy with the Halloween parties. The room parents were happy, but the teachers don’t like that the party is an hour. It is just too long. They are having a meeting and will have to make a decision.

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

Mrs. Lathrop, the librarian has 50 books that she would like to request on her “wishlist” for the book fair, but she said that she found only 4 books that were library bound.Anne has been talking to her but she must not understand about the books being available. She did tell Anne that she would hopefully get her the list tomorrow. Barnes and Noble may be able to get more library bound books then what Mrs. Lathrop is seeing online. Anne was going to let her know that so she could spend her budget. 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**

That the committee will be having a meeting on November 16th to discuss the feedback that they have received from parents in regards to the directory. They are looking for any feedback about the directory, format or anything that would help improve or make changes for next year.

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

The diversity council is up and running.  Three new families have been contacted.

A letter went out to the ELL teachers to let them know about the committee.  We asked them to spread the word to current families who might be in need of our assistance or who are willing to help on the committee.

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

Moving right along and have over half of the workshops planned for fine arts day.

**g. HEPCO-Kristin Keevins reported-**

We are looking for another HEPCO chairperson for this spring as Cory is moving back to Texas.  Wendy Grujanac will be learning the ropes for her following year of chairperson.  We are also asking past HEPCo chairs to help out.

 Investigating an opportunity to use Fine Arts Day for bookbinding in HEPCO and to investigate their process.  Otherwise, we are just getting the room up and ready and training for students and volunteers will start in January. We may be changing our days a little bit now that we are down to 2 people again. However, I also have some of our alumnae coming back to help us get up and running in January.

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

**i. Hat Trick**- I just want to go back to discuss the “hat trick.” I approached Fifth- Third Bank that is located right there in the same mall as Barnes and Noble. I’ve gotten to know the manger there and she really likes the hat trick concept, but do to budgeting she can’t give the donation right now but she will when she can, most likely after the 1/1/12. She is excited about the 5k and will volunteer for that event. She is also going to come up with a give away for the book fair. They have a program called “community matters” she sent me some information on it so I am going to review it and see if we can set up a program that would be a win-win for everyone.

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

An update on book fair, there are less then 3 weeks to go! Beth Ann and had a great meeting on Friday with the B&N store manager. We went ahead and ordered stickers that will say District 103 so we will get credit for the sales. All wish lists have been submitted and in the process of being ordered for the fair. There will be 23 acts of entertainment. We are really excited about it. The giving tree and Bernie’s Book Bank are going together so we are hoping that there is a “double whammy.” There will be a “ Day of Giving,” on December 11th from 1-3; space is limited so please email me to sign up. So far 16 people signed up. Kids can be 5 and older, the kids can sticker books and help sort and place books in bags and then sort for the schools. Publicity flyers are out and another coming out today about the used book drive in all 3 schools November 28th-December 2nd. The volunteer coordinators are in process of getting schedules put together for the day, there are still some open time slots. The sponsor booklet is in production and will be getting labels to start stickering them today. Finalizing raffle items which will be an insert into the sponsor booklet.

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

There is not a whole lot to report. We signed our contract so we will be getting 10% off. In the process of meeting with the grade team coordinators and school principals. We will have a flyer and or a sign up sheet at Kindergarten registration in early December.

**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**

 They successfully wrapped up Halloween- the feedback we received was that

 For grades 6, 7 and 8th were good with treat day. However, the 5th grade teachers were not happy with party.  Thought there wasn't enough to keep kids busy.  Asked my contact to talk to them again about parties and if they would like to keep them or give suggestions on additions to format or possibly reducing time.

5th grade room parents thought parties went well and liked the format. Teachers will be having a meeting to decide and will report back to me for next year.

Lighted Schoolhouse will be held on Friday, December 2nd

Permission slips due this Friday. Leah Kieffer and Lynette Karras running the event.

So far we have 12 volunteers but could use more usually need close to 20.

Winter Holiday we will do one candy treat for 6, 7 and 8.  The 5th graders will have a movie and popcorn.

Fraction Café for the 5th graders is being moved to the end of January so that it is more in line with when the kids are studying fractions.

**On-going at DW-**

Library aids running smoothly and scheduled through winter break.

**Social dance – Diane Gilis**

There will be a preview during 6th grade lunch, Thursday 12/15

Social invites to be mailed the week after Thanksgiving 11/28

Responses should be rolling in the week of 12/16.

**j. Sprague School Coordinator- Laura Polen reported to the board-**

Sprague has had the Native American assemblies over the last few weeks and both were successful. The Native American Feast will be held on Thursday, November 18, 2011. Christy also mentioned that there is a surprise for everyone at the end of the unit.

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

We are still working on recycling. The lunch supervisors are going to give weekly reminders about recycling to the lunch periods to help increase recycling. There will also be a field trip to the recycling center on Monday, 12/5 this will be a combo Village Club/PTO sponsored event. Also remember that there is the parent workshop this Wednesday, November 16th at SHS. Please register through their website.

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

Nothing really new most 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**

That she will be circulating a sign up sheet for the chili lunch that will take place at 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 next day. All the teachers and staff members very well receive this chili day, they love this day! Last year it happened to fall during the blizzard. The other thing we are working on is a game night at Sprague looking at Friday January 20th. Families to bring own board games in to play and then switch with other families. Very low key and relaxed. Popcorn and water, play music charge $3 at the door. Will need volunteers, signs from NJHS and emails. There was some board member feedback on the game night and if this would be something that families would be participate in or would enjoy. Trying to decide what is the right age group or if this is even the right activity. A lot of discussion about what would be the “right” activity and what would be the appropriate age group to attend the evening. An idea of a “sock hop” came up and to have a DJ and dance in the gym? Feedback was that more kids would like that then sitting playing games. Would need to have a “student” DJ to keep the costs low. The idea was well liked.

**n. Health and Safety- Jan Lamberti and Heather O’Brien were absent/Anne Van Gerven reported to the board -**

We have had our fifth grade girls and guys’ nights out.  They were a big success with 71 out of the 100 or so girls attending and 64 of the 95 or so boys attending.  We received lots of positive feedback.  We are scheduled to have our 8th grade girls’ and guys’ nights this week.  We still could use a volunteer or two for the girl’s night (11/15).  We really just need extra help setting up and getting the evening started.  You can just come from 5:30-6:30-ish.  Email Jan Lamberti if you are interested.  If you hear any feedback that you would like to pass on or have some yourself, pass it along.   And, thanks to our awesome fellow board members who have been such a huge help in making our events successful (Stacy Walsh, Amy Klein, Tiffany Etzel, Mary Claire O’Donnell, you, and Julianne’s invaluable donations for the girls’ goodie bags).

 **7. Links to Learning- Sandy reported**

That applications are now being taken for review. Katrina is taking the applications that teachers have put in for evaluation. The committee is meeting on 12/5 Katrina and Sheri Thomas, and various PTO members are on the committee. The teachers need to submit a grant application the budget is a $1000 could be less or more.

**8. Unfinished Business- Anne VanGerven**

**- None**

Motion to adjourn

**9. Meeting adjourned at 2:35 PM**

**The next meeting will be held on**

**Tuesday January 17th at Sprague in Room 6**