

PTO Board Meeting
Tuesday September 20, 2011
DWJH-1: 15 PM

Present: Larry Fleming, Larry Rivkin, Anne Van Gerven, Sandy Simon, Stacy Walsh, Stephanie Hooper, Diane Laudati, Veronica Pantelis, Amy Klein, Christy Greeley, Diane Gillis, Anne Rainis, Chris Udoni, Vicky Morelli, Kristin Keevins, Linda Pinsel, Stacy Szejbka, Eliisa Capstick, Debbie Fisch, Beth Poteet, Bath Ann Fell, Liz Treiber, Robin Babbo, Julliane Spilotro, Beth Poteet, Kristin Keevins, Jennifer Qualley, Gina Stec, Tania Surane

Minutes from the June 2011 meeting were approved.

Quick introductions to refresh everyone's memory, not everyone was able to attend the June meeting.

Correspondence and Announcements: Anne shared and passed around a thank you note from Tanya Schwartz thanking everyone for the support and contribution to the Brad Schwartz Memorial Fund. She also announced that there will be a May Mystery Montage at DW and they are looking for little toys to as prizes, so if anyone can donate please give them to Renee Zorich.

Administrative Reports:

a. School Board Update- Larry Rivkin

Larry gave the board a sincere thank you on behalf of the district. There is such a huge rate of parent involvement and they realize that is what makes these programs so successful. The board really wants to learn more about what the PTO does and is excited to be able to come and sit in on the meetings. The invitation is always there for anyone to come to the school board meetings. He also explained that they are a visionary board, not an operational board. They can't always make the final decisions. They are continuing to work on Vision 2015, enhancing the foreign language program and continuing projects at the three schools. This summer they added the new science labs and bathrooms at DW, air conditioning at Half Day and of course continue to assess Sprague for air-conditioning. He said the money is there, but they need to make sure that the building and the mechanicals can handle the upgrade before any work is completed.

b. Superintendent- Dr. Larry Fleming

Larry explained that his successor, Scott Warren will officially begin on 1/3/12 and will become more visible when he actually takes over the position. He also mentioned that there are somewhere around 20+ personnel and 14 teachers retiring at the end of this school year, which is a great

number of people to lose. Larry also updated us on the fields project and gave a few reasons on why they are about 3 weeks behind schedule, they hope to be seeding this week and if the weather holds out they may be able to get back on schedule. Scott G. has been extremely helpful with this project; he has great background knowledge and has been able to help on many aspects.

PTO Executive Committee Reports

a. President- Anne van Gerven Reported

i. The PTO goals and objectives were explained to the new board. There has been a new PTO website put in place but we are waiting to roll it out to the community. We need to make a few more "tweaks" before we want everyone to use it. The website can allow us greater flexibility where we can make our own updates and maintenance and offer recognition to the companies that support the PTO. A big thanks to Stephanie Hooper she worked very hard on putting this together for us. We have added a new position to PTO this year, Ways and Means under Julianne Spilotro we need to outline a clear financial direction for all of the groups in the district. It would be a great help if we knew all of our supporters so we are not hitting up the same companies. This is important because we need to define a plan to complete the funding of the fields.

We also want to expand the Welcome Committee to reach out with representatives that can speak different languages to be able to explain things to new families that might have a language barrier. This would help to translate welcome literature and answer questions. Also working with the schools to have liaison for the family. Want to have 100 percent of families joining, right now we have 85 percent but why aren't they joining?

Increasing our communications, some people don't know what we actually do when we do things. Continuing to focus on the T or teacher by increasing teacher involvement by encouraging them to attend PTO meetings to see if there is anything we can do for them. We will start with sharing the minutes.

ii. There is now a food, matrix on website. I have been working with Katrina who is also working with principals and teachers to put this matrix together. I have a draft and I will be finalizing it but take a look at this and make any markings if anything was forgotten. We need to follow the guidelines so I want to make sure I have all the programs covered.

iii. I want to thank everyone who was able to come to the Kickoff coffee. Holding at CLC worked out great, they were easy to work with and we plan to do it there again next year. We also preplaced nametags with these lanyards, hopefully everyone got one. If not please let me know. If you have any feedback on the coffee please let me know, I think opening up to the community was great idea. Dr. Warren felt like the energy was great and that was the purpose of the coffee.

iv. Jane Ernst who is the constant contact coordinator also asked me to let everyone know that updates should be completed in a week when she receives the new emails. After that she will be able to send out blasts, she will need at least a weeks notice before sending out the blast. You can send the information in either word or JPG format.

b. Vice-President- Sandy Simon reported-

Please go onto Google docs. All the volunteer agreements are there, so make contact with your volunteers so they know information will be forth coming on the programs that volunteered for this year.

c. Treasurer- Mary Claire (absent)

Budget and expense processes are on now googledocs.com. Keep in mind that these are new processes so we will work together to figure it all out. There may be some hiccups, but it will be figured out. If there are they paperwork will be returned to you to purchase items yourself. Finding that not everything can be purchased through school as we first had thought.

c. Secretary- Stacy Walsh reported-

Cultural Arts need to have submissions to the 103 monthly on October 14th.

Board Member Updates:

a. Communications- Stephanie Hooper reported

Right now she is pulling event dates and automatically changing them. You can send her the event dates and she will make the changes. Also can link a flyer or a website to your event and that can appear on the website. Probably can get the updates done pretty quickly.

b. Community Relations- Veronica Pantelis reported

Three coordinators on the team just completed 3 events.

-Kindergarten bus round up was held on Thursday, August 18 2011 from 10-11 AM set at 9-9:30 AM. There are 129 kids enrolled in kindergarten there were about 85-90% turnout for the roundup.

-Welcome back breakfast everything went well. We did set up and the teachers ate and held their meetings.

-Back to school Picnic was held on Friday September 16, 2011 6-8 pm. There were 693 people that rsvp'd the event but there were some no shows. The weather was overcast and only a high of 63 degrees so it was chilly. There also were a few rain drops so the DJ had to move inside so that put a little bit of a damper on the entertainment. Besides the weather it was a successful event.

c. Cultural Arts- Jen Qualley reported

They have set up appointments to meet with all the principals at each school. So far they have meet with Sprague and will be repeating most of the same assemblies from last year. Also have met with Half Day and they also will be doing a lot of same things. Hope to be meeting with DW soon.

d. Daniel Wright Coordinators- Amy Klein/Christy Greeley

They have secured all room parents and grade level coordinators for all the classes, everyone has email lists. Microwave lunch helpers went well during the first week of school. Continuing to find helpers for 5/6th grade recess, not the easiest. Picture Day is Friday, October 14th, Library Aides 1 a week for 2 hours on Tuesdays' for Mrs. Zorich, 5th graders are going to Camp Henry Horner the teachers will get volunteers. Halloween parties for 5th grade and treat day for 6-8. The art cart will start in October for the 5th graders, more info follow.

e. Fine Arts- Linda Pinsel reported

Fine Arts Day will be on March 15, 2012 at Half Day School and will need volunteers so "save the date." Will be meeting with Mrs. Lighthall and Mrs. Sweet to continue planning will be using Oc-Rock again for the assembly and will do 3-4th grade assembly together. Will start working on booking performers. Half Day Picture Day will be on Thursday, October 13, 2011.

f. Half Day Coordinators-Anne Rainis

No need for library volunteers this year, she has an aide so doesn't need any helpers. We have chosen an author for the author visit, which will be April 23-27. Meeting with teachers for Worlds Fair and will be meeting one a month to continue planning. We still need someone to run State Fair, still don't have a coordinator. There will be a plea going out in October, there are no quilts this year, so it will be a little easier to run, hopefully, will get someone.

g. Health and Safety- Jan Lamberti (absent)

Set dates for both Girl's and Boys 5th and 8th grade events. All events this year will be held in November invites will be sent in the next few weeks and they are busy working on getting all the stuff needed in place.

h. HEPCO-Kristin Keevins

Won't be up and running until January. Working with Dawn Anderson to learn to make the hardcover books. Also looking for a third grade coordinator to train to help take over next year when Corey and I leave.

i. Membership/Welcome Committee-Anne van Gerven reported

Right now there are 859 registered families trying to reconcile \$30,000 dollars and still have money coming in but waiting to get everything firmed up next week. Mary Claire will follow up with families who might have over paid or didn't pay. With the directory working hard to complete the book. Keep in mind we are changing the layout adding email, it will all be landscape instead of portrait. We are moving things around and it looks really nice. Hoping to have a final proof to look at and then we can proceed in the next few days. Would love to have it out on 9/30, but not sure if it will happen. Does anyone have any suggestions as long as we are reinventing the pages anyway, what they might want to see in this book. Someone suggested adding the school and PTO calendar. Sandy Simon mentioned to email her with any suggestions.

Welcome Night- Stacy Szejbka reported

Welcome Night will be held on Tuesday September 27, 2011. There will be 12 groups representing the district right now need people to attend! Attendance looks very poor, I have sent out 630 invitations to Kindergarten and all of the new families and an email blast went out on Monday, and so far I have a very few families that have RSVP'd. Hoping that they will just show up. We will be serving pretzels and water, maybe animal crackers, something easy and not make a mess. Please encourage people to come. I am also working on forms to be put into other languages so new families with a language barrier will be able to read the literature.

j. Room Parents- Tania Surane reported

I am happy to report that I now have all room parents in place. We are working on the first party and working to make sure everyone has food ideas or the parties.

k. Special Projects:Liz Treiber

Need to refresh DW kids about recycling

Parent Night at SHS are interested in getting support for, need to call back.

Lincolnshire Sports Association will be holding a coaching workshop we are looking to help support the workshop.

l. Sprague School Coordinator- Tanya Schwartz (absent) Anne van Gerven reported

Library aids are scheduled. They have already held a training schedule.

Laura is coordinating The Native American Unit for the 2nd graders she is working on finalizing the feast and The Earth Keeper Assembly. The feast will be back at the gym this year verses last year when it was held at Rivershire.

We will be working with Mrs. Feld on hanging the art. Also, Mrs. Brankis has Asked for our help with 2 of her programs that she wants to protect after she retires at the end of the year. First, the pilgrim simulation that is for second grader. She would like to have 2 second grade parents and 2 1st grade parents to work with her to learn the program to work with her so they can help coordinate the program next year. She is also looking for some people that can help paint something that can be used year after year for Laura B. Sprague Day.

m. Ways and Means-Julianne Spilotro

Julianne explained how she is trying to coordinate a clear financial direction for all of the organizations in the district.

i. Book Fair- Vicki Morelli reported

Kick Off fair planning committee was held today. We actually have 16 people on committee all assignments have been made. We are off and running! Introductory emails and volunteers will be contacting the teachers soon everyone is very excited. The book fair will be held on December 3rd from 9Am- 9 PM at Barnes and Noble in Lincolnshire. Twenty percent of proceeds go to us and we tend to make a lot of money in sponsorships.

ii. School Supplies- Robin Babbo reported

Haven't transitioned yet, but doing so next week. There is a new vendor that we will be looking into for next year.

iii. Spirit Wear- Jane Ernst (absent) Anne van Gerven reported

Curriculum nights went well. Still has orders coming in so she will wrap everything up at the end of month so she should have better numbers at that time. Jane and Anne are going to coordinate a day to have the clothes at DW for the kids to actually see and take then they can take the form home to their parents and they can tell them what they want and in what size.

Standing committees- Anne van Gerven reported

a. Executive Board wants to propose that the standing committees get incorporated into the responsibilities of the executive board. If all is all right, I will put together a list of all the assignments and we can vote on it at the next meeting and then it can be added to the handbook.

8. Unfinished Business- Anne vanGerven/Sandy Simon reported

It was also proposed to the Learning Fund Board that we (PTO) would give up our spot on their board and we would just have a point person who would review the minutes, report to our board and participate in meetings as necessary. The Learning Fund at their meeting last night approved this and Sandy Simon will be the point person for this year.

If anyone knows of any company that would put an ad in the any of our books please email Beth Ann Fell.

Motion to adjourn

9. Meeting adjourned at 2:30 PM