**PTO Board Meeting Minutes**

**January 12, 2016 – 12:00pm**

**Half Day Library**

1. Call to Order and Attendance/Introductions

Molly Shapiro

Tiffany Etzel

Gayathri Kalyanaraman

Heather Vasilenko

Julie Freeman

Christine Murray Upadhyay

Anne Van Gerven

Kendra Perri

Jill Mau

Scott Warren

Tania Surane

Rilina Ghosh

Katie Wolf

Diane Lefebvre

Lisa Lewis

Agnes Beatty

Karen Borgerding

Rebecca Young

* + - Molly Shapiro: would like to introduce our new Treasurer, Heather Vasilenko.

2. Approval of Minutes from November 2015 Meeting—Approved

3. Recording Secretary—Karen Borgerding

a. **Correspondence and Announcements**

* + Passed around thank you notes from teachers for the Book Fair.
	+ If you need a lanyard and/or a nametag, Molly has them.

b. **Attendance Sheet**

c. **School Board Meeting sign-up**

* + Please sign up to attend a school board meeting. The next one is January 19th at 7:00 pm at Daniel Wright.

4. Administrative Reports

1. **Scott Warren-Superintendent**
* Start and Ending Times A report and draft recommendation of the Start and Ending times was presented to the Board at the January 5 meeting. The draft recommendation was not to change the times for the 2016-2017 school year due to the financial implications and the amount of change that is happening in the district for next year. I believe it is important to make a change so our older students have more opportunity to receive the sleep they need, but need to do so in a more stable financial climate. A final recommendation will go to the Board at the January 19, 2016 meeting. The full report is located on the District website under the Board tab.
	+ - * Busing for three different start times would cost around $200,000. There are other major financial considerations within the district in the upcoming school year such as a possible freeze on property taxes and teacher contracts. We determined it is best to wait for a more stable financial climate before making this significant change and financial committment.
* 1:1 Teaching and Learning: Sprague Pilot A draft recommendation for the 1:1 program for students in grades 1 and 2 was presented at the January 5th meeting. The draft recommendation is for students to rent iPads for the 2016-2017 school year with a rental fee. The fee presented at the meeting is $150 per year. Also looking at ways to possibly lower the fees for next year, however our fees are still lower than many other districts. The BYOiPad is not being recommended due to the difficulties that are inherent in the BYO option, which are compounded due to the age of the students. A final recommendation will be presented to the Board at the January 19, 2016 meeting.
* Facilities Planning The District continues to move forward with the building plans for the 5th grade moving to Half Day School and an addition at Sprague for the 2016-2017 school year. A zoning meeting is being held at the Village on January 12, 2016. Making sure the Village is all on board with building plans. Have done a successful preliminary presentation to the village already. We are still on track with our timelines for completion for this fall. Groundbreaking will be in late March or early April. Possibly looking at later start times for school next fall. Breaks will be the same as Stevenson, but school may start later in the fall. May attend school on Veterans Day, Pulaski Day, etc.

b. **Kendra Perri– Assistant Superintendent for Curriculum & Instruction**

* CoGAT results will be sent home on Friday, January 15th. The mailing will include documents to help parents understand the results. There will also be a link to the CoGAT website that will allow parents to get further detail about their child’s score.
* Katie Reynolds will be presenting the PARCC results tonight (January 12) at 7:00 at Daniel Wright. Please RSVP to attend this event (there is a link in the district newsletter). She can also answer questions on other tests as well.
* 6th Grade Outdoor Education is coming up soon.
* A parent’s guide to the curriculum has been posted on the district website. It contains a link to each grade and each subject to let parents know what is happening at the grade levels.

c. **Jill Mau – Principal, Half Day School**

* We are in full swing preparing for the upcoming PARCC testing. There will be only one session not two this year and there will be fewer tests for the kids to take.
* The Giant Map of South America is here at Half Day for both grades.
* Art classes for both grades will be at Rivershire in early February.
* We are excited about the upcoming transition with 5th graders coming (staying) at Half Day. We are already working on plans to integrate the staffs.

d. **Anne vanGerven - School Board Member**

* Facilities –  Preliminary plans have been presented to Village for review and will be going before the Village Zoning Committee meeting tonight and the Architectural review board next week.   Detailed Design is in process with that scheduled to be completed later this week and then bid document preparation to begin as well as further defined budget estimated.  During December budget estimates were reviewed and evaluated with some changes made to the scope of building renovations at Sprague - however all work at Half Day was unchanged as well as the additional work at Sprague.  Also at the December meeting, we discussed changes in school programming like band, art etc. for 5th graders. We are still working through some of these details (5th graders will get band and art, so there is no more need for Art Cart next year).
* Transportation – Transportation committee presented final guidelines to the board in December including neighborhood stops, maximum route time guidelines (not to exceed 45 minutes) as well as average route target of 30 minutes.   These guidelines will be used in creating new routes this spring for 2016-17 school year.
* Work continues on School Start times and schedules.  In late November the administration reached out to additional sleep experts - including those recently advising the Seattle school system on their multi-year study and upcoming changes which include switching almost all their school start times to have their Middle Schools and Junior Highs start later and the elementary schools to begin earlier this coming fall.   In connection with this, it was recommended that a survey be given to the DW students to find out from the students exactly how much sleep they are getting each night.  During the December board meetings school board members had lengthy discussions about start/end time changes and the administration deferred a recommendation until January to provide for more time to research options and to complete the student survey.  At the board meeting last week a study on School Start times was presented by the administration as well as the survey results which indicated that our DW students (on average) are getting less than the recommended 9 hours with our 6th, 7th and 8th grade students averaging anywhere from 7.5 to 8 hours of sleep a night.  Based on these findings, expert feedback and the available research, the recommendation is that we should change the start times at DW.  Two scenarios were evaluated to allow for that change but concerns exist around the potential financial impact of one scenario and the end time/ASA impact of the second.  Because of that, more time is needed to evaluate these scenarios and put it in context to the other needs and potential district changes so that the implementation of a school start/end time change should be deferred until some of these unknowns can be evaluated and scenarios further refined.  A final recommendation along with detailed plan is scheduled for next week's board meeting on January 19th.
* A proposal for Sprague's 1:1 iPad program was presented at the January 5th board meeting.  The proposal consisted of leaving Kindergarten as is with cart based iPad usage, 1st and 2nd grade would be 1:1 - however based on their experience this year they are recommending that all students use district iPads that are left at school.  This year they have encountered several administrative issues with the BYOiPads that impact instructional minutes and the classroom experience.  These would be eliminated by having consistent iPad settings, etc.  In order to implement this they are proposing adding a fee for 1st and 2nd grade students of $125-$150 to cover the cost.  This is similar to the rental fee the 3rd-8th graders currently pay to use a District iPad. Discussion did occur about how to handle parents that already purchased an iPad for this year.   Further discussion on this topic is scheduled for next week's board meeting prior to any vote by the Board but if you have thoughts or feedback on this, please let me know.
* Next Board meeting is Tuesday, January 19th at 7pm in the DW library.

5. PTO Executive Committee Reports

 **a. President—Molly Shapiro**

1. Executive Committee Mtg – January date TBD
	* + We will assess how we are doing so far.
		+ We will discuss a plan for using unallocated PTO funds.
		+ We will discuss slating and next years budget.

ii. Save the date for ~~February~~ March Board Mtg – Funding Proposals to be discussed.

* + - We will move this discussion to the March meeting.
		- I have met with Dr. Warren and the presidents of the Learning Fund Foundation and the Music Boosters to discuss investment priorities for all three organizations and how best to support the district’s needs.
		- We are asking teachers and principals for their input and their priorities.
		- We will discuss as a board in March funding and use of unallocated funds as well as budgeting for next year

iii. Slating Process for 2016-17

* + - Please begin thinking about what you want to do for next year and if you would like to continue doing your job or change positions.
		- Please consider participating next year.
		- Karen Borgerding will be sending out an e-mail soon on this.

iv. Virtual Camp Fair

Camp Fair is online this year. Special thanks to Gaythri for setting it up.

Website contains links to different camps.

We will be sending out constant contacts to parents about this.

We want to do the full camp fair next year so we are looking now for leaders for this event.

**b. Treasurer—Heather Vasilenko**

1. Year to Date Financials
	* + December was a big month with the Book Fair.
		+ We earned approx. $66,000 and spent approx. $47,000 for the month of December for a gain of $18,000.
		+ We have spent $16,000 of our allocated $58,000 budget so far this year. We are well under budget right now.
		+ We have lots of unallocated funds and we will be looking for different items to fund.

ii. Budget Process for 2016-17

* + - We are beginning to look at next year’s budget. If your event is finished, please let Heather know your thoughts on the budget for your event.
		- Please send all reimbursement requests to Heather as soon as possible. It is important that we know how much was spent on an event.

**c. Vice President—Agnes Beatty**

1. Links to Learning - Results
	* + We received a total of 5 applications for our PTO Links to Learning Grant. PTO covers expenses of approved applications for a total of $10,000. This year, following applications were approved:

 • *Garden/Environmental Club at HD School*, where students will be able to create and maintain a garden, while learning to understand the plant growth cycle, recycling and creating a school wide environmental program. $1000

 • *Robotics for Sprague School* - includes robots, apps and accessories on iPads to help control the robots using simple commands. $960

 • *Snap Circuits for Half Day* - tools used to investigate, build and examine electric circuits. $1037

 • *Energy from the Wind kits for Daniel Wright* - students will understand a wind formation wind energy and electricity generation. $1100

* + One application was granted but paid for with district funds, not PTO funds because it was more curriculum based.
	+ Although the total spent on grants was only $4000 of the allocated $10000, we decided not to reopen the application process. Other requests throughout the school year can be funded through E4E which is an ongoing grant process.

ii. LFF Update (Dr. Warren)

* Met yesterday, discussed funding and budgeting (along with PTO and Music Boosters).
* Supporting the Run for D103 5K.
* Purchase of sound amplification systems are tabled for the moment, but may come up again later.

iii. D103 Music Boosters Update (Ella Shlyak) No Report

**d. Communications—Gayathri Kalyanaraman**

 i. Update & Reminders

* + - * Please send Gayathri all information about programs. This will help with the communications plan.
			* The website is doing well. It had about 1000 visitors, mostly DW pizza and 6th grade social dance.
			* We have had about 400 visits to the virtual camp fair site.
			* A facebook post asking for volunteers has gotten a lot of results! (Thanks Agnes).
			* Molly Shapiro: Special thank you to Gayathri and Agnes for everything they have done, communications are critical to our mission.

**e. Ways and Means**

1. Book Fair - Results (Agnes Beatty and Heather Vasilenko)
* We have received good feedback on the book fair, location, format, etc.
* Thank you to the book fair team.
* Our last Book Fair, despite a major challenge of a location change, turned out to be a success. It was held at Daniel Wright and we heard nothing but good about this choice (let us know if you heard any different). Parents pointed out at a lesser crowd, better performance location and a chance to visit DW for those with younger children.
* iPad payments worked well.
* We collected over 4700 books for Bernie's Bank, which is a number comparable with last year's.
* Since we did not have a bookstore which would process book sales during the Book Fair, PTO took the risk and pre-purchased books for Teachers Wishlists and for the Giving Tree, which were then available for parents to buy during the Fair. We also had to figure out the way to collect payments during the event. It all worked out well. The remainder of the books that were not purchased by parents was donated by PTO to our teachers and school libraries.
* We had 900 wish list books. Large response from Daniel Wright. We sold books at conferences at Daniel Wright and did a sign up genius for Half Day and Sprague.
* We made $10,400 on the books and spent $6,600. We spent $1,900 on teacher books. Our goal was to make $5000 and that amount was met if not for purchasing the teacher wish list books.
* Next year we will get more elementary age books. Bernie’s wanted middle school books so that is what we bought for donation and sale. We will also look for a book store partner to help us out so we do not have to take such a financial risk. Scholastic does not work for several reasons (they want to do three different schools, proceeds only go to more books, etc.).

ii. Run for D103—Molly Shapiro

* Chairs are working on sponsorship, both financial and product donation.
* There is a planning meeting January 28th at 6:30 at Daniel Wright. Anyone is welcome.
* The marketing team will meet on January 25th to go over the marketing plan.
* Permits for street closures have been filed.
* Notice has been put out in the village newsletter.
* LFF and Music Boosters will also be supporting the 5K. It will be a community event with proceeds going to a common goal in the district to support music, science and the teachers. Will most likely be at Half Day with all the changes and construction going on.

iii. DW Pizza Lunch—Chris Acampora (read by Molly Shapiro)

* 2nd Half Pizza orders are in progress. We added a new option to accommodate frequent requests for a thin crust and gluten free choice. By combining the two options and offering a pizza that is both thin and gluten free we were able to meet that need - that pizza is slightly more expensive and the slices are larger. We were unable to offer each as a single item because it would require ordering more pizza than we could sell and would dilute fundraising profits.
* Finally, there are frequent reports of excessive extra pizza. I already order less than three full pizza's required to fulfill all orders. Most of this is due to 5th graders who ordered but didn't like the pizza. I suspect this excess will decrease in the second session. Program continues to be successful and well embraced.

iv. PTO Directory – New Family Update—Molly Shapiro

* Addendum with new families is in progress.

v. School Supplies-Diane Lefevbre

* We made $8400. Our goal was $7500. We made $950 at the site sale but will not be doing that next year. They sent us too much and it interrupted the offices trying to get ready for school. We need to get the word out on that so parents do not expect to be able to buy the supplies before school.
* We may still sell locker shelves during meet the teacher days.
* We are looking to select a company next year that will use a known delivery source. We are working with EPI, First Day School Supplies, and School Kids (Staples).
* Want input about what to include in the packs. Want to make sure teachers get all their wishes in the packs so parents don’t have to buy extra.

**f. Cultural & Fine Arts—Lisa Lewis**

 i. Explore the Arts Day –2/24 @ DW

* + - * + 6 weeks from tomorrow
				+ We have 30 artists and waiting to get contracts from about 10...we sent out CC today for more artists...would like 40-45 to feel comfortable with the number of students we have. Please let us know if you or anyone you know have an interest.
				+ Once artists are secured, we will send out list of workshops for students to choose from(1st through 5th choice) targeting two weeks from today, or 1 month out
				+ Meeting weekly with committee to continue To-Do for rooms, volunteers, lunches logistics etc…
				+ This week volunteer sign up genius will go out.
				+ Kids and volunteers will need to bring lunches. We will not be ordering pizza. There is no pizza lunch that day.

 ii. Assemblies Update

* + - * + HD School:

 -Giant Map of South America is currently at HD School for all grades

 -Feb 3 - Mousetrap Machine for 3rd grade

 -Feb 11- Science Alliance for 4th graders

* + - * + Sprague:

 -Jan 15, this Friday, Wildlife Discovery Center in Lake Forest will come for Kindergartners and bring live animals

* + - * + DW:

 -Feb 9 Amazing Science of Magic and Illusion for 7th graders

**g. Community Relations**

1. Hospitality—Molly Shapiro

Chili Lunch 2/19 for teachers at all 3 schools. Need parent volunteers to make chili.

ii. Parent Education

* + **Upcoming Speakers—Julie Freeman**
* Our next Parenting event is Wednesday February 24th at 7pm at DW. Dr. Karen Cassiday will be presenting: “Cultivating Peace in Your Home: Hot tips for preventing stress, mayhem and poor concentration”. Please save the date and look for the RSVP in the upcoming newsletters.

 -Karen Cassiday, Ph.D., clinical psychologist is the president of the Anxiety & Depression Association of America & the owner of the Anxiety Treatment Center of Greater Chicago. Dr. Cassiday is a nationally recognized expert in the diagnosis and treatment of anxiety disorders in children, teens, and adults. A sought-after national speaker, she has appeared on NBC’s Today Show. Her expert commentary has appeared in the Wall Street Journal, New York Times and The Chicago Tribune. Dr. Cassiday has a light hearted , upbeat and refreshing approach. You will not want to miss this opportunity to see her at D103.

* On Wednesday, February 3 CPN will be hosting Dr. Laura Kastner. She will be doing 2 separate presentations:

 -“Getting to the Calm: The Early Years” (for parents of 3-7yr olds). At 9:30am at the Royal Melbourne Country Club, Long Grove

 -“Wise Minded Parenting: 7 Essentials for Raising Successful Tweens and Teens” after her book of the same title. Please save the date.

* **5th Grade Health Nights - Recap—Tiffany Etzel**
	+ - * We will do 5th grade health nights at Half Day next year. These are well attended.
			* We had them this fall and they went well.
* **8th Grade “new & improved” Night—Tiffany Etzel**
	+ - * These nights typical have low attendance so we are making some changes this year.
			* We are combining boys and girls into one night with a different curriculum.
			* Focus will not only be on sex but on drugs as well.
			* Have gotten input from Mrs. Blackley and the health teacher.
			* Also trying to connect with Stevenson for resources and possible speakers.
			* Will have Stevenson students (Freshmen Mentor Program) to talk with 8th graders during the night.

iii. Welcome Committee

* D103 Information Fair will be planned for September or October at the Vernon Area Library. More to follow.

**h. Half Day School Vice Presidents**

1. Indoor Recess (Mrs. Mau)
* Have bought games for 5th grade indoor recess next year.

ii. World’s Fair

* Planning has begun

iii. State Fair—nothing

iv. December Holiday Celebrations - Recap—Christine Murray Upadhyay

* 4th grade format went well. Kids got to move around the school playing games. Maybe have a variety of treats.

v. Author Visit – David Fitzsimmons 11/17 – Recap Christine Murray Upadhyay

* Was a success. Photography in books was great. We sold 200 books.
1. **Daniel Wright School Vice Presidents—Tania Surane**
2. 6th Grade Social Dance Lessons
* First dance was held this past Friday. 98 students were enrolled!

ii. 5th Grade Fraction Café

* Sign up genius went out this past week. Being distributed again thru room parents this week.
* Slots are more than half full but **volunteers are still needed**.
* Event is Friday January 22. (We re-introduced pizza as part of the event, this was removed a couple years ago. Because pto left the budget as is, we were able to do this.)
* Jackie Curtis and Tricia Jette are coordinating the event.

iii. 5th Grade Colonial Days

* Colonial Day is scheduled for Thursday, Feb. 4 from 9am-1:50.  We are hoping to get a larger volunteer turnout with the later start.
* **We still need volunteers!** We are in the process of getting volunteers.  An email went out to our volunteers that signed up on-line, but only a few responded. There has been a blurb in the DW weekly since winter break and a constant contact went out Monday.  In addition, we plan to send out a plea through  the room parents the last week in January.
* Lunch will be provided for all volunteers who sign up for both morning and afternoon time slots.
* Colonial Day set up is scheduled for  Feb. 3 after school and all last minute perishables will be bought.
* Debbi Fandrei, from the Raupp Museum, is no longer able to volunteer her time during the school day to run the Spinning simulation or donate the wool. She is, however,  loaning us all spinning wheels.  She will drop them off the morning of the 4th and will give a brief demonstration to Mrs. Dwyer, who will be leading the simulation. We did find a 5 pound bag of wool on eBay for $60, which Mrs. Fandrei helped us divide.
* Most of our materials have been bought. However, we are still waiting for Michaels to get their last shipment of wooden boxes for decoupage.
* Fresh Market is donating 5oz cups and recyclable bags.  We hope to pick those up at the end of January.

iv. 8th Grade Dance—nothing

v. 5th Grade Art Cart

* Next art cart is scheduled for March. December project went without a hitch.

vi. Lighted Schoolhouse – Recap

* Went well

**j. Sprague School Vice Presidents**

1. Author Visit – Todd Parr 11/12– Recap—Rilina Ghosh
* Two author visits: October (Aaron Reynolds) and November (Todd Parr). Both went well.

ii. Native American Feast - Recap—nothing

iii. Pilgrim Simulation - Recap—nothing

iv. December Holiday Celebrations - Recap—nothing

**k. Teacher Appreciation Week— Katie Wolf**

* + - * We are just beginning work on this week.

6. New Business

7. Adjournment – Next Meeting Tuesday, February 9th at 7pm (Evening!) in **DW Library**