**PTO Board Meeting March 10, 2015**

**12:00pm Sprague Library**

**1. Call to Order and Attendance/Introduction of Guests**

Kim Disbrow

Agnes Beatty

Gayathri Kalyanaraman

Denisia Anta

Ella Shlyak

Julie Kelly

Julie Freeman

Jodie Halazonitis

Linda Pinsel

Beth Ghorbani

Kris Plendl

Lisa Lewis

Tiffany Etzel

Kristin Keevins

Lily Farahmandpour

Stacy Szwejbka

Anne Van Gerven

Molly Shapiro

Scott Warren

Beth Hanna

Karen Borgerding

Christy Adler

**2. Approval of Minutes from February 2015 Meeting**

**3. Administrative Reports**

1. **Dr. Scott Warren- Superintendent**

1. **1:1 Teaching and Learning Proposal**

* The 1:1 Teaching and Learning proposal will go to the Board for action at the March 17, 2015 Board meeting. The proposal includes incorporating 1:1 technology for grades 3-8 utilizing iPads. Families will have the option of renting a device for $150 per year, a rent to own option for $200 per year (includes the case and the apps), or a Bring Your Own iPad option. This proposal is based on over 3 years of research and pilot programs in our own district.
* Current access restrictions will be lessened. The building internet has security and we will use a program called Casper which has additional layers of restrictions as well.

2. **Strategic Planning**

* The strategic plan, Vision 2020, was approved at the February 17, 2015 Board meeting. This plan is the result of a year’s work involving representation from parents, staff, and community members regarding the needs of the district. This strategic plan will help guide the work of the district for the next 5 years. The next steps are to create tasks and timelines for each goal area to provide additional structure to the plan. Information is on the website.

3. **Facility Needs**

* The district is in the process of reviewing the space needs in the district based upon our student enrollment and programming. With the increase in our student population growing greater than our projections, the need to create additional space in our buildings is becoming imperative. We are currently working with our architects to create plans on how to best accommodate the space needs in each of our schools.

4. **PARCC Testing**

* We have completed our first week of PARCC testing and are now in our next phase. Grades 4, 5, and 6 are either complete or will be complete tomorrow. Grades 3 and 7 will begin testing this week and grade 8 will begin the week of March 19. Aside from some glitches with the system, we have a fairly successful testing session. We have had good responses from the kids and most have finished testing early. We had some trouble with a few iPads needing to be reset to factory settings due to them freezing. The results of the PARCC assessment will be available this fall in October. There will be further testing in May.

b. **Mrs. Katie Reynolds – Assistant Superintendent for Instruction—Nothing**

c. **Mrs. Anne Van Gerven - School Board Member**

* At the February 17th Board meeting the board approved the Vision 2020 Strategic Plan.  A huge thanks to all the staff, parents and community that were involved in the process.
* Exceptional Learning Collaborative (based on SEDOL Withdrawal) has been approved by the ISAC for Districts 96, 125 and 103.
* Board approved the 2015-2016 School Calendar at the February 17th board meeting and it is now available online.
* Facility changes are one of the top priority items coming from the Vision 2020 Strategic plan.  The administration and board are working with our district architects – Wight and Co. – on identifying options within our district budget.   As we continue in this process we will be engaging the community for feedback and input so please stay tuned for those opportunities.
* The board spent a half day at Sprague, Half Day and DW on February 10th to visit classrooms and see how the various schools and graders are using iPads in the classrooms.  In followup to that, the 1:1 options for 2015-2016 were discussed at both the February 17th and  March 3rd board meetings with some changes requested between to the two to help manage the cost.  The current proposal from the administration to the board includes expanding 1:1 to grades 3-8 with revised BYOD option (allowing students to bring an iPad 2 or higher (no minis) with no need to wipe content), $150 annual Rental fee or $200 annual rent to own.   This new option allows the district to continue to expand upon the advantages of 1:1 while minimizing the budget impact.   Action is expected at the March 17th board meeting.
* Next meeting is March 17th, 2015 (Regular Meeting)

d. **Dr. Christy Adler– Sprague School Principal**

* Thank you for the Chili lunch! The teachers loved it.
* We have parent teacher conferences this week. We are already planning for next school year by scheduling incoming kindergarten screening and ELL screening.
* Through a grant from Links to Learning, we have acquired materials for MakerSpace thanks to some of the teachers. It is designed to infuse creativity in the classroom and lets the kids explore and build using self directed learning time. Classes can later talk about what the kids did. We filmed some of the responses. Thank you to Links to Learning for this grant.
* First graders have been doing opinion writing and learning to use facts to support their opinions. They have been writing reviews for restaurants and other places and tweeting the reviews. As a result of one child’s review Kalahari Resorts sent passes for all kids in two classrooms. This teaches kids to see the value in what they write and in the words they use.
* Last week was World Read Aloud Week. The mayor gave a proclamation which all the kids loved. We celebrated Dr. Seuss’ birthday and had mystery readers (including some teachers). We skyped with a class in Puerto Vallarta. We learned to read Dr. Seuss in Spanish. We tweeted all our updates. Finally we raised funds for Beacon Place, which provides kids with various resources, including breakfast and lunch, backpacks and books. Our funds will go toward their library.

**4. Community Relations**

1. **Hospitality—Kelly Dupont—read by Karen Borgerding**

**Chili Lunch, Thursday, February 19th**

* The hospitality committee coordinated the all staff chili salad lunch on Thursday, February 19th. The lunch was a huge success.  We set up crock pots of chili, salads, fixings and desserts at all three schools.  The committee provided with salads and bowls, napkins and cutlery with a budget of $300.  We used sign up genius to track volunteers and in total there were over 60 parent volunteers to help make this such a special day for the staff.  This year we added desserts which was a nice addition to the lunch.  We had 25 crock pots distributed among all three schools and provided beef, vegetarian and no bean choices.

**Bingo Night- (EC-5th)**

* Was to be held on Friday, March 6th but was put on hold this year to revamp and refresh the event.  The recommendation is to keep money in the budget and schedule an event at Sprague next year that includes EC-5th grade.

**Teacher conference snacks, Thursday, March 12th**

* The hospitality committee with be providing grab and go snacks for the staff during parent/teacher conferences.  We have a budget of $250 to split between the three schools.  We will buy granola bars, chips, and healthy snacks.   The feedback is that the teachers really appreciate the snacks.

ii. **Parent Education—Julie Freeman**

* Reminder that Parent Education is hosting Dr. Caroline Adelman tomorrow night – Wednesday, March 11th at DW cafeteria. Her talk is titled,  Fostering Resilience:  How to Help your Children Thrive in the Face of Stress and Anxiety. We encourage everyone to attend and to encourage your friends to attend as well. All of us and our children face anxiety often and Dr. Adelman has a great wealth of experience to educate us as parents on how to handle and respond to our children’s anxiety. This talk comes very timely with the first administration of the PARCC testing.
* PTO Parent Education is also working on the possibility of another dynamic speaker (the founder of Free the Children) coming to D103 before the end of the school year. Please stay tuned for more information.

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

i. **Explore The Arts Day**

* + - * ETAD was last Wednesday on March 4th.  We are very grateful to all of the 35 PTO volunteers who took the time to make it such a great success.
      * We have surveys out to teachers, volunteers and students and have been getting great feedback overall for the most part.  Suggestions include having parents travel with one group instead of staying with one activity.
      * There are links to the artists’ websites online.
      * Thank you notes are going out to presenters this week.
      * The new assembly was a hit...Be The Groove and majority of the artists got great reviews. The kids wanted to get up and do the music with the group.

ii. **Cultural Arts Assemblies coming up in April**:

* + - * 4-13   Pioneer Living Journey Back in Time    Kindergarten
      * 4-14   Lewis and Clark    4th graders
      * 4-27   Rag to Rap (history of dance)  8th graders

**6. Daniel Wright School Vice Presidents—Tania Surane—read by Karen Borgerding**

1. **Colonial Days—nothing to report**

ii. **Fraction Cafe—nothing to report**

iii. **Art Cart**

* + - * Getting ready for the next Art Cart next week. Watercolors along with the work of Georgia O’Keefe will be featured.

iv. **Lighted School House—nothing to report**

v. **Dance Lessons—nothing to report**

vi. **8th Grade Dance**

Committees meeting; everything going according to plan.

vii. **Health Events—Tiffany Etzel**

* 8th grade health events will be next month. We have a new speaker for the ladies night.

viii. **Front Desk Office Shifts**

* + - * Sign up genius page will be ready this week to send out for volunteers until the end of the school year.

ix. **Author Visits and Reading Recess**

**7. Half Day School Vice Presidents—Nothing**

I. **World's Fair**

ii. **State Fair**

iii. **Indoor Recess Program**

iv. **Author Visits**

**8. Sprague School Vice Presidents**

1. **Walk for Diabetes Day (read by Beth Hanna).** We are all set for Diabetes walk day. We are providing water and popsicles.

ii. **Author Visits—nothing**

**9. Standing Committees**

1. **Links to Learning**

* Results of grants are on the website.

b. **Executive Committee—nothing**

c. **Legislative Committee—nothing**

**10. PTO Executive Committee Reports**

**a. Recording Secretary**

I. **School Board sign up**

* **Please sign up on the sign up genius to attend a school board meeting. We need volunteers for April and May.**

**II**. **Correspondence and Announcements**

* Passed around thank you poem from Sprague School for the Book Fair.

III. **Written reports for minutes**

**b. President**

1. **Extracurricular Grant Program**

* Is being publicized. Putting a constant contact together.
* Have given $275 to NJHS already.

II. **Slating**

* Presented updated slate.
* Explained process of slating.
* Molly Shapiro will be President. Lily Farahmandpour will be Treasurer. Gayathri Kalyanaraman will be Communications Director. Beth Ghorbani will be the Ways and Means chairperson.
* We will expand cultural arts to 4 people instead of 3 to help with Explore the Arts Day. We will always welcome a partner in these positions.
* Lots of openings in Ways and Means—fundraising.

**c. Vice President**

1. LFF Update —no report

II. D103 Music Boosters Update—no report

**d. Communications**

1. **Announcements**

* First of all I would like to mention a change within communications for the upcoming year. I was going to run it again but I've met this exciting, upbeat and so eager to help mom that I couldn't help but share my position with her. This is Gayathri and she will take my job as Communications Director. I will be cross training her for the rest of the year so you will see her email popping up everywhere:) (Gayathri introduced herself).
* Another mom, Hong Xia, has volunteered as a webmaster for the next school year so I am also training her on it. Hong is a working mom so she was not able to come today, but hopefully you'll all meet her at the evening meeting next month
* We need someone to replace Debbie O'Malley to run Constant Contact, so if you know any parents who are technical, let me know.

II. **Media Reports**

* PTO website had about 450 unique visitors in the past 30 days, mostly for our main page - 115 (informational) and Parent Ed - 50. Run for The Fields and Run for D103 have both increased visitor interest, reaching 230 and 130 visitors, respectively (Run for the Fields had a big day on March 3rd, when Lincolnshire Newsletter came out?).
* 8th grade dance website activity runs at 5 visitors a day, on average.
* Camp Fair website activity has gone down, but still runs at about 5 visitors a day, with a peak of 91 visitors after we sent out the cc about Virtual Fair.
* Constant Contact: we sent 8 CCs last month, less than usual. Open rate varies from 58% (3rd grade world's fair) to 32% (Volunteer Award). Click rates reach 21% (3rd grade worlds fair).
* Facebook: 252 likes as of today, up by 7!. We received the most "Clicks" from the Chili Lunch post with photos and the most "Likes" from Go Dr. Adler Post on congratulating on her nomination.

**e. Treasurer—Molly Shapiro**

I. Financials

* + - * Lily Farahmandpour will be the new treasurer, she introduced herself.
      * We are doing well financially. We are currently $6000 over our expected income and expect to be under budget. This is before the 5K.
      * We will talk next month about doing something for the district with the money.
      * Next month we will also vote on the budget prepared by the Finance committee. Please turn in receipts and give any budget suggestions to a member of the committee.

**f. Ways and Means—Kristin Keevins**

1. **Run for the Fields/5K - Update**

* We have our team put together, led by Katherine Robbins and Michelle Shrout,  and they are busy working on all the aspects of the 5K.   We have created a new logo which represents our minor name change to Run for D103.  We are meeting with NJHS to work with them on this event and see how we can use their leadership to run the event and dedicate a portion of the money to a charity they want to support.  We are also getting the support of LFF on our leadership team.  We have over $7500 in sponsorship money so far and will have Mr. Reuth as our DJ again.  If anyone would like a role in making this event happen, please contact Katherine and Michelle.

II. **Camp Fair—Beth Ghorbani**

* Receipts still coming in but profit should be around $12K.
* Wrapping everything up. Need to put together final report and send to committee. Will have it done by next meeting.
* We had a lower turn out than last year, but the revenue was still good.

III. **Pizza Lunch Final Numbers**:

* $12,370 and music boosters $ $6,660

IV. **Spirit Wear—not read**

* We are currently working on designing/ordering the t-shirts for the D103 5K run.  We are using our Fall Spirit Wear vendor American Outfitters.

V. **School Supplies—Beth Ghorbani**

* Working on finalizing quotes this month. Numbers came in high so I am trying to get them in line with last year's prices. Almost there. Will start on communications plan beginning of April and online sales will begin late April early May.

**11. Unfinished Business**

* + - * Dr. Warren: Tomorrow we will have 45 international visitors attending the National Science Teacher Association Conference at Rivershire. They will observe science classes at Daniel Wright and Stevenson.
      * Anne Van Gerven: In the Fall of 2012, Westfield Mall launched a program called Westfield Works Wonders School Partnership seeking grant applications for programs/school improvements that Westfield Mall could fund in partnership with the schools or local PTOs.  We completed the grant application but every time we checked in with our contact, we were only told that they were working on it and would let us know ASAP. We continued to follow up until this past fall when we learned that the program had been discontinued. The Westfield representative apologized for the breakdown in communication and offered us a $500 AMEX gift card for the poor way it was handled and lack of followup communication.  The gift card was presented to Molly so PTO can put it towards a program to benefit the schools.

**12. Adjournment** – Next meeting, NIGHT MEETING! Tuesday April 15th from 7:00pm to 8:00pm in the Daniel Wright Library. We will celebrate our 2015 Volunteer of the Year!