**MINUTES**

**PTO Board Meeting**

**September 8, 2015 – 12:00pm HD Library**

Call to Order and Attendance/Introductions –

* + - Introductions made around the room. Please also state your name when giving a report. The PTO Board meets once per month. You should have received the meeting schedule for the year. Please note days/locations and times on the schedule. It is not the same every month. For example, next month is a Wednesday evening at DW.
    - Attendance:

Anne van Gerven

Scott Warren

Jill Mau

Molly Shapiro

Denisia Anta

Sherri Liang-Zhou

Kim McElhinny

Chris Acampora

Brynn Cynor

Katie Wolf

Danielle Gobble

Marina Becker

Michele Shrout

Karen Borgerding

Christine Murray-Upadhyay

Jodie Halazonitis

Kim Disbrow

Diane Lefebvre

Gayathri Kalyanaraman

Gina Stec

Katie Reynolds

Kendra Perri

Brenda Cobb

Michelle Kowalski

Julie Freeman

Robin Babbo

Leslie Cornell

Kelly Bichkoff

Lisa Lewis

Lily Farahmandpour

Tiffany Etzel

Agnes Beatty

Ella Shylak

Tania Surane

Lisa Lewis

2. Approval of Minutes from May 2015 Meeting – Not approved: Originally sent on May 19, 2015 to previous PTO Board Google Group. Available on PTO Website/PTO Board/Meeting Minutes & Agendas. Karen Borgerding will send out meeting minutes each month and we will have a motion to approve the minutes at each meeting beginning in October.

3. Correspondence and Announcements – Three sympathy cards sent from PTO Board to Mrs. Lindell (1st grade teacher), Michelle Kowalski and Laura Polen (parent volunteers). Any other correspondence to read?

4. Administrative Reports – Members of D103 Administration, each school principal and a school board member are invited to the PTO Board meetings to provide a report. Anne vanGerven & Sandy Simon will share school board responsibilities this year.

1. **Scott Warren-Superintendent**

* *Facilities Improvement Plan*

The District is moving forward with the Facilities Improvement plan proposal to move 5th grade to Half Day school and to build expansions at both Half Day and Sprague to address the space needs. With 5th grade moving to Half Day, we will relieve the congestion at Daniel Wright by repurposing the vacated 5th grade wing for 6-8 grade programs. This project is has a conservative estimate of $13.3 million, with the actual numbers depending on the designs and bidding environment. The timeline is expected to have the projects done in time for 5th grade to move to Half Day in the Fall of 2016. We will keep everyone up to date via websites and e-mail.

Should our enrollment continue to rise where we need to add additional sections, we can absorb the classes with the proposed plan. We would need to look at our operations to determine if we would move programs back on a “cart” such as Spanish, or move programs off-site, such as our Early Childhood or Administrative offices. Any further construction will require a referendum.

* + - * Money will come from bonds or reserves, we will not have a referendum.
      * Although construction will cause some disruption to classes and pick up space, this project can not be completed in the summer so it must extend into the school year. Need to balance disruption versus need to alleviate space issues sooner rather than later. May consider starting the school year later next year to allow construction to continue.
* *Transportation Committee*

We are looking for a short-term committee to help with our review of our guidelines for stops and ride times in the district. A message went out on Friday looking for people who may be interested. The committee will be 4 times between September and December to make a recommendation to the Board of Education on the new proposed guidelines. A link to sign up is on the District website.

Will also look at after school pick up procedures if additional students are at Half Day.

* *Start and End Times*

We will conduct a study of the start and end times for our schools this year. American Academy of Pediatrics and the Centers for Disease Control has recommended that middle school and high school students benefit from starting school after 8:30 am. Many factors go into making this decision such as the research recommendations, transportation and traffic considerations, afterschool events, and finances. A report and recommendation will go to the Board in December 2015.

* *Half Day Playground Request*

The playground at Half Day needs some updating. We currently do not have any equipment that is ADA accessible. The district will be moving forward with providing some equipment this year that will cost just under $50,000 (a ramp system along the sidewalk). We will also continue to look at the playground during the construction phase at Half Day and update it for the future. Would the PTO be interested in partnering with the District to provide an ADA compliant playground at Half Day?

* + - * Equipment has already been competitively bid nationally, so it complies with requirement to bid for projects.
      * Need to provide ADA compliant equipment no matter how many children require it.
      * Will allow all children access
      * District can cover all of the cost, but would like help from PTO for any amount.
      * ADA compliant ramp to be completed in October. Additional upgrades to playground will be next year, after construction complete.
      * Molly Shapiro: Executive Committee will discuss this before the next meeting and will present a proposal for a vote at the October meeting.

b. **Katie Reynolds – Assistant Superintendent for Instruction**

* Introduced Kendra Perri, part time Curriculum Coordinator. Kendra will work with new teachers and is also working on new parent guides which will soon be online.
* RJ Bialk is our new Technology and Assessment Director. He will be involved in instructional and assessment technology. He is currently assisting with MAP testing at Daniel Wright but will hopefully be able to come to the October meeting.
* MAP testing will be using a cloud based system this year, and not software based.
* Students in second grade will not take MAP until the spring. We believe that between the assessments we already give that we have enough data for instructional decisions
* Beginning this school year, the Cognitive Abilities Test (CogAT) assessment will be administered to students in grades 2-8. The CogAT measures reasoning and problem-solving skills in three different areas: verbal, quantitative and nonverbal. This assessment measures potential rather than academic achievement.  This testing allows us to look at children’s natural abilities as opposed to just their academic skills. Next year we will test only 2nd, 5th and 8th graders. Is a fun assessment.
* The Illinois Science Assessment will be administered in the spring for 5th and 8th graders. We do not have any more information at this time.
* PARCC testing results from last spring are not in yet.
* Title I Compact: As a public school district, Lincolnshire District 103 accepts Federal monies that are used to provide reading and math support to identified students. By accepting these funds, we are required to provide parents with a School-Parent Compact. This document outlines how the parents, the school staff, and the students will share in the responsibility for improved student academic achievement. Reading and Math Interventionists will send home a copy of the compact when they begin to provide instruction to students.
* The new name for our enrichment program (old name: ELM) is REACH(Raising Expectations and Aspirations of all Children). We have refreshed the program and this will ensure continuity for all grade levels. Presentations were made to teachers on opening day. Parent page was sent to all district families. Please contact Katie with questions.
* The 1:1 program is in progress. Sprague is fully implemented in the pilot classes. Tech support is in classrooms at Half Day today (Sept. 8) and should be fully implemented by the end of the week. Implementation starts Thursday at Daniel Wright for 5th graders. 6th grade will be Friday and 7th and 8th grades will be next week. Many schools throughout Illinois are using the 1:1 program.

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

* 4th graders are excited and asking questions about the facility changes coming to Half Day.
* We will be doing MAP testing the week of September 15th.
* We begin the 1:1 program this week.
* Picture day is September 22nd.
* We had our first indoor recess today.

d. **Anne Van Gerven - School Board Member**

* The Board is working on identifying the goals for 2015-2016 as well as the Superintendent goals for the year.   Goals will closely align with Vision 2020.
* *Facilities:* Over the summer, Board, Administration, staff, and community have worked closely with the District Architect, Wight & Co, in small and large groups to develop a plan to address Facility needs as identified during the Vision 2020 strategic planning process.  Proposed plan includes: renovation and building additions at Half Day and Sprague including moving 5th grade to Half Day. The School Board will be asked to approve the proposed plan at the September 15th board meeting.
* *Transportation and Student Schedules* will also be a focus this year as they relate to Vision 2020, Board and Superintendent goals.
* The Board recognizes that many of the goals for the year have substantial student (as well as parent) impacts and we appreciate your engagement throughout the process. We will do our best to keep the communication flowing so **please take time to read the emails that come from the District** and if you ever have any comments or questions, please feel free to attend the Board meetings (1st and 3rd Tuesdays of the month), call or email the Board.  Next meeting is September 15th at 7:00 at Daniel Wright.

**\*\*Guest speaker – Sherri Liang Zhou with information regarding Starlink Global Program**

* Program Manager for Starlink Global Education
* Program began in 2012 as a student to student peer group.
* Partnering with Daniel Wright this year. Will have 12 Chinese students at Daniel Wright, 3 per grade, for 9 days between January and February. They will:
  + - Shadow with Daniel Wright students for one week.
    - Take field trips to Chicago
    - Celebrate Chinese New Year
* Looking for a local coordinator, who will receive a $150 stipend.
* Need 12 students to host. Can register online.
* Contact Sherri Liang-Zhou for information at 847-344-5825 or [sherri@StarlinkGlobalEducation.org](mailto:sherri@StarlinkGlobalEducation.org)

5. PTO Executive Committee Reports

* + 1. **President – Molly Shapiro**

1. *Board Member changes* – There were a few open positions that have been filled and a few changes made to the PTO Board list.

* Ways & Means & School Supplies – Beth Ghorbani moved out of the district.
* Kim Disbrow is the Ways & Means Jr. and Book Fair. She will focus on Book Fair this fall and take on more Ways & Means responsibilities in 2016.
* Diane Lefebvre took over School Supplies in late July.
* Gina Stec is the Membership Sr. working with Debbie Fisch and Jasmine Chiu on the PTO Directory.
* Chris Acampora is the DW Pizza Coordinator. Elizabeth Soifer from D103 Music Boosters is responsible for coordinating volunteers for DW Pizza Lunch.
* Jeff Hooper is going to co-chair 6th grade Spring Fling with Chris Acampora. Jennifer Qualley has SHS graduation that day.
* Chris Acampora & Jackie Curtis will work with Mrs. Mau and 4th grade teachers to re-vamp State Fair to be held at HD instead of Rivershire. They will work closely with Kelly Bickhoff for the event.

II. *Goals for 2015/16* – Typically the Executive Committee develops annual goals during the summer. We did not do that this year. It has been exceptionally busy and many of the members of the Executive Committee are also new to their volunteer positions. We will meet before the next PTO Board Mtg to develop annual goals for 2015-16. As such, I would like to request ideas from the entire PTO Board. Please email any suggestions to me by Friday, Sept. 18th. I will read last year’s annual goals so that you have an example. I will also email this to everyone this week.

III. *Calendar* – I sent a PTO calendar to you in early August. There are still a few dates being assigned. Once those are set, I will update the calendar and send it to you. It has also been posted on the PTO Website and will be updated accordingly.

Also remember, as PTO members we do not get special privileges in schools. We need to follow security procedures.

**b. Vice President – Agnes Beatty**

1. *Volunteer Registration*
   * Most have signed up. In the process of sorting through the data and sending lists to individual committees.
   * Please follow up with your volunteers when you receive the lists.
   * Send any questions or interested parents to Agnes.

ii. *LFF Update—*None

iii. *D103 Music Boosters Update* – Ella Shlyak

* + First meeting is Thursday, nothing to report.

**c. Communications – Karen Borgerding, Recording Secretary & Gayathri Kalyanamaran, Director of Communications**

1. *School Board Meeting Sign up*—Karen Borgerding

* Once again we would like PTO Board members to attend School Board Meetings.
* Please see the Sign Up Genius link to sign up to attend (and get a reminder a few days before). Link is attached in e-mail and on the PTO website.
* We are only asking that one person go,so please consider signing up one time.
* The next meeting is next Tuesday, September 15th, so please look at your calendars and see if you can attend then. All meetings are at Daniel Wright at 7:00. Thank you.

ii. *Communication changes and organization—nothing*

iii. *Submit written report to your board member for minutes*—Karen Borgerding

* Please submit all meeting reports to me. They do not have to be in perfect format, just a general idea of what you are going to talk about. It can be in a separate document or just a rough e-mail. Whatever form works best for you.

iv. *Communications—*Gayathri Kalyanamaran

* + - * Passed out information on ways to communicate your event.
      * Send pictures for Facebook, we are getting a lot of “likes”!

**d. Treasurer – Lily Farahmandpour**

i. *2014-15 Year End Repor*t (Molly Shapiro)

* + - * We brought in $126,666 through fundraising and our expenses were $100,038 plus the $25,000 for the Starlab so we essentially broke even. This is a good thing.

ii. *Year to Date Financials (July & August)*

* + - * Not many changes to the budget. Some income from membership, $103 for 103 and Pizza sales.

iii. *Reimbursement and Deposit Procedures* (Molly Shapiro)

* + - * Use the forms in the toolbox on the PTO website for reimbursements and deposits. Give the forms to Lily, let her know when you are sending them.

**e. Ways and Means – Molly Shapiro**

**i. *Membership*** –

* $23,560 collected as of 8/31/15. Goal is $25,000.
* Introduce Gina Stec

ii. ***Premier PTO Sponsors & Directory Advertising*- Gina Stec**

* We have most of the ads. We hope to get a preliminary draft to the printer at the end of the week.
* We have ordered 1100 directories.
* They will be delivered in a few weeks.
* Will need help labeling.

iii. ***$103 for 103*** - $17,922 collected as of 8/31/15 goal 15,000.

iv. ***School Supplies* – Diane Lefebvre**

* Preliminary numbers from EPI: we made about $7500 in online sales. We also sold extra packs during site sales and made another $1000.
* We will not be doing site sales again. We need to streamline the process next year.

v. ***DW Pizza Lunch* – Chris Acampora.**

* Approx. 315 slices ordered for 1st semester compared to 370 last year.
* Still a worthwhile fundraiser even with decrease.

vi. ***Spirit Wear* – Brenda Cobb.**

* The 2015 Spirit Wear sale has started online as of Friday.
* New this year are girls glitter shirts and 1/4 zip shirts.
* American Outfitter is the vendor for this year. They have provided samples that are available in each school’s front office. Four sample sizes have been provided: youth medium, youth x-large, adult medium and adult X-Large. The samples will be available for curriculum nights this week and at the back to school bash next Friday.
* The sale will continue online through September 22. PTO will raise $10 from each shirt sold.
* We expect to receive the shirts around October 6. The shirts will be delivered to the appropriate homerooms. I will be looking for volunteers to help sort the shirts to the right classroom at each school.

vii. ***Book Fair* – Kim Disbrow**

* Barnes and Noble is booked for the first Saturday in December.
* Will need help as we get closer.

viii. ***Run for the Fields/5K* – Katherine Robbins (not present) & Todd Jensen (not present) Molly Shapiro read.**

* Will be Saturday, May 21st.
* Preliminary meeting tomorrow (Sept. 9).

6. **Committees**

**a. Community Relations**

i. *Welcome Committee* – Elzan Ohlwein (not attending).

* Elzan has attended the New Family Nights at DW and HD and all of the Curriculum Nights. She has contacted all new families via email and anyone that expressed interest on a sign-up sheet at Curriculum Nights. She is doing an amazing job. Way to go, Elzan!

ii. *Hospitality: Teacher Treats, Back to School Bash* – Michelle Roth (not present), Leslie Cornell—presented, Robin Babbo.

* Teacher Back to School Grab n Go breakfast was a success.  Teachers are very appreciative. Feedback from Sprague regarding the new set up was very positive.  They would like to continue the Grab n Go vs. sit-down format for this event going forward. Sprague spent $175 on breakfast/snack items and Keurig coffee packs.
* Back to School Bash will be Friday, September 18 5:30-7:30 PM.  DJ will be Bazar Entertainment.  We added an extra food truck this year for more variety and shorter lines.  Available food will be:  La Cocinita (South American) food truck, Grill Chasers (BBQ) food truck, Guiseppe's Pizza and Rocky's ice cream truck.

iii. *D103 Family Information Fair* – Molly Shapiro

* Will be held in conjunction with BTSB. Many of the same attendees as last year (preschools, camps, library, LSA, Village Club). We will also look at holding another event at VAPLD in Jan/Feb.

iv. *Boo Bash* – Molly Shapiro

* Scheduled for Fri. Oct 30th from 4-9 at North Park. PTO provides s’mores. Volunteers needed.

v. *Parent Education* —Michelle Kowalski

Save the dates:

* PTO Parent Education will offer its first event on Tuesday, November 3, 2015 by Parenting Perspectives team Lauren Bonday and Karen Jacobson will present at the Vernon Area Library from 9:30-11am.
* Community Parent Network (CPN) will present its first event on Wednesday October 14th Ron Lieber presents “The Opposite of Spoiled” Parenting discussion based on his book by the same title. 7-9pm at the Stevenson Performing Arts Center. Ron has been the “Your Money” columnist for The New York Times, where his columns about student loans won the 2011 Loeb Award, business journalism’s highest honor. In his talk, Ron will discuss his new book, The Opposite of Spoiled, which is a practical guidebook for parents to talk to their kids about money.

**b. Cultural & Fine Arts – Lisa Lewis—presented, Marina Becker, Cheryl Zerull (not present)**

i. *Assemblies*

* + - * Members attended a performing arts showcase with some Daniel Wright teachers.
      * Have talked to Half Day and Sprague and will book 4-5 assemblies per school during the year.

ii. *Explore the Arts Day*

* + - * Will be at Daniel Wright on February 24th
      * Will need help.

**c. Daniel Wright School Vice Presidents – Tania Surane—presented, Ella Shlyak**

1. *Room Parents*

* All room parents and grade level coordinators have been assigned.

ii. *Front Desk Office Support*

* Is going well, all slots were filled within one day

iii. *8th Grade Dance*

* Planning meeting scheduled soon

iv. *Colonial Days—* not read

* Colonial Days at DW is tentatively set for Thursday, Feb 4, 2016.

v. *Author Visit*— Molly Shapiro

* This Thursday, September 10th, for 7th and 8th graders. Author will be Joelle Charbonneau.

**d. Half Day School Vice Presidents – Michelle Brooks (not present), Michele Shrout (not present) read by Mrs. Mau**

1. *Room Parents*

* All rooms and grade level coordinators filled.

ii. *Indoor Recess Program*

* First day was today.
* Need volunteers

iii. *World’s Fair Co-Chairs*

* Need co-chairs still

iv. *State Fair plans*

* Will be revamped this year with the help of Chris Acampora and Jackie Curtis

v. *Author Visit—*Christine Murray-Upadhyay

* Will be November 17th from David Fitzsimmons

**e. Sprague School Vice Presidents – Michele Schmitke (not present), Leslie Cornell—presented**

1. *Room Parents*

* All classrooms have room parents
* Grade level coordinators have been assigned.
* Room parent orientation meeting was held on August 28.
* Curriculum nights have begun at Sprague
* Working on fixing the safe snack list for Halloween and Winter parties
* Organizing volunteers for Picture Day, Thursday Sept. 10, via sign up genius

1. *Author Visit—*Rilina Ghosh (not present—read by Karen Borgerding)

* We have a last minute author's visit planned! Thanks to our contacts and relationship with LF bookstore, we will be having Aaron Reynolds (author of Creepy Carrots, Nerdy Birdy, and Here Comes Destructosaurus) come to Sprague school on Thursday October 15th. Details are still in the works, but we will likely have 3 assemblies. As Mr. Reynolds is promoting his most recent book (Nerdy Birdy which will be on shelves 9/22), there be no author's fee for this visit (it is being sponsored by the publishing company to promote the book).
* However, re: book sales -- Nerdy Birdy will be the primary book offered. We are working out the details but, the publisher wants other books to be sold in conjunction with the purchase of Nerdy Birdy. We are working on the details at the present time. We also may provide the author with a honorarium/stipend for his visit, similar to when Ed Denecke visited.

7. **Standing Committees – No reports**

1. *Links to Learning (PTO VP)*

*b. Executive Committee (PTO Pres)*

*c. Legislative Committee (PTO VP)*

8. New Business - none

9. Adjournment – Next Meeting WEDNESDAY, October 7 at 7pm in **DW Library**