**MINUTES**

**PTO Board Meeting, September 9, 2014 – 7:00 p.m. DW Library**

1. **Call to Order and Attendance/Introductions**

**ATTENDEES:**

Linda Pinsel

Tania Surane

Kelly Dupont

Jackie Curtis

Michelle Blackley

Katie Reynolds

Carrie Giddings

Julie Freeman

Marina Becker

Caroline Cleveland

Katie Wolf

Diane Lefebre

Aimee Kravets

Beth Ghorbani

Agnes Beatty

Molly Shapiro

Beth Hanna

Anne Van Gerven

Tiffany Etzel

Alissa Horak

Kristin Keevins

Debra O’Malley

Kate Harper

Scott Warren

Lisa Lewis

Sharon Chamberlain

Michelle Roth

Leslie Cornell

Michelle Moody

Veronica Pantelis

Lorrie Hardy

Astha Maheshwari

Karen Borgerding

2. Approval of Minutes from May 2014 Meeting

3. Correspondence and Announcements

4. Administrative Reports

 **a. Scott Warren-Superintendent**

 1. The 1:1 Teaching and Learning Initiative is underway. 4th and 6th grade classes will be learning in a 1:1 environment this year. We will also have some pilot classes in a 1:1 environment including three 1st grade classes, four 2nd grade, one 3rd, and one section of 7th grade ELA. The 4th and 6th grade classes have all of their iPad distributed and teachers are beginning to use them with instruction. The other classes either have them or will receive them next week. The 1:1 Teaching and Learning Initiative is focusing on Creativity, Collaboration and Communication, which are 21st Century skills.

  2.  (Katie Reynolds) The ELM program is continuing its review this year. Katie Reynolds is spearheading this study regarding a school-wide model of differentiation for all students. The ELM committee will continue to meet throughout the fall and winter in order to bring recommendations to the Board in January 2015. Will tackle two programs a month.

  3.     The district is moving forward with strategic planning this fall. We are working with a facilitator, Dr. Bob Madonia, with this process. We will be seeking input from all our stakeholders regarding input into the focus areas that the district should focus on for the next 5 years. A community wide survey as well as a community engagement process will occur this fall. More information will be forthcoming in the next few weeks.

 4.     The district is also working on several other important areas including:

 a.     Facility Master Planning – As part of the strategic planning process, the district is examining how our buildings align with our changing curriculum and instruction, populations growth, as well as the general upkeep and deficiencies in our facilities.

 b.     Next Generation Science Standards – K-5 is beginning a 2-year cycle of aligning our curriculum to the standards and 6-8 will continue to develop units this year.

 c.      (Katie Reynolds) College, Career and Civic Life (C3) – The district will be working with the consortium districts on examining the Social Studies standards and practices.

 d.     (Katie Reynolds) Social Emotional Learning program – Basing our units on the Second Step program for K-8 and the Safe Touch program (K-3). Created age appropriate “I can” statements for students. Embedding instruction into other areas of curriculum. Will be a parent letter explaining program.

 e.     (Katie Reynolds) English Language Learning program – The state has made the requirements for students to exit the programs more difficult. Teacher and administrators are reviewing the Perfect Match curriculum. Reviewing practices and data to ensure aligned with population needs.

 f.      World Language – We have implemented Spanish in every grade this year, K-8.

 g.     New Special Education Cooperative – We are working with Stevenson and District 96 on creating a new cooperative as this is the last year that we will be a part of SEDOL.

 h.     Early Childhood Programming – We are reviewing the new guidance and requirements in the law and how those areas impact our current programming.

 i.       PARCC Assessment – The new assessment that replaced the ISAT will be provided this year. It will be delivered online. Working on upgrading infrastructure to administer test.

 j.       Performance Evaluation Reform Act (PERA) – We continue to review the changes to teacher evaluation and will examine the student growth component that will be implemented in the 2016-2017 school year

 b. Katie Reynolds – Executive Director of Curriculum & Instruction

 1. PARCC

* + Evidence Tables
		- Presentation on 9/24 and 9/26 to all 3-5 and ELA 6-8 Teachers
		- Education on new standards
	+ Accessibility and Accommodations
		- Adapting to online, interactive format available to all students, not just those needing accommodations. New for teachers and students
		- Scheduling September presentations at Half Day and Daniel Wright

 2. MAP

* + September 8th-18th
	+ Grades 2-8 Reading and Math

 3. 1:1

* + Parent Advisory
		- Will meet again in October
	+ Parent Engagement Night
		- Devorah Heitner, “Smart Kids/ Smart Phones (5-8)”
		- September 23, 2014 7:00-8:30 Daniel Wright Cafeteria
	+ Digital Citizenship
		- Lessons have started
		- Parent Communications

 **c. Anne Van Gerven—School Board Member**

 1. Thanks to all of you for volunteering and the tremendous support you provide to our district and schools!

 2. At our last meeting the Board discussed the Board and District Goals for this coming year and will be finalizing those during the month as well as our superintendent goals. One key area of focus for the board and superintendent will be preparing a new 5-year strategic plan. There will be several opportunities for parent and community feedback and involvement so stay tuned.

 3. As always - Parent and community input is appreciated and needed so please do not hesitate to email or call the board with questions, comments or concerns. Next board meeting is Tuesday, Sept. 16th at 7pm at DW.

 d. Michelle Blackley—DW Principal

 1. PTO volunteers in the main office is having a positive impact on class instruction and reducing class disruptions. We encourage continued volunteers.

 2. Being purposeful in anti-bullying program:

 a. Administrative team attended legislative update. Did staff training, updating them on legislation.

 b. Right Track Club meets on Wednesday mornings at 7am. Students interested in positively impacting culture in building and following anti-bullying initiatives.

 c. Anti-bullying Assembly—Free the Children on Friday, September 12. Will do small workshops with children.

5. PTO Executive Committee Reports

 a. President —Beth Hanna

1. 2014/2015 PTO Vision and slide show

 a. Thank you to volunteers.

 b. Use discretion in duties in schools (front office, indoor recess).

 c. Refer to all as parent “volunteers.”

 d. Recruitment of non-traditional volunteers successful—Jasmine Chiu.

 e. Sustainable and Appealing.

 2. Goals for 2014/15:

1. After completing our $100,000 commitment to the district to purchase the Sprague playground this year, the D103 PTO will limit large sum financial commitments. In order to assure this, any large sum purchase or donation requests made to the D103 PTO by the District, other D103 Volunteer organizations or Community will be presented to the General Board and reviewed comprehensively before any large sum commitments are made.
2. The D103 PTO 5K Run for the Fields event will be modified as a community event instead of a fundraiser. A Chair for this event will be earnestly pursued in order to see this event continue this year
3. The D103 PTO, in tandem with District communication changes this school year, will enhance it’s website, www.d103pto.org, to establish it as a timely reference for District links via their weekly E-news, Google Alerts, etc. We will accomplish this by utilizing the newly formed Tech Team, supervised by our Communications Director.
4. The D103 PTO will continue to strive to genuinely attempt to understand the obstacles non-traditional PTO volunteers have and work to attract them in order to authentically reflect our diverse community. Our General Board will be encouraged to remain open to opportunities for feedback and reflection during their events/programs from non-traditional volunteers.

 b. Vice President

1. LFF Update—Alissa Horak

 a. This is a transition year for LFF as we wrap up support for the D103 Science Initiative. We will be involved in the district's Vision 2020 Strategic Plan process this fall and will integrate our future efforts based on the input driven out of this process.

 b. We had a successful educational event two weeks ago at "Physics is Fun". Attended by approx 120 children plus their parents.

 c. LFF is selling raffle tickets for three prizes - 2 Apple iPads and 1 GoPro camera. $10 each, 3 for $25, 15 for $100. Proceeds will go toward district science equipment requested by teachers (microscopes, lab scales, etc...)

 d. LFF committed to working closely with PTO and Music Boosters to yield a united mission to help the educational experience for the children of D103.

2. D103 Music Boosters Update (Not read)

 a. Thank you all for supporting our fund-raisers so we can support our music programs.

 b. Music Boosters thanks all volunteers (as does PTO) for serving Pizza lunch on Wednesday.  Schedule is set through the end of December.

 c. We are gearing up for our first ever Cookie Dough Sale.  Sale information will go out October 6th and orders can be taken by paper, and by any luck at all, on our web site.  You don't have to go out and sell cookie dough but we sure hope you'll all buy some.  We've arranged for delivery to come just before the holiday baking begins in November.  It's pre-portioned and can be stored in the freezer.  Watch for more details!

 d. We will have gift cards available in November and December as well.

3. Volunteer Acknowledgment (Not read)

 Has everyone been able to access and contact their volunteers through Google Docs?   You might want to do it again as we've had more sign ups this month.

 **c. Recording Secretary—Karen Borgerding**

 1. Sign up to attend school board meetings (two members)

 2. Congratulations to Mrs. Korah on the birth of her baby girl born August 24. If you know her, please feel free to send her a note of congratulations.

 3. D103 is looking for crossing guards. Please spread the word.

 d. Communications—Agnes Beatty

Communications team is here for all the PTO members to spread the word on their events, whether you run a fundraiser and need some advertising or you need to reach out for more volunteers. We have 6 team members to help run it smoothly: Debbie, Christine, Jasmine, Libby, Angelina and myself. I have made copies of the documents previously emailed to you. I apologize if some of you already know this and feel free to yawn uncontrollably, I will not get offended:) But I realized I did not discuss our tools last year enough and some members were not aware of what a CC is, for example, all the way until May.

 1. The first one, PTO Communications - Tools, combines all ways known to us on how to communicate with the parents within our District and around the community. Let me know if you have questions on any specific Media.

 2. Second document, Your Communication Plan, helps you (and us) utilize the most often used ways of communicating.

 a. Weeklies are email blasts sent every Friday to all parents by the district. It includes district news as well as district-based organizations and community events. (Showing an example on a projector).

 b. Constant Contact (aka CCs) are email blasts sent by us whenever needed (but not too often). Please follow instructions in the document. (Example of a CC on a projector).

 \*\*Please e-mail Debra O’Malley directly and not through the PTO e-mail.\*\*

 c. Facebook - most should know what Facebook is (example on a projector).

 \*\*Send pictures to post\*\*

 d. PTO Website has all the information we decide to include - News section, but also subpages for any events that need it.

 e. If you need graphic design assistance, we have two wonderful parents offering help to help design fliers or other marketing materials. Just let us know.

 3. Last document, Google Docs instructions, shows you how to access any documents/fliers/photos/reports prepared in the past in relation to your or other events. Feel free to browse through it (don't worry, you can't delete anything) and see what was done previously. It's a tremendous source of knowledge on how things were done in the past years.

And please, ask questions! This could be a lot of new stuff for some of you and it's easy to get overwhelmed.

 e. Treasurer—Molly Shapiro

 1. 2013-14 Year End Report

 a. Projected income: $111,750; Actual income: $132,333

 Projected expenses: $104, 375; Actual expenses: $107,000.

 b. Ended year $25,000 ahead. Added to $79,000 cash reserves.

 PTO is doing well financially.

 2. 2014-15 Budget - Proposed Changes

 a. Was approved in April

 b. Projected income $97,250 (5K not included); Projected expenses $100,700.

 This is not a problem because of 1) cash reserves and 2) actuals exceeding projection already (ie. 103 for 103).

 c. Changes:

 i. Increased Parent Education budget by $750.

 ii. Added/Increased 7th Grade End of Year Party budget

 iii. Increased Teacher Appreciation Week budget $1000 for all three schools.

 iv. Decreased Ways and Means budget

 v. Increased library allocation for each school (less books to library in absence of Scholastic Book Fair).

3. Coordinator Tracking – Budget vs. Actual

 Will send an e-mail with budget specific to each coordinator and information about how money was spent last year.

4. Reimbursement and Deposit Procedures

 a. Sent e-mail earlier with reimbursement procedures and forms. Please read notes.

 b. Molly is point person for all checks paid and deposited, even for district funded events.

 f. Ways and Means—Kristin Keevins

1. Premier PTO Sponsors

 a. We have 6 Premier Partners for 2014-2015. Highlighted in advertisements in events. Our goal was 5 Premier Partners.

 b. For directory ads we sold $3859 in ads-which should cover printing costs.

2. Membership

 a. For PTO Membership, we have 607 total processed memberships:  $21,480

 b. 23 double memberships:  6 of those folks would like to donate to PTO

 c. After refunds for double memberships and donations:  Total is $20,885.

3. $103 for 103

 To date we have 143 families - $14,935 which exceeds our goal of $12K

4. Book Fair—Alissa Horak

 a. Date is December 6.

 b. Already met with Spencer.  Has a lot of great ideas for raising our funds this year.

 c. Will have a kick off committee meeting within the next week to week and a half

5. School Supplies—Veronica Woolson, read by Kristin Keevins

 a. We reached our school supplies sales goal of $11,000 this year. We also added home delivery which made the school supplies job much easier on our volunteer (s) and the schools and the locker set up at DW was helpful for the kids to bring in supplies before school started.

 b. We still have some packs available to purchase at schools.

 c. Total profits before late order sales:  $11,764.22

 Purchase of late order packs - 10/grade:  ($6,941.15)\*\*

 Refund for HD defective earbuds:  $181.93

 Unsold packs remaining: approximately 30

 Projected total profits with sale of remaining packs or return of unsold packs to EPI at end of school year:  approximately $13,000

 Total overall profits from EPI sales and late order sales:   $11,223.14

6. Spirit Wear—Michele Schmitke, read by Kristin Keevins

 a. We are 5 days into our Spirit Wear sale.  Marketing for the sale has included flyers at curriculum nights, CC blasts, hard copy flyers sent home in kids backpacks, FB posts, and school newsletters.  There will be 2 more CC blasts prior to the end of the sale on 9/21.

 b. Numbers are great!

 Half day 36 orders

 Sprague 42 orders

 Daniel wright  65 orders

7. Run for the Fields/5K - Update

 In our annual goals to continue the run and simplify the fundraising portion of the event.

 We are seeking a chairperson to run the 5K!

8. DW Pizza Lunch— Lorrie Hardy

 a. Total # slices ordered per week for first half of year: 393 (includes 33 for f/r recipients)

 b. Sales price per slice for first half of year $63

 c. Total sales revenue for first half of year $22,680 (based upon 360 prepaid orders )

 d. Prepaid sales 1.6% increase from last year

 e. Partnering with d103 Music Boosters – PTO managing orders and financials and d103 Music Boosters managing volunteers and scheduling

 9. Camp Fair read by Kristin Keevins

 They had their initial planning meeting to plan February event.

6. Board Member Updates

* + 1. **Community Relations**

 **1. Welcome Committee—Astha Maheshwari**

 a. An email went out to all Welcome Committee members thanking them for volunteering and explaining their role in welcoming new families to the district either by phone/email/home visit.  They each received the official PTO welcome letter and the local business contact list to use as a reference.  Welcome Committee Members were also asked to volunteer at the D103 Family information Fair.

 b. D103 Family Information Fair:

 1. The D103 PTO 2014/2015 Annual Goals, developed by the Executive Committee on 8/22/14, state in Item #4 that “The D103 PTO will… work to attract them [non-traditional PTO volunteers] in order to authentically reflect our diverse community.”  Beth Hanna’s vision for this year’s Welcome Event ties in nicely with that goal:

 "to transform the traditional PTO Parent Coffee into a more informational, inclusive, multi-culturally sensitive "Fair" in which all parents feel comfortable coming to learn more about volunteer opportunities within D103."

 2. Event Success Criteria:

 i. Additional Parents & Guardians volunteering in classrooms and at PTO-sponsored school events

 ii. Increased Parent & Guardian attendance at PTO Meetings

 iii. More Parents & Guardians visiting PTO website

 iv. Working, Ex-Pat, and ELL Parents & Guardians volunteering at PTO events

  3. The D103 Family Information Fair is scheduled for Thursday, October 2nd at Vernon Area Public Library.  The Morning Open House is from 9:30 am-11:30 am and the Evening Open House is from 6:30 pm-8:30 pm.  The event is sponsored by PTO, LFF, and the Music Boosters and hosted by the library.  Possible babysitting/story time/craft time available for FREE to parents who attend the morning open house.

 4. The event features community information and volunteer opportunities within D103 for D103 families.  Tables will be arranged in the library’s large meeting room which is located to the left of the entrance to the library.  There will be snacks and raffle prizes along with tours and information from the library.  Welcome Committee volunteers, along with PTO volunteers, will help direct people to information and volunteer opportunities.

 5.   Welcome Committee volunteers will distribute information to Ex-Pat families about local restaurants, groceries/farmer’s markets, events etc. where families can experience some of the comforts of “home.”  Info will be posted on PTO website’s “Welcome Packet.”

 6. Organizations confirmed to participate include PTO (volunteer opportunities by school, Ex-Pat, ELL, Working Parents/Parents with Limited Time), LFF, Music Boosters, PTO Parent Education, DW Science Olympiad & Science Bowl Teams (display), Village Club, LSA, Girl Scouts, Pack 78 Cub Scouts, Troop 78 Boy Scouts, Tamarack, Lincolnshire Montessori School, local park districts (brochures), and SHS Prep Program (brochures).  Waiting for confirmations from DW Newspaper Club, Center for Gifted, LCA, LCNS, and the Music Institute of Chicago.  Final details and information will be emailed to all participating organizations the week of September 22nd.

 7. All event flyers have been approved by the district (Kim Sylvan).  The “Save the Date” flyer has been emailed to Welcome Committee volunteers to translate into Hindi, Japanese, Polish, Chinese, Korean, Hebrew, Pakistani, and Spanish.  The translated flyers will be emailed to the ELL teachers to distribute to families.  All inquiries to the PTO Gmail account will be forwarded to the appropriate Welcome Committee volunteers for follow-up.

 \*\*\*Need Korean and Chinese language translations.\*\*

 8. The communications plan for the event includes “word of mouth,” some telephone invitations, event flyers at the Village Club ‘Welcome Event’ on 9/10/14, weekly newsletter blurbs, Constant Contact flyers, Village Kiosk sign, message on each school’s kiosk sign, morning announcements, student-drawn posters at each school, flyer distribution through ELL teachers, PTO FB posts, PTO website, flyers at front desk of each school, email to principals to forward to teachers, and every participating organization’s communications networks.

  9. Need the following Information:

 Confirm the PTO volunteers who will staff the tables (SP, HD, and DW) to recruit parent volunteers at each Open House—morning and evening.

 Get a list of volunteer opportunities for “Ex-pat Families” and another list for “Working Parents/Parents with Limited Time.”  Copies of both lists need to be made for the Information

 \*\*\*\*Need Volunteers\*\*\*\*\*

2. Hospitality—-Kelly Dupont

 a. Teacher Breakfast went well. Considering having it after school starts next year as opposed to the day before when teachers are busy.

 b. Back to School Bash is rescheduled for September 19th. Need new RSVPs to plan for food trucks.

 3. Parent Education—Julie Freeman

 a. We have been busy this summer organizing speakers for this coming year. We are very excited about the two speakers we have booked for this year.

 1. Carrie Goldman who will present on November 6th at DW from 7-9pm. Her topic is "Social Conflict vs. Bullying: How to Best Help Your Child Maintain Healthy Relationships". Carrie travels around the nation doing these parent and student workshops. She is an award winning author for her book, Bullied: What Every Parent, Teacher and Kid Needs to Know about Ending the Cycle of Fear.

 2. Dr. Caroline Adelman will present on March 11 at DW from 7-8:30pm.

 Her topic is: "Fostering Resilience: How to Help Your Children Thrive in the Face of Stress and Anxiety" Dr. Adelman is an assistant clinical professor in the Department of Psychology at Northwestern University. She works with teachers and families to foster healthy development.

 b. We are also very excited about the 2 parent workshops that Devorah Heitner, PhD will be doing for D103 this year. Her first one on September 23rd is "Smart Kids/Smart Phones (geared for 5-8 grades). Her second on January 14th is "Beyond Screen Time: Navigating Technology from the First Finger Swipe". We highly recommend you attend both of these events.

 c. CPN also has 2 wonderful speakers planned for the coming year which all d103 parents are invited to attend.

 1. Best Selling Author, Michael Thompson "The Pressured Child - Helping Your Child Find Success in School and Life. He will be speaking on October 21st - for 2 sessions:

 In the morning from 9:30 - 11:30am at the North Shore Unitarian Church and from 7-9pm at Stevenson High School. In addition he will do an afternoon program from 1-2:30 "Best Friends/ Worst Enemies" at the North Shore Unitarian Church.

 2. Ted Gondar, CEO Moneythink will speak to parents and students about "Finding Success! Unconventional Tips from a Millennial Entrepreneur. Ted is a member of the U.S. President's Advisory Council on Financial Capability of Young Americans and is the co-founder of Moneythink.

 These are all sought after speakers and we recommend that you mark them on your calendars and recommend them to all your friends.

b. Cultural & Fine Arts—-Lisa Lewis

 1. Carrie, Caroline and I attended The Performing Arts Showcase to look for new assemblies for D103 Schools.

 2. We decided we will each be the main contact for the following schools to plan, set up contracts and attend assemblies if able:

 • Caroline Cleveland - Sprague

 • Lisa Lewis - HD

 • Carrie Giddings-Daniel Wright

 3. We met with each principal and this is what we are currently working on for Cultural Arts Assemblies at each school:

 a. Sprague:

 - Contacting Mobile Ed for an animal presentation

                    - Pioneer Living: Back in Time (working on booking)

                    - Contacting Urban Gateways to check into a dance oriented performance that includes "Bucket Filling"  in October which is Anti-Bullying month (Se Feliz! Anti-Bullying performance)

\*  Dr. Adler has decided against Spirit of the Eagle (no more tee pee and feels 2nd grade gets enough for the curriculum from the Field Trips as well as a Storyteller as they have several author visits)

 b. HD:

 - The Giant Map has been booked for Europe in Jan-Feb

              - Booking Mousetrap Machine for 3rd grade

              - Booking Lewis and Clark for 4th grade

             - Booking Great American Challenge for 3rd grade

 -Staff and Mrs. Mau are discussing the Science Alliance for 4th grade and will let us know

             -Staff also deciding on a performance by Imagination Theater re: anti-bullying, self esteem, morals etc...

 c. DW:

  - 8th grade teachers and Mrs. Blackley decided on no Anne Frank performance since they already have a holocaust survivor come in

            -  Mrs. Blackley is talking to teachers in each grade to determine what they may like to see for their students. Possibly Spanish Dance for 5-6th grade.  Another form of dance performance for 7-8.

            - Wheel of Wisdom game show...Mrs. Blackely asking them as well.

            - Mrs. Blackely was interested in finding out more about a Dance Performance from Urban Gateways involving technology and creativity in our lives.

            - The 8th grade teachers were interested in a Field Trip down to House of Blues which would not be under the Cultural Arts umbrella due to it being away from school. Would come from district budget.

 \* Also, Parent Ed had proposed an "assembly" with a speaker that they highly recommend to discuss "anti-bullying" and topics along those lines...this would be from parent ed budget\*

 4. Explore the Arts Day:

 a. The date will be Wednesday March 4, 2014 in the afternoon.

 b. We are in the process of booking "Be the Groove" for the big assembly;  A rhythmic performance ensemble that fuses movement, percussion and rhythmic techniques to create this exciting performance.

 c. We will meet with Mrs. Mau and the rest of her ETAD team this month to start planning more.  Volunteers will receive save the date this week.

c. Daniel Wright School Vice Presidents—Tania Surane

 1. Library Aides

 A sign up genius page was created for this and will begin reaching out to interested parties in the next week as Mrs. Otto would like them to start in October.

 2. Reading Recess

 Now that 5th grade only has a 13 minute recess, we need to relook at this program. Mrs. Otto offered to let the kids eat lunch in the library to still make this happen. Program not scheduled to start until November so we have some time decide.

 3. DW Author Visits (Molly Shapiro)

 a. Chris Grabenstein is visiting Daniel Wright on Thursday, October 2nd. He is an award-winning author of "Escape from Mr. Lemoncello's Library" as well as several other books. He will be presenting to the 5th grade and 6th grade students in the morning. There will be a luncheon at DW for the staff to meet him. In the afternoon, he will meet with a small group of 7th/8th grade students in a writing workshop. Mrs. Otto has asked interested 7th & 8th grade students to read "Escape from Mr. Lemoncello's Library" and to write a review and why he/she would like to meet the author. She will select several students from each grade for this workshop.  A book order form was distributed at the 5th/6th Grade Curriculum night and it is also available in the DW office, DW library and on the Virtual Backpack. A Constant Contact will be sent to DW students this week reminding them about the order form deadline of September 16th.  Books will be signed during his visit.

 b. A second author visit with Amy Timberlake will take place on November 13th. Vernon Area Public Library is bringing her to speak and DW is able to benefit from this with an afternoon presentation for the students. More details regarding book orders next month.

 4. Art Cart

 Coordinator has reached out to Mrs. Rendl about dates for the year. Now that there is a daily Spanish lesson it is a little bit of a challenge to find a time.

5. Front Desk Office Shifts

 Program kicked off with a bang. A sign up genius page was created to simplify the managing of volunteers. In less than 2 weeks every date is filled until the last Friday before the school Holiday Break. Volunteers are coming in for a 2.5 hour period and helping with general office tasks under the direction of Kathy Verschoor, DW admin.

6. Room Parents

 Room parents and grade level coordinators were all assigned and are excited to be on board.

d. Half Day School Vice Presidents— Caroline Cleveland

1. Indoor Recess Program

 a. In past years, 3rd and 4th graders would go to the gym for indoor recess. This program would allow classes to rotate and do different activities in different areas of the school, including reading, crafts, and open gym.

 b. Program needs volunteers. Sign ups were passed out at curriculum night.

 c. Mrs. Mau wants program to start October 1.

 d. Right now Mrs. Mau would prefer that parents not bring siblings.

2. Room Parents

 All assigned.

e. Sprague School Vice Presidents—Alissa Horak

1. Room Parents:

 Most rooms have 2 room parents

 We have 3 grade level coordinators

 2. Native American feast

 Is underway.

 All is going well!!

 3. Author visit (Not read)

 We are having Ed Denecke come to Sprague & Half Day School (only 3rd graders) on October 2nd & October 3rd. He is the former District 103 janitor for 25 years and author of "What happens at school when you're not there?"

 He will be doing 1 assembly at HD on October 2nd and 3 assemblies at Sprague and an ambassador visit for 1st graders on October 3rd. He is not charging for the visit but will be given a $500 honorarium, has mileage, and 2 night hotel stay.

 A teacher luncheon will also be scheduled for Sprague in his honor (probably from Jason's deli).

 Finally, pre book sales for his book will be done through the virtual backpack. Please let me know if there are any questions .

**7. Standing Committees**

a. Links to Learning (PTO VP)

 Molly will do it.

b. Executive Committee (PTO Pres)

 Currently working on revising the PTO hand book and bylaws.

c. Legislative Committee (PTOVP)

**8. Unfinished Business**

 Beth has PTO stickers and business cards available.

**9. Adjournment – Next Meeting Tuesday, October 8 at 12pm in Sprague Library**