



Maplebrook Home & School  
General Meeting Minutes  
November 20, 2003  
9:00 am  
Maplebrook Elementary School LRC

**Present:** Carol Rutledge, Melissa Hager, Lee Hicks, Julie Wade, Gwen Bockman, Diane Renn, Tish Underwood, Wendy Piepho, Kathy McConnell, Ginny Stablein, Patty McElroy, Susan Stumpf, Scott Strand, Denise Deitz, Tenna Brauer, Pam Czarnowski, Dave Sinker, Karen Cairns, Kim Knezovich, Renee Peters, Rose Anderson, Stephanie McLean, Michelle Trepanier, Karla Hudecek, Maria Wrobel and Jen Lundin.

**Welcome and Introductions:** The meeting was called to order at 9:10 am.

**Approval of Minutes:** Carol Rutledge said there was a correction in the October minutes. The sentence should state: *For example, if a parent wants a \$500.00 gift certificate to Jewel, they will pay ~~\$50.00~~ \$500.00 for it.* Carol asked if there were any other corrections or clarifications of the October 16, 2003 General Meeting minutes. ***A motion to approve the October 16, 2003 General Meeting Minutes as corrected was made by Karen Cairns; seconded by Denise Deitz. Motion approved.***

**Cultural Arts:** Dave Sinker reported that all of the Lion King tickets were sold. He will be contacting people that purchased tickets shortly. Dave said that the Phantom of the Opera is returning to Chicago from March through May and wondered if people would be interested in that production. The tickets would be about \$63.00. Dave also said that Imagination Theater would be presenting 2 assemblies on November 25 based on the survey Maplebrook took last year regarding bullying.

**Principal's Report:** Dr. Gwen Bockman said that a pilot push email system, Talk203, is beginning tomorrow at Naperville North, Lincoln Junior High School, Prairie and Riverwoods Elementary and at the district office. This system will allow anyone to register to receive district or school information. If this pilot program is successful, it will be expanded to the rest of the schools in the district next year.

Dr. Bockman asked Tish Underwood to speak about the new Art Club at Maplebrook. Tish stated that Mr. Kroger volunteered to organize an after school program for 2<sup>nd</sup> and 3<sup>rd</sup> graders. The children would be involved in art activities that are not already part of the curriculum. Guest artists would also be invited to come and talk about their work and then the participants would work on a project related to the type of media the artist used. Dr. Bockman also mentioned that there are 2 other new clubs being formed at school: Drama Club and Spanish Club. Kathy Efken has volunteered to organize the Drama Club for 4<sup>th</sup> and 5<sup>th</sup> grade students. The Spanish Club will be for Kindergarteners and 1<sup>st</sup> graders. It will be designed to help them learn Spanish through games, dance and songs. The Spanish Club is still being discussed and is not yet approved.

A summary of the Bully survey will be in the December Messenger. It has been very valuable in establishing a plan at the school. Measures and strategies will be established on how children can best handle bullying situations. The District has also developed a survey that will be given out in every school starting next week. The District wants all of its data collected at the same time, so Maplebrook has been asked to give out the survey again. The results will be helpful

in validating if the new programs are working. Dr. Amy Avery will be discussing the results of the surveys on January 20<sup>th</sup>, 10:30 am and again on January 21<sup>st</sup>, 7:00 pm at Maplebrook.

Dr. Bockman said she is looking forward to Parent/Teacher Conferences. She said that if parents have any concerns, they could make an appointment to talk to their child's teacher. They don't need to wait for conferences in the spring. The Veteran's Day celebration was wonderful. A Maplebrook student made a presentation at the District office and did a great job. Dr. Bockman was grateful to the veterans for coming and stated what a huge impact this made on the children. She is also looking for the names of students' relatives that would be interested in coming to participate in future Veteran's Day ceremonies.

**Assistant Principal's Report:** No report.

**Faculty Report:** No report.

**1<sup>st</sup> Vice President's Report:** Julie Wade thanked Room Parent chairpersons, Angie Loyall and Susan Pope, and Traffic chairperson, Denise Deitz, for all of their hard work. She also thanked the Hospitality committee for organizing a nice day for the Support Staff and coming up with such great ideas to recognize these individuals.

**2<sup>nd</sup> Vice President's Report:** Melissa Hager thanked the Book Fair Committee, Renee Peters, Diane Renn, Kelly Scotti and Gretchen Hayes for organizing the book fair. Gift-wrap pick-up will be during conference hours. Melissa thanked Ann Laboe, Ginny Stablein and Gay Lynn Wons for diligently working to make last minute changes to the incentive program and ultimately making gift wrap a successful event. Melissa thanked Wildcat Wear chairs, Cindy Assalley, Karen Cairns, Kim Knezovich and Judi Pikula for their many hours of hard work and for exploring and using local vendors. She reminded everyone not to forget to give our newest fundraiser, MANNA, a try. This is a fundraiser that has the potential to make a lot of money for the school. The money raised will be used to purchase books to replenish the LRC and classroom libraries. Sherri Sonner and Sherry Parker have been working very hard to get this up and running. They hope that you will consider volunteering some of your time to make this a complete success. Volunteer forms were sent out this week. Melissa also reminded everyone that Domino's night is tonight. Our last McDonald's night raised \$266.61 and she thanked all of those that participated.

**Treasurer's Report:** Lee Hicks reported the cash balance was \$29,794. *A motion to approve the October Treasurer's Report was made by Tish Underwood; seconded by Kathy McConnell. The motion was approved.*

**Building Leadership Team Report:** Scott Strand reported for Kirsten Strand. He said that 2 writing assessments are given to students – one in the spring and one in the fall. The fall assessment determines what areas of the curriculum need to be addressed over the course of the school year. A student improvement plan (SIP) is then implemented. The spring assessment is used to determine how students are improving and to what degree. From the ISAT results, it was determined that writing was a weakness in the district. Discussions are ongoing on how to put a program in place to improve in this area. Ultimately, it has been determined that more data is needed. Another strategy is being considered on how to get parents involved and used as instructors at home. Dr. Bockman stated that another concern being addressed is that 5<sup>th</sup> graders are losing 11-12 days of classroom instruction per year to various programs such as DARE.

**Committee Reports** *Hospitality:* Stephanie McLean reported that this committee organizes various celebrations including welcoming teachers at the beginning of the year; the

December Holiday Party, support staff appreciation days, teacher appreciation week, teacher retirements, the Old Board/New Board luncheon, and whatever other events may arise. She also talked about support staff appreciation day and how the students drew pictures for display on the bulletin board. The drawings will be given to the staff.

**Art Awareness:** Tish Underwood reported that they would be introducing a new program this year. There will be 3, 10-15 minute presentations during the year. There will be a theme to each of the presentations; one will be on an artist; one will focus on an art concept; and one will be a tie-in to the curriculum in the classroom. After each presentation, there will be a brown bag project that each teacher may use in class or send home. Volunteers are still needed to help give the presentations – no art experience is needed.

**Book and A Movie:** Susan Stumpf is asking for suggestions on good books with appropriate movies to present to 2<sup>nd</sup> to 5<sup>th</sup> graders.

**School/Family/Community:** Kathryn McConnell passed out an informational pamphlet from the District. She said that their committee was trying to follow this model. This committee sponsors Ozzie reading and Breakfast with Books. Future Breakfast with Books plans are to invite Dads and High School athletes to come and read with the students. The activities sponsored by S/F/C are curriculum based and usually happen outside of school. They have sponsored the parent seminars and the bullying survey. The S/F/C are continuing to investigate business partnerships.

**Other Committees:**

**Wildcat Wear:** Karen Cairns reported that the headbands, beach towels and shorts are on back order and should be in on Monday. She also reported that the new vendor has not worked well and that they are considering retuning to the previous vendor next year.

**Book Fair:** Renee Peters invited everyone to stay after the meeting for the book talk and to purchase books early at the book fair.

**Traffic :** Denise Deitz said that there are a number of spaces available to sign-up for traffic duty. Sign-up sheets will be available at conferences.

**Communication:** Jen Lundin announced that the deadline for the January Messenger is December 12<sup>th</sup>.

**President's Report:** Carol Rutledge said that Karen Buell is updating Maplebrook's web site. Newsletters and the calendar are available on this site. Carol asked all Board members to include her email address as "acceptable" in any spam blocking program they may have. This will help her get timely information to everyone with a reduction in undeliverable emails. The District and the Naperville Sun are sponsoring a "Home for the Holidays" contest. Students can submit a drawing or a short story for prizes. Midwest Living magazine is sponsoring a contest to honor school volunteers or programs with a prize of \$10,000.00. The deadline is in April.

We will be approving wish list items in January.

Ginny Stablein has expressed an interest in helping with a chess club if there are others that can assist her.

**Old Business:** None

**New Business: Approval of New Board Members :** *A motion to approve Sherri Sonner and Sherry Parker as MANNA co-chairs, was made by Karen Cairns; seconded by Wendy Piepho. Motion approved.*

*A motion to approve expenses of \$800.00 related to the MANNA fundraising program was made by Tenna Brauer; seconded by Kathryn McConnell.* The expenses are: \$200 start-up costs; \$100.00 in prizes; and, \$500.00 for supplies. This will be the budget through the end of the school year. ***Motion was approved.***

*A motion to approve handling charges for the purchase of the Lion King tickets was made by Ginny Stablein; seconded by Wendy Piepho. Motion approved.*

*A motion to approve the purchase of Peachtree software for treasurer business for \$200.00 was made by Denise Deitz; seconded by Tish Underwood. Previously this software was provided for free, but now Home & School is being charged for updates to the software. Motion approved.*

*A motion to approve the purchase of a safe for \$400.00 for the school was made by Wendy Piepho; Maria Wrobel seconded. Motion approved*

Carol handed out the rough draft of the new Home & School Board position guidelines. The Executive Board put this together. The list shows the recommended number of chairpersons for each committee and a reorganization of some committees. Carol emphasized that there are a number of ways to run a committee and that being listed as the chairperson doesn't mean you will be doing all the work yourself. Existing chairpersons would be grandfathered in and no one will be asked to leave a committee because of the new guidelines. Carol asked everyone to review the guidelines and get back to her with comments as soon as possible

**Book Talk:** Jill Robbins-Brooks, from Anderson Bookstore, reviewed a number of books for all age groups.

**Adjournment:** The meeting was adjourned after the Book Talk.

***Next meeting:*** The next meeting is January 15 at 7 p.m.