

**Minutes of the Board Meeting of the JSSPVA
February 13, 2018**

In attendance:

Board Members: Mindy Douthit, Rebecca Quigley, Nancy O'Donnell, Emily Wyner, Antje Boeing, Robin Stone, Betsy Kilroy, Crystal Pennington, Kris Whisner, Kristin Pilant, Lara Scarborough, Adrienne Weisenberger, Kath Lyman, Kendra Wallace

Other attendees: Mindy Kelly, Donna Keller

The meeting was called to order at 9:48 am by Mindy Douthit, President.

The second order of business was to approve the minutes from the January 23rd Board meeting. Kath Lyman motioned to approve the minutes, Betsy Kilroy seconded the motion, and the minutes were approved.

Board of Education Report

Mindy Kelly, Board of Education (BOE) President, introduced Donna Keller to present the most recent draft of The District 38 Strategic Plan. A paper copy of the draft was distributed to the JSSPVA members present.

Donna explained the importance of a revised Strategic Plan to guide how District 38 talks about itself--the objective is to write meaningful words, but also to see those words come to life by the students, faculty, administration, and community on a daily basis. Before Donna and the BOE put pen to paper, they first:

1. Looked at how many of the top-performing K-8 schools across country position themselves
2. Held feedback sessions with parents, faculty and administrators
3. Closely examined what is unique to Sears

Donna then provided a brief overview of the current draft Plan:

- "Vision"--what District 38 aspires to be down the road, in the future. The "Visionary Tagline/Theme" is still to be determined.
- "Mission"—what the District will do on a day-to-day basis to meet the needs of all levels of students, and their unique potentials as they matriculate into high school and beyond.
- "Values"—a focus on the four unique aspects of Sears.
- "Strategic Goals"—a list of five goals that will be supported by specific action items from the BOW, administration, and faculty.

The BOE will leverage several of its member's skill sets to broadly and effectively communicate the new Strategic Plan when it's final.

Kristin Pilant asked: *Will this strategy provide guidelines for how families communicate with teachers, administration, and the BOE? As of now, some teachers communicate differently than others, will there be overarching expectations so everyone is on the same page?* Donna Keller and Kendra Wallace both made notes to address and consider this issue as BOE looks at specific deliverables for each Strategic Goal..

Kristin Pilant asked: *Where does District 38 stand re: State of Illinois teacher pension liability? If our District has a favorable standing, can this be communicated well to support property values and draw more students to Sears?* Mindy Kelly responded: The District is very well funded in this regard. She will make note to communicate more aggressively inside...and outside...the community.

Principal's Report

JSSPVA Benefit—Mrs. Wallace thanked the Benefit Co-Chairs very much for planning and executing a lovely party. The teachers who attended appreciated going, and had a great time.

Tuesday, 2/13—"I Love Tech Night", 6:15 pm, JSS Gymnasium. All families are welcome to attend and see student-led presentations re: technology being used in all classrooms this year.

Wednesday, 2/14—"100th Day of School". Students in several of the lower grades will be celebrating this milestone together.

Snow Day, Friday 2/9—Mrs. Wallace noted that due to the Snow Day on 2/9, it is necessary to add an additional day of school in June. The last day of school will now be Tuesday 6/12 (an abbreviated day). Specific June calendar adjustments and times are forthcoming.

2018-2019 School Calendar—The Board of Education has approved and posted the 2018-2019 school calendar on on the District Web site. School start dates, Winter break and Spring break all align with New Trier.

Administrative Structure and Search—The search firm is completing final rounds of interviews for the open Administrative positions (the search is being conducted anonymously--no one on JSS staff or the BOE knows who has applied for the positions and whether the final candidates will be external or internal from within the JSS organization). The finalists will be interviewed by the BOE and some school staff. The goal is to fill the positions by late March or April. The JSSPVA Board will have the opportunity to meet the new hires before the end of this school year.

Friday, 3/2—Parent/Teacher Conferences—Mrs. Wallace reminded the Board of this date and asked all parents to try to honor this date and times offered by teachers. If parents have a conflict, they should contact teachers directly to discuss a reschedule. Teachers may decline these requests.

8th Grade Play—production is underway for the weekend of 4/27. Parent organizers are worried about ticket sales and fundraising based on a very small 8th grade class. Mrs. Wallace urged all families (even with young children) to purchase tickets and attend.

Treasurer's and Past Treasurer's Report—Antje Boeing had nothing to report

President's Report

JSSPVA Benefit—Mindy Douthit gave a HUGE THANK YOU for all of Betsy Kilroy and Crystal Pennington's hard work. The Benefit was great fun for all, and very successful.

Thursday 3/1, Second Cup of Coffee, "What is Vaping", 8:30-9:30 am, LTC. Mr. Andy Duran from Linking Efforts Against Drugs (LEAD), based in Lake Forest, will help educate our community on this important topic.

Tuesday, 4/17, JSSPVA Meeting will be held in the evening at New Trier East campus, Dr. Paul Sally will host a tour of the remodeled facility and speak with JSS parents. More details to come.

Nominating—Mindy reviewed several proposed revisions to the 2018-2019 JSSPVA Board and Sub-Committee positions:

- **Communications**—propose change from one to two Co-Chairs. Responsibilities include email newsletter, updating JSSPVA Web site, Tweeting, and other pertinent communications
- **Volunteer Coordinator**—make this role a Board Position who is present at every JSSPVA meeting. This role will source volunteer needs on monthly basis across all JSSPVA events. The goal is to alleviate pressure on other Board co-chairs in need of volunteers, and create a broader circle of parents who can help support JSSPVA initiatives
- **Staff Appreciation**—propose changing this from a one to three Co-Chair role divided as follows: 1) Giving Tree 2) staff appreciation week 3) ongoing initiatives. This three-person role would also move up to be a Board Position.
- **Sears Café**—change from a two-person Co-Chair role to a one-person Chair role
- **World Link**—bring back in 2018-2019 as "World Culture Fair". Remains a one-person role.
- **Community Liaison**—expand current role to be a VP Sub-Committee position which reports on all of the following (an umbrella position for the previous individual positions):
 - Board of Education, Kenilworth Park Board
 - Booster Club
 - Alliance for Early Childhood Education
 - 8th Grade Room Parent Coordinators
 - FAN
 - New Trier Liaison

Mindy also noted that for all roles filled by more than one person, at least one co-chair must be present at all JSSPVA Board meetings (thus fulfilling the quorum requirement).

Mindy motioned to approve the revised Board and Subcommittee roles. Antje Boeing motioned to approve...Crystal Pennington seconded the motion. All revised descriptions will be posted on the JSSPVA Web site.

Meeting attendees also discussed these potential changes:

- **Enrichment**—make job description clear that this role requires a significant time commitment. Future Chairs could be added back into VP Sub-Committee list so current Co-Chairs can leverage future co-chairs as “helpers”.
- **Benefit**—There is a need for more continuity when transitioning over to new Co-Chairs. One possible solution is for current Co-Chairs to lock in Benefit date/location for the following year so this piece of planning is already in place. Another solution could be to create a firm “every-other-year” model, if this is sustainable given JSSPVA fundraising objectives.

Rebecca Quigley and Mindy Douthit will hold formal, in-person transition meetings for the Board positions this Spring. They also aim to post transition documents/historical materials online in a shared drive.

Kendra Wallace asked: How can parents who want to get involved in the JSSPVA find positions if they don't have any personal connections? Mindy replied: We will increase communications on this topic. Kris Whisner will send one dedicated email urging parents to contact M'Liz Simonds with their interests.

Basement Clean Out—Mindy reported she will be looking for volunteers to catalog JSSPVA supplies currently in the school basement. More details to come.

Past President—Kath Lyman had nothing to report

Vice President's Report of Subcommittees

Newcomers—Rebecca Quigley reported that there will be an official “welcome” to new families in upcoming JSSPVA communications. She will also be hosting a newcomer's coffee on Wednesday 3/7, 9:00-11:00 am at her home (co-hosted with the Newcomer co-chairs). All new families this school year will be invited.

Staff Appreciation—the co-chairs have planned a great Valentine's Day event with coffee/treats for all faculty.

Board Committee Reports

Benefit—Betsy Kilory and Crystal Pennington provided a brief summary of Benefit numbers:

- 292 tickets sold
- Estimated gross revenues = \$155,000, estimated net revenues \$111,000
- Live auction = approx. \$15,000
- Paddle raise = approx. \$9,100
- Parent parties = approx. \$25,000
- Teacher experience = approx. \$5,000

...More detailed financial reports to come

Betsy and Crystal also provided the following feedback:

- There are still outstanding items for sale: note cards, posters, and 2nd/3rd row 8th grade graduation seats. These could add to total funds raised.
- Consider posting teacher experience sign-ups online in advance of party. Then families may purchase more items at the event itself.
- Advertise how JSSPVA funds are spent to increase support of future Benefits
- Timing in February worked well—consider same weekend, or possibly early weekend in March.
- All reports will be written up for post on shared Google drive and in binder.
- Betsy and Crystal will be available as a resource for future co-chairs.

Kath Lyman asked: *What can we do to get more teachers to attend?* Kendra responded: *She always encourages teachers to attend, but sometimes parent events can be awkward for some teachers. There was certainly a lot of buzz about this year's event, and she will continue to encourage attendance.*

Communications—Kris Whisner noted that the next email newsletter will go out Wednesday 2/14.

Community Liaison—Nancy O'Donnell reported the following updates from the 3/5 Board of Education meeting:

- 2018-2019 School Calendar—as noted above, the final calendar is now posted to District Web site.
- Dir. Student Services and Dir. Curriculum—as noted above final candidates will be presented to the BOE in March.
- Construction projects for Summer 2018—the District will look to complete a variety of operational maintenance projects this summer, including updates to restrooms and storage areas. The District will begin research into the use of instructional space before conducting any facilities renovations to classroom spaces.
- Six new families have joined the District since the last December BOE meeting.

- In the absence of Mr. Sabourin, there will be a new model for the provision of extended school year support services--by appointment only. Information on these changes will be provided to families at a later date.
- The Board unanimously accepted the retirement of Art Teacher Mrs. Baiba Kuntz. Board members thanked Mrs. Kuntz for her service to the District.
- The Board unanimously approved Mr. Al Katz-Mariani to fill a two-week FMLA leave of absence for a junior high social studies position.
- Village House renovation—District attorneys are in the process of drafting contractual agreements between all architectural firms involved in the project.
- Strategic Plan—as noted above, a final plan will be presented for adoption in March.
- 2018 Faculty/Staff School Climate Survey—the survey will be issued this month. A summary of key findings from the survey will be presented to the community in March.
- “Screen Break” Week will begin 3/4.

Enrichment—Kristin Pilant—circulated a calendar that outlines all upcoming field trips and other dates. Mindy Douthit asked the 3rd grade Enrichment team to consider using budget for additional programming on bullying and fostering positive relationships.

FAN—Lara Scarborough reported on upcoming events:

- 3/8, 7:00 pm, New Trier Northfield—Rachel Simmons: "Enough as She Is: How to Help Girls Move Beyond Impossible Standards of Success to Live Healthy, Happy, and Fulfilling Lives"
- 3/15, 7:00 pm, New Trier Winnetka—Dan Chambliss, Ph.D.: "How College Works: The Primacy of Personal Connection"
- Lara inquired if links to FAN speaker videos could be included in JSSPVA newsletters.

Nominating—see above in President’s Report.

New Trier Liaison—Adrienne Weisenberger reported on the following upcoming events:

- 2/19—no school
- 2/20—deadline for class schedules to be submitted (incoming Freshman)
- 2/23—Winter Carnival at New Trier East, all age kids welcome (same night as JSS Drop-In for 7th-8th)
- 2/27-2/28—Freshman Play
- 4/24—“New Trier 101” for incoming NT parents

Sears Café—nothing to report

Secretary—nothing to report.

Meeting adjourned 11:20 am

Respectfully submitted by:

Mindy Douthit, President

Emily Wyner, Secretary