

## Deer Path Middle School APT Meeting Minutes for 9/15/15

Meeting Commenced 9:05  
Meeting Adjourned 10:40

**Attendees:** Tom Cardamone, Michael Kroll, Renee Devore, Paul Suminski, Amy Lamberti, Jennifer Karras, Anna McEvoy, Lindsay Seaman, Kim Carden, Amy Kelly, Judi Olenick, Sushama Krishnaswamy, Lisa Lamb, Marty Vander Velde, Lynn Bertram, Ruth Winick, Kim Campbell, Christine Goshgarian, Laurie Whisler, Amy Gray, Laureen Grieve, Alyssa Sinclair, Umang Singh, Micaiah Robinson, Mike Borkowski, Kristin Ryan, Eileen Swartout, Kim Robb, Lynne Kennedy, Shawn Ward, Tiffany Wiesner, Susan Lewin, Sally McDonald, Christiana Walsh, Beth Laufenberg, Kristin O'Neil, Kimberly Carris, Wendy Deng

### **President – Call to Order**

Jennifer introduced herself and welcomed everyone to the first DPM APT meeting of the school year.

### **Guest Speaker –**

**Dr. Ingrid Wiemer, Executive Director of Student Services for District 67**

Please see attachment for Dr. Wiemer's presentation on emotional safety in the classroom.

### **Administrator Reports**

**Tom Cardamone, Principal 5/6 and Michael Kroll, Assistant Principal 5/6**

- Tom says the number one goal at DPM is what is best for students.
- There are 12 new staff members on the 5/6 side of the building.
- Curriculum night is Thursday, Sept 17<sup>th</sup> at 6-8 pm in the Peck Gym.
- DPM is starting ELO learning, classes that facilitate the passions of students.
- Michael announced the birth of he and his wife's first baby and thanked everyone for their support.

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### **Renee DeVore, Principal 7/8 and Paul Suminski, Assistant Principal 7/8**

- This is Renee's 4<sup>th</sup> year as principal of DPMW and it has been a good start to the year.
- Curriculum Night is on September 24<sup>th</sup> at 6 pm in the Peck Gym.
- The Activity Fair (after school clubs) will be held September 25<sup>th</sup>.
- An incident form is on the district website for kids dealing with issues at or away from school. It is anonymous. She said we want students to feel comfortable about reporting things.
- Teachers are eager to work with parents. Feel free to contact the teacher if something is going on in the classroom.
- This is Paul's 5<sup>th</sup> year here. Paul thanked the board for the APT partnership and support.

### **Teacher Liaison - Amy Lamberti**

- Amy said she represents the teachers at Deer Path.
- She encouraged parents to go to the teachers first if there are issues.
- Amy thanked the board for the contributions at the beginning of the school year.

*Question – When is student council starting?*

*Answer – Students will find out at the activity fair.*

*Question – How are you communicating “taking risks” to the students?*

*Answer – Students see it in print and messages.*

*Question – Are there buddies for the new students?*

*Answer – DPM has started a new program this year and now have DPM ambassadors who helped with a new student orientation before school started.*

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### **Officer Reports**

#### **President – Jennifer Karras**

- Jennifer thanked Christie Theis, Tiffany Wiesner and Susan Lewin for orienting the new cabinet members.
- Focus of APT board this year will be culture and communication.
- A group photograph will follow the meeting today.

#### **Vice President / Communications – Anna McEvoy**

- The communication policy has been emailed out.
- Book sandwich boards with Anna or Connie Hollingsworth
- Take photos of APT events and send to Anna for APT website.
- Setting up small working group this year to review communication and how we communicate. Anybody interested contact Anna.

#### **Secretary – Kim Carden**

- Approval of April Minutes – first motion by Lindsay Seaman, second motion by Beth Laufenberg, all approved.
- Please check DPM APT board roster and make changes as needed to personal contact info.
- Please leave your name tents. I will collect them and bring them to each meeting.
- To view news and flyers submitted by various community groups, please click on this Google folder link:

<https://goo.gl/hAzLyl>

#### **Treasurer – Lindsay Seaman**

- Handouts distributed on APT check request procedures and the DPM APT Budget 2015-16.
- Not many changes this year.
- For check request form, check APT website.
- Tax exempt letter in 9/7/15 email to DPM APT board.

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### Committee Reports

#### Art Fair – Holly Sheridan, Connie Hollingsworth, Desiree Witte, Tiffany Wiesner

No current business. No report this month.

#### Board of Education Liaison – Teri Albus, Christine Goshgarian

No report this month.

#### Care and Concern – Kim Robb, Kim Gambit

No report this month.

#### Class of 2016 Activities – Susan Lewin, Sally McDonald, Shawn Ward, Tiffany Wiesner

Community Service Day (CSD) is set for Friday, October 23, 2015. We are working to confirm the locations. Rotary Club is once again sponsoring the cost of the buses used for transportation on CSD.

We will have a sign-up sheet in the gym at DPM West Curriculum Night to gather parent volunteers for Community Service Day and parent volunteers as photographers to take photos throughout the year for a year end slide show.

We are working with Renee to draft a letter to be sent out to 8<sup>th</sup> grade parents by the end of Sept. The letter will highlight key dates for 8<sup>th</sup> grade activities throughout the school year and other important information for 8<sup>th</sup> grade parents.

One change this year is to have the Talent Show in the Spring instead of the Fall. The Talent Show date is scheduled for Friday, April 8<sup>th</sup>.

#### Community Service - Heather Richmond, Beth Laufenberg

Heather Richmond and I have been in contact with our APT Executive Board Rep (Kristen Chun) about the activities for the new school year. There will be a **HUGS** (Help Us Give Suppers) Drive **November 17 - 24** and the **School Supply Drive May 27 - June 2**. There will be no additional APT drives so that each school can focus on their own particular community service project. For example, Bernie's Book Bank at Sheridan. To determine the best project for DPM, Heather & I have been in contact

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with Micaiah Robinson who is the Emotional Wellness (DPM and Exec) and EFFORT representative. She was open to having our help with the DPM Family Night and was going to be meeting with Emilie Correa (Emotional Wellness Director for District 67) to discuss whether they will proceed with the event.

### **CROYA – Kristin O’Neil**

No report this month.

### **Culture Fair Grade 5 – Christiana Walsh**

No report this month.

### **Culture Fair Grade 6 – Diana Webb, Kimberly Carris**

Plans for 6<sup>th</sup> grade culture fair are still TBD. We will be following up with Mr. Cardamone next week. Martha Avery, the coordinator for Culture Fairs, is no longer in that position and the position hasn’t been filled yet. There has been talk about making changes to the culture fairs this year.

### **Directory / Membership – Judi Olenick, Anna McEvoy**

#### ***Directory Information***

#### **May 2015:**

Email all MSA families to inform them on “Graduation” process – email is stored in MSA email manager and can just be updated.

#### **August 2015:**

#### **MSA**

- Contact MSA and request “Graduation” of directory (August 14th)
- Turn PayPal function on after graduation process is complete
- Confirm new families into system

#### **KICK-OFF MTG**

- Contact Mary Mercer and schedule kick-off meeting
- Email school chairs to schedule kickoff meeting for first week of school

#### **DIRECTORY CONTENT PAGES**

- Contact school secretaries for Class Lists & revision of faculty & staff content pages

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### PRINTING

- Contact Swift Printing – Chris McCormick
- Pick Color for Cover and Tabs
- Last year 1,800 print copies were ordered.
  - This year we are planning to order 1,600
    - 1,150 for members + addl directories ordered
    - 400 for faculty, staff and district administrators
    - 50 for new families that join during the year
- Currently, we are waiting for price estimate. **(UPDATE with Information when it is received!)**

### NEW FAMILIES

- Provide New Family committee w letter for New Family Folders
- Use InfoSnap APT Payment Report to identify new families in the district; Then sort by school for use in New Family google doc.
- Use New Family google doc by school to create follow-up list for school level reps

### DATA CONFIRMATION

- Send Data Confirmation Email from MSA
- Regularly check MSA and confirm new families that have created accounts

### September 2015:

- Send 2<sup>nd</sup> Data Confirmation Email from MSA
- Regularly check MSA and confirm new families that have created accounts
- Attend Directory Committee kickoff meeting
- Give School Chairs access to google drive, provide email for new families.
- Update school specific pages - APT, school staff, general school info
- Obtain list of room parents for each class
- Contact new families that have not created family accounts in MSA
- Input membership information in MSA
- Review InfoSnap enrollment data against MSA data and delete families that should not be in MSA system (must be complete before online directory is turned-on)
- Through MSA send Membership Status email to all families  
Both the “Thank You for Joining” and You Are Not A Member Please Join”

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- emails are saved in the MSA email manager and can be updated!
- Last day to update/create a new account and be included in Print Directory - Sept 14<sup>th</sup>
- TURN-ON ONLINE DIRECTORY - Sept 14<sup>th</sup>
- Assign teachers to each student in MSA
- Update import template for Teachers, Faculty & Staff and submit to MSA
- Finalize Alpha-listing & send to printer - Sept 15<sup>th</sup>
- Review printer proof
- Finalize membership & create labels for directory distribution
- Schedule labeling & sorting “party”

### **Summary of Coming Months (October 2015) - Plans:**

Deliver directories to schools for distribution- October!

Throughout the year:

- Monitor LFapt67@gmail account for directory related questions
- Monitor MSA for families to confirm, etc.

### ***Membership Information***

#### Activities -

- Download Membership information from Info Snap report into excel and analyse data.
- Enter Membership information from excel to MSA.
- Report duplicate entries and member (e.g. new families) that do not have MSA account.
- Check paypal receipts and REVTRAK receipts and enter details into MSA.
- Check new families against new families list and enter into MSA once MSA account set up.
- Reconcile Info Snap data (latest report) with MSA data.
- Produce Members List using Info Snap data and check against MSA data and publish on Exec Website.
- Update Membership information on school websites.
- Answer queries on LFapt67@gmail account

#### Analysis of Membership - as of 9/3/15

Families on MSA 1049. 931 APT Family Memberships entered onto MSA. 37 families

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have joined but not set up an MSA account. All APT members added to an APT Membership List and uploaded onto the Exec APT website. This year total income to date \$33,425.00 (excluding duplicate payments and 37 new families). Anticipated income with new families \$34,735.00.

This year almost 100% of families joined using Info Snap (credit card or check). Only 10 families paid using paypal (7 of these were duplicate payments). This was a great improvement on last year when we had 3 sources of payment (paypal, REVTRAK and check) and it makes data handling much easier.

### Main issues/concerns/recommendations

There is still a concern that having different payment methods increases the number of duplicate entries. This year we still had over 50 duplicate payments. We will do a final reconciliation of duplicate payments and organize refunds in the middle of September.

The main recommendation is to modify the APT page on Info Snap to allow families to specify how they wish their names to be presented on the Members List. At present names are downloaded from Info Snap and then modified manually which is time consuming and not always how parents wish their names to appear on the list.

### ***Brief Summary of Coming Month - Plans:***

To ensure all APT members set up an MSA account to ensure they are in the print and online directory.

To encourage all new families to join the APT and to have an MSA account.

To reconcile duplicate payments and process refunds and to email families that had a duplicate payment to ensure they know that you only need one membership per family.

Email all APT members and non-members on MSA, to tell them their membership status, and invite non-members to join.

Monitor LFapt67@gmail account for membership related questions

### **Emotional Wellness – Micaiah Robinson, Umang Singh, Elizabeth Lombardo, Sushama Krishnaswamy**

Emotional Wellness Committee getting more momentum as we have the close partnership with Emilie Correa.

Whole team met for a half day workshop in June to brainstorm ideas for the coming school year.

DPM will have another half day meeting on Monday, Sept 21<sup>st</sup> and APT Parent reps



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are invited to attend from 12:00-1:30PM at CROYA. Planning to hold the Deerpath Dash again this year.

The following is from Emilie Correa:

Included in my EWC District Coordinator goals this year is the creation of a database for the EWC in D67. That being said, we are documenting the things we are doing and compiling the information in a district EWC website. Each school is also creating an EWC website that will link to the district site. At the EWC Summer 1/2 Day Workshop, mentors planned how to hit the ground running and set the EW tone in their buildings. We have collaboratively created a Back to School EW Style Google Presentation.

Back to School EW Style

link: [https://docs.google.com/presentation/d/1cawvrU0GP2Ct6\\_h7URonTCI5vHuRbpZnydjpg5Jpnh4/edit?usp=sharing](https://docs.google.com/presentation/d/1cawvrU0GP2Ct6_h7URonTCI5vHuRbpZnydjpg5Jpnh4/edit?usp=sharing)

In the many adventures this summer brought about, one notable was that I was able to spend time at the Jubilee Centre for Character and Virtue at the University of Birmingham, England. I attended a lecture on Emotional Wellness in the Workplace, and met with a team of professors and research fellows who shared with me their mission, vision, and current research and findings. This was an amazing experience! Their work is hugely helpful in validating and fueling the Emotional Wellness work that we are doing in D67. This research is also taking on an integral role in my doctoral dissertation. Can't wait to share!

### **Fifth Grade Welcome – Christiana Walsh, Liz Olsen**

No report this month.

### **Fine Arts – Mike Borkowski**

No report this month.

### **Food Service – Laura Whisler**

No report this month.

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### **LFHS Liaison – Melinda Hill, Christie Theis, Lynn Bertram, Jill D’Alessandro**

No report this month.

### **New Families – Lynn Lawler, Marty Vander Velde, Jennifer Lazarus, Heidi Smith**

DPM welcomed 41 New Families this Fall! The grade breakdown is as follows:

- 10 5<sup>th</sup> graders,
- 14 6<sup>th</sup> graders,
- 10 7<sup>th</sup> graders,
- 7 8<sup>th</sup> graders

New Family orientations were held for DPM-East and DPM-West on Wednesday, August 12th. Fifteen (15) Families attended the DPM-East orientation and eleven (11) families attended the DPM-West Orientation. Folders were distributed and the principals gave an overview of the schedule, curriculum and life at DPM. In addition, the new DPM families were invited to meet at Northcroft Park for an informal opportunity to meet other new families on Sunday, August 16th and Sunday August 23rd. Both of these events were attended by a small group of families who were very appreciative of the opportunity to socialize with other new families. (a favorite moment was to see new families sharing contact information with each other at these events).

### **Parent Awareness – Umang Singh, Alyssa Sinclair**

#### **Committee Meeting**

We are planning our first committee meeting for later in September (9/22, 23, 29 or 30, depending on the availability of Building Reps from the 4 schools).

#### **Jump Start on Fifth Grade 2016**

Exec APT PA Reps Jorie Alutto and Diana Webb have arranged with Tom Cardamone that next Spring’s Jump Start on Fifth Grade will be held on Tuesday, May 10, 2016.

#### **Recent/Upcoming Community Events**

On Wednesday, September 9<sup>th</sup> LEAD sponsored a Middle School Movie Night on the Lake Bluff Green from 7-8:30. Popcorn and drinks were provided!

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On Tuesday, September 29, Lake Forest Country Day School is sponsoring a speaker, Dr. Michael Thompson, author of Raising Cain: Protecting the Emotional Life of Boys, who will share insights on helping the “pressured child” navigate success in school and life.

### Red Ribbon Week

This year Red Ribbon Week will fall on October 23-31. We will work to get resources out to parents regarding how to discuss the meaning of Red Ribbon Week. The 8th Annual Red Ribbon Race will take place on Saturday, 10/24 and registration is now open!

### Parent Teacher Liaison – Katie Frekko, Debra Meredith

No report

### Room Parent Coordinators – Lydia Conopeotis (5), Karena Garriques (6), Judi Olenick (7), Sushama Krishnaswamy (8)

All grade level Room Parent Coordinators solicited room parents for their grade level. At DPMW, many of the room parents from last year’s 7<sup>th</sup> grade looped up with their teachers. This is nice because it provides continuity for the teachers and teams. Potential RPs contacted via e-mail or phone.

NOTE: - I would strongly recommend going forward that in May, APT puts a note in the Friday newsletter asking interested parents to provide their names and contact info to the RP Coordinators for 2016-2017.

### School Supplies – Kathy Ivinjack 5/6, Tiffany Wiesner 7/8

In mid-August, the Exec APT School Supplies Chair, Kim Gambit, contacted all building level reps with the date of School-Pak delivery.

We contacted both DPME and DPMW school offices to schedule day/time (Wed 8/19) for sorting and distributing boxes.

DPME boxes were delivered to the school lobby. In the past, the boxes have been placed in the Satellite Center, but that space was not available this year. The lobby worked just fine, especially since there was low traffic in the halls that day.

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DPMW boxes were delivered to the teacher's lounge. Last year, the boxes were placed in a Haskins Center conference room. The teacher's lounge was a better working space and we did not have to navigate flatbeds through the Haskins Center doors.

Although we received few calls before walk-throughs, we did receive some afterwards. Most calls were from parents who thought they had ordered a School-Pak, but in fact did not. We had a sales order list dated July 21 that we could reference to determine if a family had ordered a School-Pak. In only one case did a family order a School-Pak, paid for it, and did not receive it. This parent was very unhappy with the customer service she received from School-Pak and we did all we could to help facilitate resolution of the matter, including bringing the Exec Chair into the loop.

### **Spiritwear – Kristina Frede, Liz Olsen**

We've gotten a report from Kiddles on our walk-thru and on-line sales so far of DPM Spiritwear (not including Lake Forest wear, which we also sell). The walk-thru was especially popular on the 5/6 side, and the remaining items went back to Kiddles as items available at the store (or to try on for sizing). With Howard as our volunteer helper from Kiddles, we sold 33 items during walk thru (\$796) and another 59 items have been ordered already on-line (\$1,242). We'll have posters up in the cafeteria, etc, this week, as well as sandwich boards in front and back of the school. Ordering must be complete by Sept. 17.

### **Spirit of 67 Liaison – Amy Kelly, Amy Lazzaretto**

This year we are hosting 2 NEW fall events in place of the luncheon. **Kick Up Your Boots for Education**, a Barn Dance Benefit on Saturday, October 17 from 6:30 - 10:30 PM at the home of Jeff and Joan Lynch. We know everyone won't be able to make the Barn Dance Benefit so we want to invite the entire community to **Raise Your Hand for Education**, an online auction from Tuesday, October 13 through 9PM on Friday, October 16. This fabulous auction will feature everything from coveted school items such as Principal for the Day to unique experiences and opportunities to make long lasting and meaningful memories with family and

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friends. We will have a few amazing live auction items for the Barn Dance Benefit that will be available for bidding online through October 17 at 9PM. Participating in the auction is a great way support the Spirit of 67 Foundation so that we can continue to have a powerful and lasting impact on every student in every school every day. Information about both events will be provided in invitations going out early next week and on our website.

The Spirit of 67 Foundation is celebrating 30 years of supporting our schools this year. The organization was founded as a way to replace traditional school fundraising that involved spending lots of time and energy selling stuff to families and friends for relatively small profits. The foundation has proven to be a very successful endeavor over the decades and we hope to continue the tradition by engaging even more families as donors and businesses as partners and sponsors. Throughout the year we are going to be sharing highlights from the history of the Spirit. So be on the look out for information about grants both past and present in the Friday Flyers. Many of the grants we've funded over the years are still in use our schools.

### **Staff Appreciation – Lynne Kennedy, Sushama Krishnaswamy, Ruth Winick, Janet Burt, Ami Vora, Maureen Fitzgerald, Kristen Lee**

Met with the Principals in June to discuss our plans for the year. Principals were open to our suggestions of introducing some new events this year and so many new items on the calendar e.g. apple/pumpkin bar in October, cookie exchange in December, juice and parfait bar in January etc.

With the help of Terri Green and Linda Crowe we have staff/teacher birthday lists and will send an e-greeting to each staff member and teacher for their birthdays. With all the additional events we have expanded our committee and will also solicit help from parents via sign-up sheets at curriculum nights.

On Aug 24<sup>th</sup> (walk through day), we provided a lunch for teachers in the Haskins Center – catered by Kenny's (wraps and salads, desserts) and with cakes from Marianos. 155 apples with a leaf tied to the stem welcoming the teachers back to school on behalf of APT.

Next events are bagel breakfasts on the morning after curriculum nights.

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**Student Council 5/6 - Kim Campbell**

No report this month.

**Student Council 7/8 - Ingrid Biela**

No Report this month.

**Student Service (Effort) - Micaiah Robinson, Amy Gray**

No report this month.