

Henking Hoffman PTA Meeting
Tuesday, February 17, 2009
Hoffman
Called to order at 9:24 A.M.

Attendees: Angela McCune, Laura Horwitz, Marcy Sotirchos, Christy Vavloukis, Odette Zebell, Cathy Cunningham, Mark Walther, Jill Engel, Gerald Hill, Brett Clark, Mary Patronik, Holly Jehle, Julie Martin, Gina Pryor, Nicky Stannard, Carolyn Welch, Jodi Hiller, Ande Wells and Maureen Geiger.

The January Minutes were approved.

President's Report-Ande Wells

Amazing Minds is up and running at Henking School. There are two sessions on Wednesday and one on Thursday. Everyone who was interested in a spot is enrolled. The plan is to follow up this session with a Spring session.

PTA Council-Angela McCune

The topic for the last PTA Council Meeting was testing. Phil Collins presented the results for ISAT and NWEA testing. ISAT testing is required by the state and is part of Leave No Child Behind. Each year the percentage of children who must meet standards is increased. The results of ISAT's are less helpful to the teachers because results do not come for 6 months and the students are in a different grade and are no longer relevant. The NWEA tests are a great resource for the teachers and grade level teams to look at progress throughout the year. Teaching can be refined to focus on individual goals for the students. The results of the NWEA are available the day after testing. Also, the NWEA is a computer test whereas the ISAT is paper and pencil.

Treasurers Report-Laura Horwitz

Laura distributed a current copy of the PTA budget. International Night continues to be a self-sustaining event. This year free food tickets were not given to the performing groups and this helped keep this event within budget. The donations covered the costs but Marcy suggested we keep the budget the same for that event in case donations decrease. In addition, the PTA received a \$50 donation from a HE/HO family.

Principal Position at Henking School-Dr. Hill, Jill Engel, and Brett Clark

Neal Siegellak resigned his position as Henking Principal earlier this month. He plans on staying until the end of the current year. Dr. Hill distributed a brochure that invited qualified applicants to apply for the principal position at Henking School. Dr. Hill wants to know what type of person we want in this position. He wants to have a good match between the values of the person and the values of the school. In an effort to determine these values, a survey is going out to all Henking parents and staff. Please take the time to fill out this survey. It will be sent out in the Henking newsletter and it will be available electronically through the PTA website (www.henkinghoffmanpta.org).

Currently there are 50 candidates who have applied for the position. The District will accept applications till March 15. Through screening and a decision making matrix this pool will be cut down to approximately 8 candidates that will be interviewed by representatives of the Henking staff and two Henking Parents, then by members of Administration and finally by Dr. Hill. The Henking parent representatives will use the feedback from the surveys when interviewing the candidates. The PTA Board will select the two representatives. The representatives must be available during the day for approximately 3 half days between March 10 and March 20. Anyone interested in being a member of this committee should e-mail Ande Wells at wellsink@sbcglobal.net. This committee will be formed by March 6.

This is a highly collaborative process where different viewpoints are provided by different groups. In the end a consultative decision will be made by Dr. Hill. Basically, he takes the viewpoints of the different groups and then makes the final decision on who should fill the position. Dr. Hill then makes his recommendation to the School Board for their approval. The goal is to have a decision by the April 20 School Board Meeting. This date was chosen so that the new principal will have input in the process for hiring staff next year.

Parents brought up some concerns they have. One individual was concerned with what the children are being told about Neal's departure. Mark Walther suggested that she contact Neal and discuss with him his plans for communicating his departure and the transition to a new principal. Some parents were concerned that there was a poor match the last time a principal search was conducted. Dr. Hill stated that this time a survey is being conducted to gather more information regarding what the staff and parents of Henking students are looking for in a principal. He emphasized how important it is to fill out the survey because this feedback will be used to determine what requirements they are looking for in the next principal. If anyone has any questions please contact Dr. Hill, Brett Clark or Jill Engel.

Principals Report

Neal Siegellak-Henking School (provided electronically)

International Night: Letty Hawkes was a great coordinator this year. The performances were terrific, including the Hoffman 3rd grade group that danced. The food was delicious and the cultural rooms were a hit. Thank you to all of the volunteers.

Hoffman Musical: Henking students came back to school on February 12, having seen *Pirates* performed at Hoffman. They were abuzz about the dark mood lighting, the pirate accents that the students used, and the familiar faces of siblings who they saw on stage. What a wonderful experience to highlight the fine arts!

Math Night: 45 parents and 41 children registered for Math Night at Henking. The LSC received excellent feedback for the event that took place February 9. Parents took home materials that they can use with their children to support learning math concepts. The parents and teachers of the Local School Council did a great job of planning and executing the evening.

HAWK Reading Club: Provided by Title I funds, the HAWK Reading Club began on February 9. The student-teacher ratio is 3:1 and the Club meets from 3:45-4:45 on Mondays and Wednesdays. The time is spent with *Fountas and Pinnell LLI* materials and students' reading skills are given a boost.

Mosaic Dedication: . . . is being planned for either March 5 during *Parent/Teacher Conferences* or March 17 during the next PTA meeting.

Jump Rope for Heart: . . . will take place February 19 and 20. Mr. Stoga, Mr. Rosencrans, and Mr. Norberg are coordinating the event. Proceeds will benefit the American Heart Association.

"Amazing Minds": After school enrichment program will start in February. Students will have a choice of attending either Wednesdays or Thursdays for seven-week sessions.

Writers' Workshop Learning Labs: Taking place in March, these labs are opportunities for groups of teachers to observe *Writers' Workshop* learning that is taking place in classrooms. Before the lesson teachers discuss the goals of the observation. Time is provided afterward to discuss the lesson and ask questions. District 34's *Curriculum Facilitators, Reading Specialists, and Literacy Coaches* are coordinating the labs.

Facilities Committee Meeting on February 11: Henking enrollment is projected to decrease by 1% over the next 5 years, according to George Armbruster of *Applied Analytics*. Even though the number of students is decreasing the number of classrooms needed for next year is slightly increasing.

Kindergarten Registration: March 12, 4:30-7:00

Parent-Teacher Conferences: March 5

Teacher Institute Day: On March 6 Henking teachers will meet to discuss math resources that can help students grow in this area. The Institute Day activities are centered on the School Improvement Plan.

Officer Friendly Visit: Officer Friendly will visit on March 10-12. She will discuss:

Kindergarten: Introduction to Officer Friendly

Discussion about what the job is (protect and help); ways to identify a Police Officer; different vehicles Officers may use; discussion about the tools on the tool belt. Students are provided with a coloring form where they need to identify the individuals who can help them.

First Grade: 9-1-1 Emergency

A play phone is used to demonstrate and discuss how to use the phone in dialing 9-1-1 for emergencies.

A brief animated video is shown. The video story follows a family of telephones, Emer, Gen, and Cy on their adventure to rid their home of monsters Danger, Fire and Injury. This video teaches about emergencies, when to call 9-1-1 and who will respond for help. The video has catchy songs to which the students enjoy singing along. At the conclusion, the students received a coloring page with a phone to color and a 9-1-1 maze.

Second Grade: 9-1-1 Emergency with Descriptions

A play phone is used to demonstrate and discuss how to use the phone in dialing 9-1-1 for emergencies. The students think of emergencies and describe situations that might occur where contacting 9-1-1 for help is needed. The students participated by reporting the emergency with the play phone. Officer Friendly responds as the dispatcher receiving the call so they learned what happens when 9-1-1 is called. The students are tested on their knowledge of their address and phone numbers. At the end of class each student received a form to color showing how 9-1-1 works and a place to identify their address and phone numbers.

Mark Walther-Hoffman School

- Thank you Room Moms for your terrific Valentines Day celebrations!
- The Awesome Reading Club (ARC) continues to serve 63 students in a helpful and targeted way! Students are assessed monthly for fluency/comprehension. Twenty-three teachers deliver instruction. Materials are still arriving. This program functions through a Title I grant.
- Hoffman Family Math Night was Monday, January 26. Also a part of our Title I grant, over 100 students and parents participated and 11 teachers offered instruction. Thanks to our LSC for leading the evening as a part of our LSC University which was funded through a GEF grant.
- International Fair was Friday, January 23. Special thanks to Letty Hawkes and Marcy Sotirchos for their excellent leadership!
- Hoffman staff is REPEAT CHAMPIONS of the District 34 Volleyball Tournament on Tuesday January 27!
- 5th grade students are visiting Springman and Attea today as the 1st step in the transition process. Parent letters/course selection forms are DUE March 2.
Congrats Hoffman School Spelling Bee Champs: Clayton Nimz, Maddie Cohen, Juliette Ovadia, Joey Petroline and Brab Sodos was the Alternate.
- Staff Data Days were held on Monday February 2 (4th/Student Services) and Thurs February 5 (5th/3rd grade). This provides us with an opportunity to examine relevant achievement data (NWEA, CBM) and identify students who may need additional support/enrichment.
- Intermediate Principal/Administrative Assistants met on February 9 to finalize school supply lists/registration procedures.
- Decision-Making Matrix for Hoffman School is completed. This document provides specific direction as to how decisions are made. This is especially helpful to new staff as they learn about The Constitution and how they are empowered. Also, it leaves a great road map for our successors.
- 5th Grade Musical-Pirates was held February 12-13. What a fabulous production for an extraordinary group of 5th grade students! Thank you Marcy Sotirchos!

- MAPA-Maestros Alumnos Padres Avangrando (Students, Teachers, Parents Advancing). We had our first meeting with over 150 Hispanic parents/students. Dinner, child care, transportation were provided. Most significantly, a parent education program was inaugurated with the goal of maintaining and extending this bridge to our Hispanic families (13% of our school population!). The topic for the evening was “Navigating the American Educational System”. Our Title I grant is making this possible.
- GEF Recital Night was Thursday, February 12-Congrats to our Hoffman Vocalists and Instrumentalists!
- Jump Rope for Heart is Thursday February 19 in all PE classes. The emphasis is on wellness...not on fundraising.
- IGSMA Solo Ensemble Contest is this Saturday, February 21 at Twin Groves Middle School in Buffalo Grove. Directed by Nan Ross Meridith.
- Parent/Teacher Conferences are Thursday March 5.
- ISAT Testing is March 9-20.
- Student Board-“Pennies for Peace” program from the best selling book Three Cups of Tea.
- Thank you Market Day Volunteers.
- Screening for teachers has begun.
- Looking at a potential Chess Club Evening at Michigan Shores for parents and children sometime in early March.

Committee Reports

Henking Cultural Arts-Mary Patronik

- Mosaic completion is near, with official unveiling date TBD. We received a \$1000 grant from the Illinois Arts Council! This will be used to pay for installation and additional artist hours and costs of student mosaics.
 - Mother Goose will be singing and sharing nursery rhymes with K in the LRC on March 29th
 - Empty Bowls project underway, invitations will be out by the end of the week in all Henking backpacks. March 19th event hopes to raise \$2000 for the Northfield Township Food Pantry. We will be a cover story in the Glenview Announcements sometime between now and then.
 - No funds available for Spirit Day Cultural Arts Program, so we would like to offer the Henking DVD for \$5 pre-order in May, with money raised from treats/entertainment, mementos. (Sort of Henking's version of the Memory Book). Caryl Doetsch produces a DVD annually, but it is not widely distributed.
- 2) Henking Health & Safety -- all quiet!
- 3) Fundraising Teams
- Letter planned for early March under Ande's signature.
 - Spa Night is being headed up by Michelle Sklena and Bobbie Murokh. Looking at 4/8 or 4/9 and talking with two salons in the Glen.
 - Family Night is headed up by Jacque Swenson and Sue Moran, with a team of helpers. Upcoming: Jake's Pizza is donating all profits on Fat Tuesday sales (3/24) to Henking Hoffman families; flyers going home in backpacks. Working on: \$1 ice cream sales at Henking Lunches on Friday.

Market Day-Angela McCune

We have signed up to participate in a fund raiser with Market Day next Fall. Every family will receive a catalog containing holiday items and wrapping paper for purchase. The Henking Hoffman PTA will earn 55% of the money collected for these items. This fund raiser has the potential for us to earn enough money to support the PTA for the year. More details to come in the Fall.

Teacher Appreciation Lunch-Hoffman-Marcy Sotirchos and Liz Skweres

The theme for this Years Teachers Appreciation Lunch is “Hats Off to Teachers: The lunch will be on March 19 from 11-1 in the Hoffman Learning Center. (Henking’s lunch is March 19 at Henking). A letter is going home to families asking for volunteers and donations. They are also looking for desserts that are store bought and they are doing the raffle so they are also looking for prizes/baskets. Please call Marcy or Liz if you are interested in helping with this event.

New Business**Fund Raising-Ande Wells**

A letter is going out to the Henking Hoffman families the first week of March soliciting monetary donations to support the PTA. In addition, Ande is looking at putting together a Golf Outing for sometime in May. She has contacted golf courses in the area and is looking at the logistics.

Motion to Close 11:20 AM