

**Lake Forest High School APT Meeting Minutes**  
**September 10, 2008**  
District Offices

**Members Present:** Chrystal Gannon, Katie Begley, Jan Richman, Karla Schwartz, Terri Karst, Ana Kapoor, Tracy Tolmie, Leslie Moran, Donna Johnson, Sue Wagner, Marcy Kerr, LuAnn Blowers, Judy Telander, Debbie Taylor, Jill Moutvic, Julia Fiske Parker, Linda Ganshirt, Mary Flagstad, Marianne Stride, Tami Zylka, Donna LaVitola, Pam Salm, Laura Cox, Jeanne Burke, Laurie Sirius, Mary Kay Jaekel, Mary Sanders, Audrey Ohanesian

**Members Absent:** Claire Wheatley, Kathy Dasso, Sally Frese, Roberta Ziccarelli, Sarah Glynn

Chrystal Gannon called the meeting to order at 9:10 am.

**President, Chrystal Gannon** welcomed everyone. She expressed thanks to all who worked over the summer, specifically to Volunteer Coordinators: Tami Zylka and Roberta Ziccarelli; Hospitality: Jill Moutvic, Julia Fiske Parker, and Linda Ganshirt; Corresponding Secretary: Karla Schwartz; and Directory: Mary Flagstad and Kathy Dasso. Chrystal announced that Principal Jay Hoffman was awarded the Dorothy Chantler Award at the prior year's last faculty meeting.

**Secretary, Jan Richman** announced that she would take attendance as people filter into the meetings. The minutes will reflect all attendees/and non-attendees. Please let her know if the minutes correctly reflect attendance. Please also be aware there is an attendance policy in the by-laws for all board members. Additionally, she will send an email reminder for all board meetings. She asked that all board members provide her with a monthly report, either email or hard copy, prior to all meetings. All board meetings will begin promptly at 9:00am with coffee to start at 8:45am.

A motion was made to approve past Secretary, Maureen Quaid's minutes. First given by Judy Telander and a second given by Donna Johnson. Motion passed with all approving.

**Superintendent, Dr. Harry Griffith** stated that a Herculean effort was made for a last minute push to ready the campus for the start of school lead by the efforts of Principal Jay Hoffman. Janie Jerch is the new president of LFEA. One hundred, forty students are enrolled in Asian studies. In grades 4-12 there are 77 students enrolled in Mandarin. Two new teachers just arrived from China – one teacher for the Middle school and one for the high school. On October 15, at 10:00am in the new student commons, all are invited to meet the new teachers. The first football game of the season, under the new lights, was a sold-out success.

**Principal, Jay Hoffman** thanked all who helped make the start of school a success. Curriculum Night is October 1<sup>st</sup> at 7:00pm and the building will be opened at 5:00pm with tours available for all to see. No parent/teachers conferences will be scheduled this fall due to tightening of the school calendar. A new telephone system is currently being

installed whereby all teachers will have a direct line. ACT results were the highest in LFHS history with a composite score of 25.6. Jay led a short discussion regarding a change in the start of school for next year. The new media center will be ready by next Wednesday with furniture and books being delivered. There will be a research paper writing desk with help available for anyone needing help with a research paper. The new security system will be installed by Thanksgiving.

**Communications, Anne Whipple** reminded all to update their information on Instant Alerts. All sports and emergency information is on the web. LFHS is adopting the Nutri-kids program in October whereby parents can go online and deposit cash in their kids' accounts so they can make purchases in the cafeteria. Soon, information on Powerschool will be sent home for new and freshmen students. In November, there will be a community reception at LFHS with guided tours for all to see the results of the construction. Contact Joy Murawski for anything to do with the website.

**CROYA, Chris Torrance** reported that tonight, September 10<sup>th</sup> at 7:00pm is the first CROYA meeting. There are a number of sign-ups available to the students including peer training and service projects throughout the community. Please sign-up on list-serve and visit their website CROYA.com.

**Faculty Liaison, Barb Selvaggio** stated that any student seeking to change classes needs to know it takes about 3 days to process all changes. Please encourage kids to use their LFHS email account. Senior seminars will start next week on Tuesday. There will be a meeting on September 16<sup>th</sup> for seniors and their parents on the college application process.

**Volunteer Coordinator, Tami Zylka** reported that the volunteer form was mailed in June and 264 families had responded. All data has been compiled and volunteer lists were electronically mailed to all committee chairs and organizations. Roberta Zicarelli will work with Tami to look at putting forms online and eliminate the mailing process if possible.

**Directory/Membership, Mary Flagstad** stated that they are busily compiling membership info for the directory. She recently received 100 new forms to be input. She added that they are currently researching a spine with a spiral, similar to that of District 67. The directory will be yellow. Artwork for the cover was submitted and selected by the Directory committee. Mary suggested we include forms in the incoming freshman mailing in the spring to help with processing forms more timely. It was also suggested to move the table location at Book Buy next year to encourage more families to verify data. Members were asked about the use of phone extensions for faculty as the directory may be able to be produced quicker if extensions are not included this year. Mary will follow up with the high school to get a time table for the extensions.

**Special Events Chairs, Donna La Vitola and Pam Salm** announced the annual parent social and fundraiser, "Be True To Your School", is scheduled for Sunday, October 26<sup>th</sup> at the Deer Path Inn at 5:00pm. A detailed letter, including auction donation ideas and

guidelines was mailed on September 6<sup>th</sup> to all LFHS homes. The evening will include dinner, raffle, silent and live auctions. This year each Class Parent Representative will be responsible for a live auction item. All funds will be disbursed to the class treasuries based on attendance of each class at the event.

**Treasurer, Terri Karst** distributed the following forms: Revenue receipts, Expense reimbursement and a tax letter. All forms are available on the website. Also, copies of the propose budget for 2008-2009 were distributed, see budget attachment. Motion was made to approve the budget. Jeanne Burke gave the second. Motion was passed with all in favor.

**Vice President/Community Liaison Facilitator, Katie Begley** reported that the Liaison committee meets quarterly, with the first meeting on October 14<sup>th</sup> at 9:00am at West Campus. The meetings are open to the community, feeder schools, and the high school. Topics addressed encourage new ideas and healthy discussion. Class reps are expected to attend.

**Junior Representative, Leslie Moran** submitted the following report:

The first junior class parent meeting will be held on October 7<sup>th</sup> and will combine the topics of college testing and Naviance. Jen Knight, the class advisor confirmed that the Marriott, the band and the buses have all been reserved for Prom 2009. The Senior Citizen party at Dickinson Center is tentatively scheduled for March 8<sup>th</sup>.

**Hospitality Committee, Julia Parker** submitted the following report:

The Hospitality Committee begins each school year hosting the New Teacher Luncheon. This year the luncheon was held in the newly remodeled East Campus Special Education wing for 25 new teachers and their mentors. Jay Hoffman spoke and Katie Bagley addressed the group on behalf of the APT. On Monday September 8<sup>th</sup> the committee provided coffee and donut holes for the first day of school. The committee provided the refreshments for today's APT meeting.

**Old Business,** Chrystal Gannon stated that we awarded a total of 17 students at Senior Awards night with each receiving \$700. We have received numerous thank you notes from the student recipients

Meeting adjourned at 11:00am.

Respectfully submitted  
Jan Richman, Recording Secretary