

# **Landmark Community Organization**

Every parent or guardian of a Landmark student and all employees of Landmark are automatically members of the LCO. It is our intent to promote relations between parents and teachers so they can team in the education and welfare of the students at home and in school. In addition, the LCO contributes monies from fundraising events to be used toward purchases that create and promote better educational opportunities at Landmark.

The board and chair positions are run on the two year Old Friend/New Friend (OF/NF) system. The (OF) is someone who has participated in the committee previously and will head it this school year. The (NF) is someone new to this position and is in "training" to head up the event the following year.

## **LCO Board 2011- 2012**

These volunteers were elected to their positions at the end of the previous school year.

Co-Directors	Karen Lewis (OF) Sally Ross (NF)	363-7647 363-1879
Co-Treasurers	Kym Belyaev (OF) Angela Sensabaugh (NF)	578-0048 385-6078
Co-Recorders	Rachel Datz (OF) Barb Jesme (NF)	344-5733 385-3558
Principal	Margaret Carey	385-8120



Spirit Days

Hendy De La Rosa (OF)  
**needed** (NF)

578-8717

This committee helps students and staff members to carry out quarterly charitable service projects, which are decided on by the teachers. Duties include writing up letter to explain the charity, a reminder for the event, helping to pack and deliver goods to local recipients.

School Bricks

Krista Michalik(OF)  
**needed** (NF)

363-4939

This committee is responsible for coordinating school brick orders, payments, ordering from the company and installation of the bricks. Families can purchase bricks with their names or brief sayings on them. The bricks are placed around the school flagpole. This is not a fundraiser.

School Directory

Rachel Datz (OF)  
**needed** (NF)

271-5207

Volunteers input names, illustrates, duplicates and binds the Landmark School Directory that is distributed to Landmark Families. Most of this work is done at the beginning of the school year.

Intersession

**needed** (OF)  
**needed** (NF)

This committee is responsible for researching and scheduling activities for Landmark Families during the 3 Intersession breaks. Responsibilities include processing registration forms and payments as well as on-site coordination of events.

Beautification

Angela Sensabaugh (OF)  
**needed** (NF)

385-6078

This committee maintains the outdoor landscaping on school grounds. Volunteer duties include gardening, clean-up, and seasonal decorating. Most of the time commitment for this committee is during the fall and spring.

Reading Rewards

Carrie Coats (OF)  
**needed** (NF)

385-8760

This one time a year event promotes and processes the Six Flags Reading Program and Ozzie Reading Rewards. Students are encouraged to complete a reading log, which will earn them a free admission ticket to Six Flags use during their summer break and a free ticket to the Kane County Cougars game.

Teacher/  
Staff Appreciation

**needed** (OF)  
**needed** (NF)

This committee plans and implements the staff luncheon and various activities/mini events held during teacher appreciation week at Landmark.

ISAT Snacks

Lisa Shannon (OF) 344-5733  
Kelley Rehberg (OF) 739-5017  
**needed** (NF)  
**needed** (NF)

This committee plans, purchases (will be reimbursed), and distributes snacks to the 3<sup>rd</sup>-5<sup>th</sup> graders during the ISAT testing week, which is typically the first week in March.

5<sup>th</sup> Grade Dinner

Lisa Shannon (OF) 344-5733  
Mandy Lobbins (OF) 759-2356  
**needed** 3<sup>rd</sup> Grade Parents (NF)  
**needed** 3<sup>rd</sup> Grade Parents (NF)

This is an event that traditionally is planned and carried out by parents of 4<sup>th</sup> grade students. The date is typically at the end of May beginning of June. Parents organize the evening and have both parents and 4<sup>th</sup> grade students host and serve during the evening.

### **Committees for Family Social Events**

These volunteers organize and coordinate these events. They also recruit and direct day-of volunteers. Each of these events needs **many, many** day-of volunteers.

Boo Hoo/Yahoo Breakfast Pam Liston (OF)  
**needed** (NF)

*After you get your kids off to school you can join other new and old parents for a little breakfast, a few tears, and a lot of smiling faces! This takes place in the cafeteria, located downstairs on the first full day of school.*

Harvest Fest Lori Fitzgerald (OF) 679-6615  
**needed** (NF)

*A fall family event that includes scarecrow building, games, tattoos, and more.*

Candlelight Bowl Jen Miller(OF) 363-7513  
**needed** (NF)

*Bowling is an adult only night out at a local bowling alley. At the planning meeting, it will be decided if it will be on for the year or every other year.*

Santa's Workshop	Debbie Townsend (OF) Kelli Renfro (NF)	578-0844 508-0769
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*Seasonal event where students and their families can purchase and wrap affordable holiday gift items.*

Winterfest	Angela Sensabaugh(OF) <b>needed</b> (NF)	385-6078
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*A family event that includes snacks, games, face painting, and dancing!*

Ice Cream Social	Katie Pitts (OF) <b>needed</b> (NF)	385-7738
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Pool Party	Kelly LaVigne (OF) Tanya Amelse (NF)	578-0142 388-9399
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*This family event typically occurs in August and is a great way to meet Landmark families. The pool party and family dinner alternate each school year.*

Steak Fry ( <b>also a Fundraiser</b> )	Dawn Bremer (OF) Kelley Rehberg (OF) <b>needed</b> (NF) <b>needed</b> (NF)	578-1243 739-5017
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*An adult only event where friends and family are invited for an evening of raffles, auctions, food, and 'fun'raising for Landmark! This event is nearly a year long commitment with additional responsibilities such as donation solicitation and ticket sales.*

### **Committees for Fundraising**

Benefit/Fast Food Night	Carlos & Hendy Montes (OF) <b>needed</b> (NF)	578-8717
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Market Day	Chelle Ingrassia (OF) Barb Jesme (NF)	385-8038 385-3558
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The co-chairs help promote and organize these monthly sales working with a representative from the Market Day Company. Many days-of volunteers are needed from 10:00 - 11:15 a.m. on the FIRST Friday of each month to unpack boxes and sort orders.

Landmark Shopper	Kym Belyaev (OF) Angela Sensabaugh (NF)	759-0186 385-6078
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These volunteers process family orders and work directly with the companies to place the orders. There is also an on-going inventory in a locked box in the school office that gets replenished by the volunteers.

Labels/Box Tops for Educ.	Kym Belyaev (OF) Lynn Goodman (NF)	759-0186 363-8366
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This volunteer sorts labels that families have sent in and then sends and follows up with payments from various fundraising label companies.

Ink Jet Recycling	Linda McNulty, School Secretary	385-8120
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Book Fairs (Spring & Fall)	Jill Shea (OF) Dawn Bremer (OF) Kelli Renfro (NF) Kim Gerhart (NF)	236-9742 578-1243 508-0769 385-1797
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The chairs would coordinate these events and work with Scholastic Books or local book stores. Day-of volunteers are needed to help with setup/cleanup and/or work during the sales.

Fall Fundraiser	Jen Miller (OF) Chelle Ingrassia (NF)	363-1989 385-8038
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This committee handles order processing, paperwork, and distribution of the orders to families.

Poinsettia Sale	Kris Drexler (OF) <b>needed</b> (NF)	356-5121
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Schwan's	Karen Lewis (OF) <b>needed</b>	363-7647
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This committee sets up a date with "The Schwan's Guy" every other month so he may come to our parking lot and sell out of his truck. Just a few emails and copies to the families are needed.

## **IMPORTANT DATES TO KNOW THE FIRST SIX WEEKS OF SCHOOL!**

### **July 19, 2011 4 to 6 pm School Supply Drop Off and Teacher Meet & Greet**

**\*\*\*HINT! HINT! HINT!\*\*\*** Make sure you hit every table in the gym. The best way to do this is to start right by the door and make your way around the room. Make sure to talk to the person running every table and take whatever paperwork they have for you. This is an overwhelming day and it is very easy to miss something important.

After you hit all the tables in the gym you will then take your child to their classroom to meet their teacher and put their supplies away.

**There will be parent volunteers available as “tour guides”. They are there to answer any questions and to help you find your child’s classroom and introduce you to their teacher. Please ask them for help if needed; that is what they are there to do!!!**  
Check our website [www.landmarklco.org](http://www.landmarklco.org) for current information!

### **July 20, 2011 First Day of School - 11:45a.m. Dismissal** **1st – 5th grades only!**

### **July 21, 2011 First Day for Kindergarteners --- *The Ringing of the Bell & Boo Hoo/Yahoo Breakfast!***

Landmark has a long-standing tradition that takes place on the first full day of school. As the morning bell rings, all the students gather in the front of the school. Together they say the Pledge of Allegiance and then they all line up for their turn to ring the bell that’s in the bell tower atop Landmark. Many parents like to join the kids this morning in listening to all that ringing. It should be said that it is too crowded for you to join your student while they take their turn so there is no photo op available in the school but you can take as many pictures as you like outside.

When finished outside, come join other new and old parents for a little breakfast, a few tears, and a lot of smiling faces! This takes place in the cafeteria, located downstairs.

Even if you are nervous about meeting new parents this is a great way to start recognizing faces and making a few connections. Landmark is a small school and can become like an extended family!

### **July 25, 2011 LCO Calendar/Planning Meeting --- 6:00 p.m.**

If you are interested in helping decide which student and family events as well as fundraisers Landmark participates in this school year, then you should really attend this meeting. This is also a great opportunity to learn more about these extracurricular activities.

**July 28, 2011      Parent Night – Grades K/1 only 6:00 - 7:30 p.m.**  
**This is for parents only!**

You will receive important information about school curriculum, meet the staff, etc. This evening will begin in the gym at 6:00.

**July 30, 2011      Landmark Family Pool Party -- 9-11:00 a.m.**

This event will take place in the morning at Woodstock Waterworks. More information will be coming home with details to this event within the first week or so of school.

**August 8, 2011      First LCO Meeting --- 6:30 p.m.**

The LCO meetings are the best way to learn about **everything** that is happening at Landmark. The meetings begin with a Co-Director report and a Principal report, both of which give you first hand information on all aspects of Landmark, from school testing to the next school assembly. This is also where the LCO decides how to spend all of the hard earned fundraising money. There is a teacher representative at each meeting who brings requests from the staff for additional funding and/or volunteer help.

Babysitting is provided in the cafeteria by the High School Key Club.

**August 2, 2011 Parent Night-- this is for parents only.**  
**Grades 2/3-6:30p.m. Grades 2-5 (all) 7:00p.m. Grades 4/5-7:30p.m.**

You will receive important information about school curriculum, meet the staff, etc. At 6:30 Grades 2/3 will meet in classrooms with parents. At 7:00, all 2/3-4/5 parents will meet in the gym to hear important information about the year. At 7:30, the 4/5 parents move to their classrooms.

**August 22, 2011\* Bus Routes Change!**

This is the day the rest of District 15 starts their school year. This is also the day that our students' bus schedules change. Their bus routes change as well as the time they are picked up. Be aware that sometimes the change is significant! Our schedule changes because for the rest of the school year our students will share the buses with students from Montini Catholic Schools and in some cases Zion Lutheran. *\*The exact date may change, dependant on Transportation and start dates for Montini and Zion.*

You will be notified a week or so before this date by Transportation. They will send you a new bus pass.



**Landmark Community Organization (LCO)  
2011 - 2012 Scheduled Meeting Dates**

**All Meetings Are on Monday Evenings @ 6:30 p.m.**  
(Meetings are on the first Monday of each month unless noted by bold print)  
Babysitting is provided in the cafeteria by the Key Club.

Monday, July 25, 2011 – Calendar Planning Meeting 6:00p.m.

**August 8, 2011 – First LCO meeting 6:30p.m.**

**September 12, 2011**

**October 17, 2011**

November 7, 2011

December 5, 2011

**January 23, 2012**

February 6, 2012

March 5, 2012

April 2, 2012

May 7, 2012

**FREQUENTLY ASKED QUESTIONS**

**Q: WHEN DROPPING OFF MY CHILD IN THE MORNING WHERE DO I DROP OFF AT?**

**A:** You should park on the side of the road right after you pass the school and walk with your child to the front gate. Please do not block the bus lane or park in the apartment building's lot next to the school. Please do not let students out of the car on the street opposite the school, and no U-Turns are allowed in front of the school during drop-offs. **Remember, you may not drop off any earlier than 8:30am!** We ask that all parents who are dropping off students in the morning between 8:30 - 8:45 use either the lower Waukegan parking lot or the parking spaces above the school lot. Please do not use the bus lane for drop off during that time period.

**Q: WHERE DO THE KID'S GO AFTER GETTING OFF THE BUS/GETTING DROPPED OFF?**

**A:** The kids are to go around the school building to the right. They are not to cross the parking lot. The kids can then play on the playground. When the morning bell rings, their teachers will be outside showing them where to line up. Their teacher will then take them into the building and to their classroom.

**Q: WHEN PICKING UP MY CHILD FROM SCHOOL, WHERE DO I PARK?**

**A:** Parking, stopping or "standing" in the bus lane is prohibited at pick up times. Parents who have phoned the secretary to have their child added to the "pick-up list" must park and come into the building to sign out their child. Please use the lower Waukegan lot, street parking above the school or the lot behind the school. Whenever possible, the playground will be open for pick-up parking after school. ***IMPORTANT: as the buses are lined up on Waukegan and around the corner on Green Street, be mindful of the "STOP" arms out on the buses!! It is against the law to drive pass a bus with the stop arm out! Your driving privileges can be suspended for three months if you are convicted of illegally passing a stopped school bus.***

**Q: WHAT IS A NEW FRIEND/OLD FRIEND?**

**A:** Since our classrooms are multi-grade we use a new friend/old friend terminology to distinguish between the two grades in the class. For example, a kinder is a new friend while a first grader is an old friend. Then in second grade the student is once again a new friend and the third grader is an old friend. We also use this terminology for parent volunteers who are in chairperson positions. Most positions are a two-year term. Year one (new friend), you would be in a learning/training position and year two (old friend) a leader position.

**Q: WHAT IS A LANDMARK AMBASSADOR?**

**A:** This is a person or family that you can call to get any question answered regarding Landmark, school events, and activities. They are noted in the school directory (which will come home shortly after the start of school) with an asterisk by their name.

**Q: WHERE ELSE CAN I GO TO GET ANSWERS TO ANY QUESTIONS I MIGHT HAVE?**

**A:** LCO website [www.landmarklco.org](http://www.landmarklco.org)! or Landmark Groups Message Board on Yahoo. You will be sent an e-mail invite to become a member of this Landmark exclusive message board at the beginning of the school year. This is a fun site to go to for any type of question! Someone needs a dentist, doesn't understand a homework assignment, well post away! Keep in mind that this site is the responsibility of moms who care to share info and is not under the direct administration of Landmark. If you have questions about school procedures, activities, or events, please call the school at 815-385-8120. Teachers welcome your questions and can be most easily reached by email. Please use the following format: First Initial last [name@d15.org](mailto:name@d15.org). For example, Mrs. Carey's email is [mcarey@d15.org](mailto:mcarey@d15.org).

## LCO Survival Guide

## (and everything you need to know about July)

Dear Families,

The Landmark Community Organization (LCO) would like to provide you with all the information you need for the beginning of next year as far as LCO meetings, committees, school supply drop off date, and much more.

If you ever have a question about anything that is happening or just need some more info please call or e-mail one of us!

We are sure this year's website will be better than ever! Check out [www.landmarklco.org](http://www.landmarklco.org) for other important dates and information!

We look forward to seeing you at school supply drop-off on July 19<sup>th</sup>! Volunteers are needed from 4:00 – 6:00 pm; please contact Karen or Sally if you are available to help out that day.

Sincerely,

Karen Lewis & Sally Ross  
Co-Directors  
LCO Board

Karen Lewis  
Sally Ross

815-363-7647  
815-363-1879

email: [kt\\_lewis@msn.com](mailto:kt_lewis@msn.com)  
email: [sally\\_ross@sbcglobal.net](mailto:sally_ross@sbcglobal.net)

# LCO Survival Guide

(and everything you need to know about July)

Dear New Family,

The Landmark Community Organization (LCO) would like to extend a huge welcome to Landmark School! The LCO includes all parents as well as teachers and staff members.

As parents who have all been in your position (a new family) we want to help make your journey at Landmark as smooth and comfortable as possible. As a group we brainstormed to think of what we wished we had known those first days and weeks of school.

We came up with a list of dates we thought were very important and some questions that often get asked at the very beginning of the school year. We know that you will have many, many more questions as time goes on, but hopefully this information will help you for now. It is a new parents "survival" guide, so to speak.

Included in this packet is a directory information sheet. We ask that you fill it out and return it in the enclosed envelope as soon as possible. The LCO provides a directory for each family that is prepared for the exclusive use of Landmark School students and parents. This directory will not be made available outside our Landmark community.

If you come up with any other questions you would really like answered by another parent, please do not hesitate to call either one of us. We are here to help you!

We look forward to meeting you at school supply drop-off on July 19th!

Sincerely,

Karen Lewis & Sally Ross  
Co-Directors  
LCO Board

Karen Lewis  
Sally Ross

815-363-7647  
815-363-1879

email: kt\_lewis@msn.com  
email: sally\_ross@sbcglobal.net