

McKenzie PTA Executive Board Meeting Minutes
April 11, 2017 - FINAL

Attendees:

Christi Harrison – President
Jennifer Tan - President-Elect
Michele Epps – Secretary
Tami Teppo - VP, iGNITE
Casey Brown - Fundraising Assistant
Dr. Denise Welter - Principal
Amy Weir - Community Relations Assistant
Kristal Neuenschwander - Parliamentarian
Dori Boneck - VP, Fundraising
Lynsy Jacobs - iGNITE Assistant
MaryAnne O’Keefe - Secretary Assistant
Colleen Shinnors - VP, Communications
Janet Langdon - Webmaster
Elizabeth Jensen – Treasurer
Courtney Radde - Communications Assistant
Michele Coffey - Room Parents Assistant
Louisa Kunzler - VP, Room Parents
Amy Gelwix - VP, Community Relations
Denise Schneider - Assistant Treasurer

- I. Welcome – Christi Harrison
 - Christi called the meeting to order at 9:55am.
 - Approval of March Executive Board meeting minutes - motion was made to approve the minutes; motion was seconded and approved.

- II. Programs/Event Reports and Follow Up/Next Steps - All

President – Christi Harrison

- Incoming Kindergarten Orientation will be April 19, 6:30-7:30pm
- Thank you volunteer brunch will be at Michele Coffey’s house on May 24, 9-10:30am
- Grip Grant from Gwen Faulkner <https://drive.google.com/file/d/0BwhwBxV-Q8lh-UGlueXV3Y2R1N0FxbVFvUmZOWGNyVk5zMHdr/view?usp=sharing> - request for PTA to cover tuition for a weeklong program at Columbia Teacher’s College. Ms. Faulkner is covering her own travel expenses and lodging. Motion was made to approve the grant; motion was seconded and approved.
- New school start time will be 8:35am in the Fall.

President Elect – Jen Tan

- Chair Recruitment 2017-18 - several positions are still open including Cafeteria, Bike Safety/Civics & Safety, hosting Volunteer brunch in the Spring, and 1st grade iGNITE coordinator.
- 2017-18 PTA Schedule/Calendar - need to determine new PTA meeting start times given change in school start time. Need to factor in local preschool start times once they're determined.

Principal's Report – Denise Welter

- Given start time and other schedule changes coming in the Fall, the administration is working through necessary changes in schedule, staff coverage and student supervision after Friday early release day.
- Teacher/Class Size Planning for next year - Doing some shifting in grade levels for next year, but will be able to keep all current teachers. One of our current 4th grade teachers will move to 2nd grade next year. Will have 4 sections of Kindergarten - 2 morning and 2 afternoon.
- Learning Commons - PTA gave \$25,000 last year. School spent all but about \$2500 last summer. The leftover \$2500 combined with \$8000 raised by this year's Readathon allowed us to purchase additional items from our wish list. We were also able to purchase a number of wish list items using Book Fair dollars. The Parent Party raised another \$45,000 which was used to continue outfitting the Learning Commons. Finally, Dr. Welter spent \$10,000 of remaining building budget towards remaining Learning Commons wish list. Total spend so far is about \$3700 over budget, but we have not yet touched any money from the Grip grant - saving this money to spend next year once we've lived in the space a bit and have a better feel for what else we need.
- We have three 4th grade students on free or reduced lunch who will need financial support from PTA to help cover Outdoor Ed tuition (historically the PTA has fully covered costs for students with free lunch and covered half the cost for students on reduced lunch).

Room Parents – Louisa Kunzler/Michele Coffey

- Michele Coffey will be taking over Cafeteria Duty chair from Linda Flinn starting early next week.
- Lunch schedule will change next year and become more compact - 2 grades will have recess first and lunch second, so there will be more overlap on the playground and a shorter total lunch service timeframe.
- Dr. Welter recommended Christi and Jen talk at President's Council about encouraging the district to add staff in cafeterias across all schools.
- Spring Teacher/Staff Conference Dinner on April 20 - will do Pita Inn; sign-up genius is out for supplementary items.
- May 1-5 is Teacher/Staff Appreciation week - theme is country/western with a "Hats off to you" slogan. Louisa is working with a committee to plan all events. Each grade will be asked to bring a treat each day, and the luncheon will be on Friday, May 5.

Treasurer – Elizabeth Jensen/Denise Schneider

- Monthly Financial Report (see Exhibit 1)
 - March receipts were \$14,164.44; disbursements were \$9303.93. Ending book balance \$172,021.67.
- Staff Reimbursement Process - requests due by April 30
- Budget Planning Status 2017/2018 - well on our way; met last week and have our budget approval meeting this afternoon

Fundraising – Dori Boneck/Casey Brown

- Variety Show Results to Date - still working through exact results, but are very close to income goals.
- School Supplies - Kinder \$43.44, 1st grade - \$66.58; 2nd grade - boys \$70.81 and girls \$69.73; 3rd grade - \$44.24; 4th grade - \$47.05. The difference between boys and girls costs in 2nd grade is that they divided items like boxes of tissues and cleaning wipes by boys/girls since we don't need one for every child.

Secretary – Michele Epps/MaryAnne O'Keefe

- Nominating Committee - Process for GB Meeting

Communication - Colleen Shinnors

- Will have iGNITE links in upcoming Monitor

iGNITE – Tami Teppo/Lynsy Jacobs

- iGNITE update - wrapping up the year with planned programming across all grades.
- Garden Re-Opening - garden opening on April 17 - plenty of opportunities to volunteer on the PTA website.
- Earth Week - Nicole Boomgaarden's committee is planning several activities.

Community Building – Amy Gelwix/Amy Weir

- Fun Run is coming up on May 12 - option to do a 3K or a 5K.
- Fourth Grade Farewell - Deanna Goldman is chairing and is meeting with her volunteers.

III. Conclusion/Next Steps

- General Board Meeting, April 18, 9:15am-10:15am, Highcrest Presentation, Executive Slate VOTE
- Next Exec Board Meeting, May 9, 9:15 a.m., Purple Conf. Room
- PTA Incoming Exec Board Orientation, May 18th, 9:15-10:30am, Purp Conf. Room - Jen will hold the meeting; incoming Elects for Exec Board and their incoming assistants should plan to attend. Current exec board members should plan to hand off binders to incoming Exec Board members prior to this meeting.
- May 18 at 6:30pm - evening meet & greet with new principal Rachel Filippi. At least half of the board should try to attend if possible.
- May 24 9:00am - PTA Volunteer Thank-You brunch at Michele Coffey's house
- May 30 11:30am - PTA Exec Board potluck luncheon will be at Amy Gelwix's house

- D39 Everyday Heroes are being honored at the foundation dinner on Thursday, April 27. Our own Oshana is being recognized.
- Meeting was adjourned at 11:02am

Monthly Financial Report
McKenzie PTA, Wilmette, IL
3.1.17 to 3.31.17

McKenzie PTA Account

Beginning Book Balance 3.1.17 **167,161.16**

Receipts

Birthday books	25.00
GL Scrip - Charging for Cheetahs	44.00
Ignite	250.00
Parent Party	100.00
Variety Show	
Fourth Grade Ads	60.00
Ad Book	2,975.00
DVD	360.00
Ticket Sales	5,250.44
Tshirts	4,796.00
Variety show donation	264.00
Interest	15.00
PTA membership	25.00
TOTAL	14,164.44

Disbursements

Enrichment Grade Expenses	-848.97
Junior Great Books	-34.15
Variety Show	
Ad Book	-2,420.00
DVD	-750.00
Props and Sets	-1,875.49
Sound and Lighting	-210.00
Supplies	-360.57
Tshirts	-200.00
Paypal fees	-246.74
Marketing materials	-200.00
Office Supplies Exec Bd	-53.46
PTA Membership - Print Directory	-224.25
PTA Membership - dues	-4.25
Books for Parent Learning Network	-24.26
PTA Meetings	-31.90
Teacher Appreciation Activities	-61.11
Open Gym	-600.00
Staff Reimbursement	-1,158.78
TOTAL	-9,303.93

Ending Book Balance 3.31.17	172,021.67
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Ending Bank Balance 3.31.17 **\$ 181,118.23**

Elizabeth Jensen, Treasurer
Submitted for Audit Committee: 4/1/17