

McKenzie PTA
Executive Board Meeting Minutes-Final
April 5, 2016 – 9:15-11:15am
Purple Conference Room

Attendees:

Dr. Denise Welter-Principal
Rebecca Lieber – President
Christi Harrison – President Elect
Sarah Fox – Treasurer
Kristin Bowie-Fundraising
Amy Gelwix-VP, Community Building
Chris Peterson – Secretary
Amanda Doblin – VP, Room Parents
Robyn Schaefer-VP, Enrichment
Emily Spectre – Parliamentarian
Elizabeth Jensen- Treasurer Elect
Tami Teppo- Enrichment Assistant
Colleen Shinnors- Communications Assistant
Dori Boneck-Fundraising Assistant
Michele Epps-Assistant Secretary

- I. Welcome – Rebecca Lieber
- Meeting called to order at 9:20am
 - Approval of March Exec Board Meeting Minutes-Motion was made to approve the minutes. The motion was seconded and approved unanimously.

II. Program Reports and Follow Up/Next Steps – All

President – Rebecca Lieber

- Next week is Kindergarten orientation-there are many returning families and the numbers are already exceeding last years.
- Committee update-Rebecca asked the group if everyone's corresponding committees aligned well with their position. If there are any roles that do not make sense, please let Rebecca and Christi know. Looking for a Civics and Safety chair, which is a big hole on our chair list.

President-Elect – Christi Harrison

- Chair Recruitment 2016-17- Open Committee Chair positions include: Cafeteria, Civics and Safety, CRC, Kindergarten Coffee, Ice Cream Social, Library, Spirit Wear, and Yearbook.
 - Kim asked if we should do a Room Parent email blast regarding the open positions and Christi agreed.

Principal's Report – Denise Welter

- Dr. Welter asked if the PTA does anything for retirees? There are three staff members retiring at the end of the school year; Derrick Coleman, Rita Mark, and Sheryl Greenstein. They are not classroom teachers. A donation

to the Angel Fund in their name was mentioned. Rebecca will check in with the other schools and find out what has been done in the past.

- Parent/Teacher conference sign ups will begin this week.
- PARCC testing dates are firmed up-There is not a lot of wiggle room on the dates given. The Junior High and Middle School asked to go first as those kids get very eager toward the end of the year. The entire District needs to accommodate dates so the technology across the District stays strong.
- The building infrastructure throughout the district is being improved for times when classrooms are all attempting to get on ipads at the same time.
- First Grade Music performance is Friday. First time it's been this late in the year but this will allow the students to showcase how much they have learned.
- 4th grade Outdoor Ed parent meeting is tomorrow evening.
- Next week are the Child Safety assemblies with Officer Julie Parisi. These assemblies teach students how to be proactively cautious and safe in a non-frightening way.
- 4th graders going over to Highcrest to listen to the band and orchestra soon.
- Learning Commons will be presented at next week's PTA meeting. Dr. Welter will give about a 5-minute presentation, focusing on items on the school's wish list. Some of those items include: Smart Table (similar to a Smart Board) which allows multiple kids at one time to interact, movable tables, Apple TV, so kids can interact with their ipads, chairs with wheels, and other items to get the students used to flexible spacing.
- Student registration is happening in April, which will allow the school to staff up accordingly.

Room Parents – Amanda Doblin/Louisa Kunzler

- Staff Appreciation Week-Nautical theme, have lunch planned and a daily raffle with 5 winners per day. Each grade will be seeking volunteers to bring other items to the Teacher's Lounge. The week will also include personalized coffee orders from Starbucks, massages, and other treats. Will not include an organized day where children bring in flowers for their teacher.
- Spring Teacher/Staff Conference Dinners-Thursday evening after conferences. Sign Ups will be for desserts, drinks, and appetizers.

Treasurer – Sarah Fox

- Monthly Financial Report (See attached Exhibit 1)
 - Receipts for the month-Variety Show tickets sales, Variety Show T-shirt sales
 - Disbursements include all Variety Show expenses. Cleared \$24K, which was over their goal! Other disbursements includes iGNITE activities being paid out, and the deposit for the Parent Party.
- Staff Reimbursement Process-Last month for teacher stipends to be used. District stipends ended last month so this will be the last chance for teachers to get something. Deadline is April 30th.
- Charging for Cheetahs is still down from last year.
- Enrichment is not going to use their entire budget.

- By next month, we will have a good estimation on where we are on the budget.
- Kristin asked where would the excess money go if Enrichment were under budget? Can it go under the Learning Commons? Sarah explained that everything will roll over and could go as a cash surplus for the school gift (i.e. Learning Commons?). We will be discussing at the Budget meeting. They will clarify that all of the proceeds from the parent party will go toward the Learning Commons. Sarah explained that since we are on a year-to-year fundraising basis that we won't need to keep as much cash on hand, and that we should aim to raise as much as we are spending on an annual basis.
- Sign ups for the Fun Run has been very slow but will send an email blast around May 4th. Dena has reached out to Carmen Buckner to see if they are able to come. Considering it is after school this year on a Friday, it doesn't seem likely the staff of Carmen Buckner will be able to attend.

Treasurer Elect – Elizabeth Jensen

- Budget Planning Status 2016-17-Elizabeth continues to touch base with all of the committee chairs. She will be implementing changes after that. The budget will be presented in the Monitor and on the website and voted on at the May General Board Meeting.

Fundraising –Kristen Bowie/Dori Boneck

- Parent Party-May 14th at 27 Live in Evanston. Using software program called Click Bid for sign up parties and ticket purchases. We are in great shape for fundraising and confident we can make the goal. Tickets go on sale April 18th. Teacher gifts and sign up parties will be released before the event on May 1st so the community can sign up for these items/place bids on them even if they are unable to attend. Mass text messaging on the software will alert bidders that they didn't win and do they want to consider donating their maximum bid? Auction software cost about \$1300. There will also be credit card fees.
- Amanda brought up there has been some questions about what the terminology "sign up party" and "teacher gift" means, especially from the younger families. We can provide examples of what is each on the website. Consider that some may not feel they want to socialize in a sign up party environment. Rebecca mentioned that there were lots of different parties and probably something for everyone. Dr. Welter mentioned that some parents might not come to the party and use that money to donate instead.
- Kim asked if we are going to send information on what a Learning Commons is. Should the communication of the Parent Party and the Learning Commons be separate? How do you fundraise if community does not know what it is? Rebecca mentioned that the idea of a Learning Commons does seem very vast and vague. There will be a stand alone email describing the Learning Commons from Dr. Welter. Now that the invitation went out about the Parent Party, it's time to educate the community on what we are fundraising for. Sarah brought up again that we are purchasing items that the current students can use right away.
- Variety Show Results to Date-Show came in well above budget, Rob and Mike have turned in their debriefing forms.

- School Supplies-April 14th-May 6th district wide. Dr. Welter asked how we would get this information to Kindergarten parents. Rebecca will have information at Kindergarten orientation. Alana will create an email listserv of all the incoming Kindergartners so they could order as well. Dr. Welter mentioned that the link to purchase school supplies should be removed from the website as soon as the ordering period is over and add a statement indicating the ordering period has been closed.

Secretary – Christine Peterson/Michele Epps

- Nominating Committee-We will be taking nominations from floor, so need to come up with a formal ballot if it gets to that. Chris and Emily will work on that.

Communications – Kim Peters/Colleen Shinnors

- Cheetah Chat-Shooting for June 6th publication, highlighting Fun Run, Parent Party, and iGNITE events
- A reminder will be emailed about the Highcrest presentation at Tuesday's PTA meeting

Enrichment – Robyn Schaefer/Tami Teppo

- 3rd Grade- Mad Science-2 programs on Sound
- 4th Grade-Shedd Aquarium
- 2nd Grade-Mad Science-Light, Julie Zelke-Insects
- 3rd Grade-Going over to Central School to share an assembly on Story and Song about an Irish immigrant
- 1st Grade-Mad Science and Weather with Ed Curran, April 18th
- Dr. Welter asked if Holly Goldin knows about Ed Curran coming to visit? Holly gave McKenzie nice press about the Variety Show and also keeps Ray Lechner informed, who likes to pop in on some of the events. Robyn is going to decide what is newsworthy and let Holly know.
- Budget Meeting- Dr. Welter asked what other school's Enrichment Budgets were and whether or not we are on par with them. Ours is \$39,600. Today was the Shedd fieldtrip and Dr. Welter witnessed first hand how difficult it was to get out the door. With medical supplies, logistics, and chaperones, field trips are getting harder. Kindergarten Enrichment money can be sprinkled elsewhere as there are only 2.5 hours in their day.
- Bike Safety Day-4th grade refresher in PE class is April 14th. No need to bring helmets to school. Park District is now conducting the Bike Safety for 2nd graders and 4th graders. The liaisons have been professionally trained to conduct the bike safety in case there is a need for a substitute.
- Bike to Highcrest is May 4th, which is also Bike to School day. A waiver is needed for this event and some children are not able to supply one. We will keep a few extra waivers in the office for these situations. Since kids can participate without a parent, it's important to have a waiver. Tami insisted kids are not allowed to ride to Highcrest, unless their parent signs them up.
- 2nd grade-Bike Safety Day-June 7th

Community Building – Amy Gelwix

- Fun Run, May 13 after school-Volunteers needed so spread the word and sign up if you can.

- Fourth Grade Farewell-All of the planning is underway. Rebecca mentioned they have almost 50 volunteers. Dr. Welter asked if we have defined what is a Fourth Grade Farewell to the community. Many may not know what the event is if it is their first child. Do parents need to volunteer in order to attend? If there are still parents seeking to volunteer for the event, we can direct them to other end of the year events. Dr. Welter mentioned having the Fourth Grade Farewell menu shared with the nurse, Chris Sanchez.

III. Conclusion/Next Steps

- General Board Meeting, April 12, 9:15am-10:15am, Highcrest Presentation, Executive Slate VOTE
- Exec Board Budget Meeting, April 14, 2:00 p.m., Panera
- Next Exec Board Meeting, May 3, 9:15 a.m., Panera

Exhibit 4

**Monthly Financial Report
McKenzie PTA, Wilmette, IL
3.1.16 to 3.31.16**

McKenzie PTA Account

Beginning Book Balance 3.1.16 **\$ 159,006.07**

Receipts

Birthday Books	45.00
GL Scrip - Charging for Cheetahs	52.45
Interest	14.19
Online Bank Fee Reimbursement	5.00
Variety Show-4th Grade Ads	20.00
Variety Show - Ad Book	2,050.00
Vareity Show- DVD	375.00
Variety Show- Personal Ads	205.00
Variety Show - Ticket Sales	2,970.00
Variety Show - T-shirts	1,700.00
TOTAL	7,436.64

Disbursements

Administration Gifts	(45.95)
Enrichment Grade Expenses	(1,972.39)
Gardens	(933.19)
Green	(94.50)
Junior Great Books	(134.03)
Movie Fun Night	(7.69)
Online Bank Fee	(5.00)
Parent Party	(1,500.00)
Paypal Fees	(128.59)
Room Parents	(50.00)
Staff Reimbursement	(263.19)
Variety Show-Ad Book	(2,545.00)
Variety Show-DVD	(750.00)
Variety Show-Props and Sets	(391.64)
Variety Show-Sound & Lighting	(675.00)
Variety Show-T-Shirts	(100.00)
TOTAL	(9,596.17)

Ending Book Balance 3.31.16	\$ 156,846.54
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Ending Bank Balance 3.31.16 **\$ 165,607.10**

Sarah Fox, Treasurer

Submitted for Audit Committee:

4.4.16