

McKenzie PTA
Executive Board Meeting Minutes-Final

December 1, 2015 – 9:30-11:30am

Rebecca Lieber's home, 2035 Hollywood Court

Attendees:

Dr. Denise Welter-Principal
Julie Anderson-Asst. Principal
Rebecca Lieber – President
Christi Harrison – President Elect
Chris Peterson – Secretary
Michele Epps – Assistant Secretary
Janet Langdon- WebMaster
Sarah Fox – Treasurer
Kristin Bowie – VP, Fundraising
Kim Peters – VP, Communications
Amanda Doblin – VP, Room Parents
Robyn Schaefer-VP, Enrichment
Emily Spectre – Parliamentarian
Elizabeth Jensen- Treasurer Elect
Tami Teppo- Enrichment Assistant

- I. Welcome – Rebecca Lieber
- Rebecca called the meeting to order at 9:54 am and welcomed Assistant Principal, Julie Anderson to our meeting
 - Rebecca asked if there were any changes to the agenda and no changes were made.
 - Approval of November Executive Board Meeting Minutes-motion was made to approve the October Executive Board minutes, motion was seconded and approved unanimously.

II. Program Reports and Follow Up/Next Steps

Treasurer – Sarah Fox

- Monthly Financial Report (See attached Exhibit 1)
- November report unavailable due to it being the 1st of the month. Several receipts came through for the Sharing campaign and iGNITE donations from the end of October.
- PTA Membership Status Report-One new family and one teacher, total membership now at 314
- iGNITE totals (See Attached Exhibit 2)-A few additional donations were made. Very close to 60% participation goal. Dr. Welter observed the participation rates for iGNITE donations were consistent per grade. New Kindergarten families and returning grade level families are all around 60%.

- Another push will happen in December highlighting end of year tax donations
- Rebecca and Shari are creating a thank you postcard for all of those who have donated thus far
- Sarah will work on sending an email with the Tax ID#
- Begin printing iGNITE stickers for students who have participated in an Enrichment activity
- Carmen Agra Deedy deposits and receipts will appear
 - Dr. Welter explained how the author and storyteller was very action packed for the entire 45 minutes, keeping everyone's attention at all of the grades. The cost for high quality programs like this is well worth it.

Secretary – Chris Peterson

- Nominating Committee Vote-Online voting for the Nominating Committee began Monday. Online voting has proved to result in more participation than a live vote at PTA meeting (50 PTA members have voted so far). Voting ends on Friday.

Enrichment – Robyn Schaefer/Tami Teppo

- Enrichment update
 - 2nd grade went to The Grove this week
 - Carmen Agra Deedy
 - Robyn read a few testimonials from the teachers:

Jane Dolkart: Thank you for a wonderful session yesterday with the storyteller and author. I am not alone in saying it is one of the best (if not THE best) in school iGNITE sponsored activity in my time here at McKenzie. The children were so engaged, spellbound really! Even the children who have attention and behavior issues were enthralled. It was an interactive experience because the children were laughing and responding so frequently. As enriched and fortunate as our children at McKenzie are, I don't think they have had this opportunity - to hear a storyteller before. If they have heard a storyteller, I doubt it was one of this caliber. It is a dying art and in their world of virtual technology influenced experiences, this was live and personal and REAL!

Erin Schroeder: My students were on the edge of their seats. Literally. The storytelling was riveting. As we departed the auditorium Will stated, "I don't usually laugh a lot. I just laughed A LOT!" Amber mentioned to Mrs. J-L, "Tell Mrs. Schoenberg thank you very much for having that author. It was GREAT!" I couldn't agree more. I laughed and got a few tears in my eyes. Thanks for providing us with this experience.

- Rebecca asked if there could be a question and answer session after the event. Dr. Welter said that many of the teachers used the experience to go back to the classroom and work on storytelling in their writing curriculum. It was discussed that schools should share experiences so we can benefit from quality programs. Librarians are a great resource for information. Emily brought up the Wilmette Public Library Librarians and using

them as a resource to piggyback on their activities while authors are in town.

- Kindergarten-Mad Science in January
- 3rd Grade-In February, Dr. Scott Friedman, an astrophysicist who worked on the Hubble Space Telescope and presently working on the James Webb telescope, will be visiting. Dr. Friedman is a friend of Sally Schoenberg and has skyped with third graders in the past, so we are very excited to welcome him in person.
- Junior Great Books-Still no co-chairs. It was discussed that many families didn't realize the program would not exist with the lack of a chairperson. There were only 2 volunteers for all of the grade levels and just two parents have inquired about signing up their children. It was suggested to do a room parent email blast. In the past, the participation has been around 8 students per grade, with 1 section per grade and 2 sections in first grade. We will send an email via the room parents and determine the participation at each grade level.

Fundraising – Kristen Bowie

- Variety Show had their first informational meeting, which was well attended. December 15th is the first all-cast meeting.
- Movie Fun Night-This Friday at 630pm in the McKenzie auditorium. The movie is Homeward Bound. The co-chairs were inquiring about a copyright fee. It was confirmed that the District pays those fees for all of the schools. Volunteers are still needed for the event.

Room Parents – Amanda Doblin

- Fall Teacher/Staff Dinner-Dinner was catered by The Noodle
- Staff Appreciation Committee-The PTA will be providing treats the week before Winter break.
- Staff gift survey results-Asking the staff what kind of gifts they would like during Staff Appreciation Week. Dr. Welter complimented the PTA on all they do and that some of the teachers felt inappropriate responding to the survey since the PTA does so much for them. Will do a February Staff Appreciation event with small gift cards.

VP of Community Building- Amy Gelwix

- School Play- Great success-things ran more smoothly than last year, and kids seemed to really enjoy themselves. It was fun seeing the students really shine and enjoy performing. Will be putting some pictures in Cheetah Chat.
- Share the Warmth and Share the Joy- So far, McKenzie families have donated over \$2500 in Jewel Gift Cards and 136 new toys. They do hope to collect more toys in the coming week. Last year McKenzie donated over 250 toys so they hope to get as many this year. Janet Langdon is going to keep the sign-up for the Toy Drive on the PTA website through Friday, Dec. 11. One large box will be kept in the lobby of the school through that date so people can donate toys until the last minute.
 - It was discussed to add the Toy Drive to the email blast about Movie Fun Night and whether or not we should ask for a toy instead of the \$5 it costs. Should discuss with Amy and Dena regarding whether or not

they are low on numbers and/or expectations. Sarah concluded that Movie Fun Night was in the budget already for December and we should continue to charge the \$5 this year.

Communications – Kim Peters

- Cheetah Chat-Drafting in January. Contemplating making it iGNITE focused.
- Junior Great Books email blast will go out this week, as mentioned above.
- School Pictures- Looking into a different company that does outdoor photographs. Harper is definitely changing vendors, Romona is considering it as well. We can negotiate a deal with the company, as Harper did. There was a lot of dissatisfaction with Stuart Rodgers this year, including a dark background and the quality of the prints. The new company sends proofs home and you do not have to order until you see the proofs. There is a standard pose for the yearbook, but you do not need to purchase this pose, and could purchase another pose if you prefer. Need to get monetary numbers and then vote on it in January.

Principal's Report – Denise Welter

- Nothing to report....just thanked the PTA for everything!

III. Conclusion/Next Steps

- Nominating Committee online vote
- Exec Board Meeting, January 5, 9:15-11:15am, Purple Conference Room
- General Board Meeting, January 12, 9:15-10:30am, Cafeteria
- Meeting was concluded at approximately 10:45am

Exhibit 1

Monthly Financial Report
McKenzie PTA, Wilmette, IL
11.1.15 to 11.30.15

McKenzie PTA Account

Beginning Book Balance 11.1.15 \$ **149,341.43**
Voided Check from Previous Period 450.00
Adjusted Beginning Book Balance 11.1.15 \$ **149,791.43**

Receipts

Birthday Books	490.00
Escrips	0.19
GL Scrip - Charging for Cheetahs	134.25
iGNITE campaign	14,200.00
iGNITE author book sales (Carmen Agra Deedy)	(10.00)
Interest	13.70
Membership	75.00
Online Bank Fee Reimbursement	5.00
Share the Feast	2,400.00

TOTAL **17,308.14**

Disbursements

Book Fair	(2,694.74)
Box Tops	(10.42)
Bus Fees	(535.68)
Enrichment Grade Expenses	(3,231.81)
Fall Conference Dinner	(560.00)
Fall Frenzy	(313.02)
IL PTA Dues	(8.50)
iGNITE Author Book Sales	(749.00)
Online Bank Fee	(5.00)
Paypal Fees	(364.73)
Room Parents	(50.00)
School Play	(4,060.00)
School Gift - Pencils & Gluesticks Grant	(102.00)
Staff Reimbursement	(180.07)

TOTAL **(12,864.97)**

Ending Book Balance 11.30.15 \$ **154,234.60**

Ending Bank Balance 11.30.15 \$ **159,449.99**

Sarah Fox, Treasurer

Submitted for Audit Committee: 12.4.15

iGNITE Campaign Status

12/1/15

Dates: 9/9/15 - 11/30/15

		Budget Amount	
Paypal Donations	\$ 31,575.00		
Ice Cream Social/Back Pack Express/Fall	<u>\$ 4,761.00</u>		
Total Contributions	<u>\$ 36,336.00</u>	\$ 37,575.00	96.70%

	Participants to date	Total Mckenzie	% Participation
Number of Students	287	501	57.29%
Number of Families	205	360	56.94%

Grade Level Participation

Kindergarten	50	83	60.24%
1st	46	83	55.42%
2nd	52	88	59.09%
3rd	65	114	57.02%
4th	74	133	55.64%
	287	501	

**Budget Participation was 60% of student population

** Budget Projection Amount \$ 37,575.00

10/26-11/1		Students	Families
Paypal	\$ 9,500.00	77	59
Backpack Express	\$ 2,025.00	16	11
	<u>\$ 11,525.00</u>	93	70