

**Getting to  
Know  
McKenzie  
2017-2018  
School Guide**



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# WELCOME FROM THE MCKENZIE PRINCIPAL

Dear McKenzie Parents:

Welcome to McKenzie. We're glad you're here! We encourage you to become actively involved in the many PTA/school activities that are available to you and your child, and we hope you will find many new friends among the members of the McKenzie family.

This handbook contains information that will help ease your transition to McKenzie and make you feel at home a little sooner. We've tried to hit the high points and those areas where the most questions come up, but if we haven't addressed your needs or questions, please call. We are happy to answer any questions you may have.

Again, welcome to your new school, and best wishes for a rewarding school year!

Regards,

Mrs. Rachel Filippi, Principal  
McKenzie School



# YOU ARE HERE **X**

## MCKENZIE SCHOOL

649 Prairie Avenue, Wilmette, Illinois 60091

**Main Phone Number:** (847) 512-6300

**Fax Number:** (847) 251-4067

**Safe Phone:** (847) 256-0369 *\*To report an absence*

## HOURS OF OPERATION:

School Hours: 8:35am-3:15pm (F 8:35am-2:15pm)

AM Kindergarten School Hours: 8:35am-11:10am

PM Kindergarten School Hours: 12:40pm-3:15pm

Office Hours: 7:45am-3:45pm

Lunch/Recess Hours:

4th Grade: 11:15am -12:05pm

3rd Grade: 11:15am -12 :05pm

2nd Grade: 11:45pm -12:10pm

1st Grade: 12:10pm -1:05pm

In 1893 McKenzie School began as a one-room schoolhouse and was named Logan School after Civil War general and Illinois Congressman, John A. Logan. In the late 1970s, the name was changed to McKenzie School to honor Louise McKenzie, a former principal.

For more information about the PTA and the many events it sponsors, go to **MCKENZIEPTA.COM**.

## HOW TO REGISTER AT MCKENZIE

Returning families register online at **WILMETTE39.ORG** where you will find all the forms and information you will need. New families should enroll your child at the school office, providing the necessary documents listed on **WILMETTE39.ORG**. Please refer to the school website **WILMETTE39.ORG/MCKENZIE** for more information about the registration process.

You will be given a packet that needs to be filled out and returned to the front office. Note that the school needs 24 hours to process the information in order for your child to attend McKenzie.

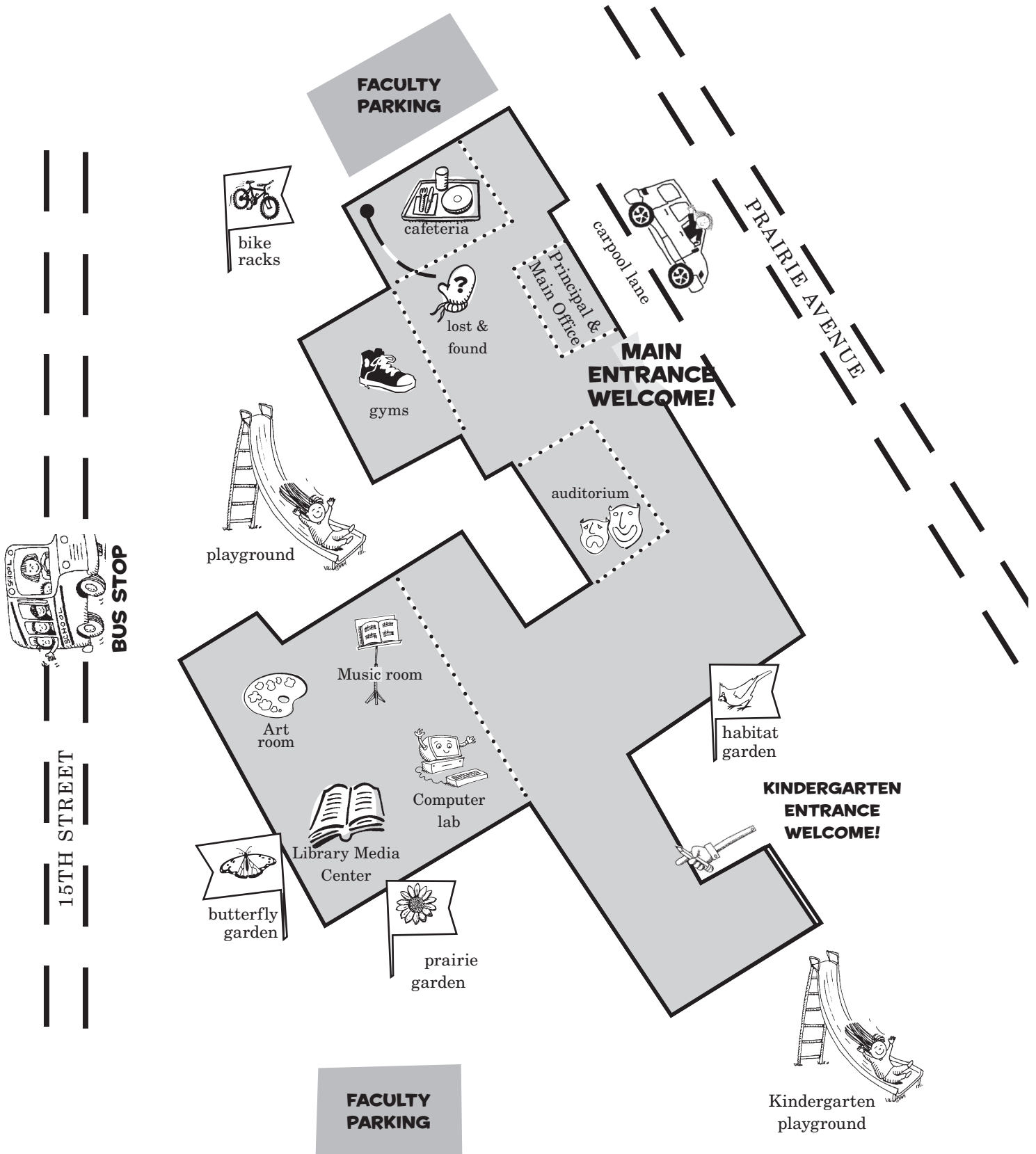
Kindergarten registration begins in January for the upcoming school year. Register your child by going to McKenzie's front office and picking up a Kindergarten packet. You can return the necessary forms to the front office. It is helpful if you register as early in the year as possible. You can get a preview of the school by attending the Kindergarten Orientation at McKenzie in April.

# ASKING FOR DIRECTIONS


A map of the school and surrounding area.




MAP NOT TO SCALE




## WHEN IN MCKENZIE...

 **WALKING:** For your child's safety, please familiarize yourselves with the designated walking routes the Wilmette Police have noted with crossing guards. Crossing Guards are located at:

- Lake Ave. & 15th
- Highland Ave. & Ridge Rd
- Wilmette Ave. & 15th
- Wilmette Ave. & Prairie

 **BIKING:** McKenzie students may not ride their bikes to school without an adult until after completion of the Bike Safety course offered in the spring to 2nd graders. Transferring 3rd and 4th graders may ride their bikes once they have reviewed the McKenzie bike safety rules.

 **DRIVING:** If you are driving your child to or from school....

### LEARN THE FOLLOWING DROPOFF/PICKUP RULES

**1) You must use the designated carpool lines that are along the west curb on Prairie Avenue.**

The area south of Central and Prairie is for Kindergarten students (you must park your car and walk your student to/from the Kindergarten entrance) and the area north is for all other students. There is also a pickup zone on 15th Street.

**2) No parking is allowed on Prairie between Washington and Central.** If you wish to park and walk your child to the school entrance, please obey traffic laws and follow the parking signage throughout the McKenzie neighborhood.

**3) Prairie, Central, 15th and Highland are one-way.**

**4) Drivers MUST STAY IN THEIR CARS at all times.**

**5) The parking lots or alleys MAY NOT be used for parking, pick up or drop off before or during school hours.** These lots are reserved for staff and teachers.

A reference card detailing traffic rules is available in the front office or at [MCKENZIEPTA.COM](http://MCKENZIEPTA.COM). Please review the rules with your children and with all drivers who drop off and/or pick up your children at McKenzie. Every driver in your household must be familiar with these guidelines to ensure a safe and efficient flow of cars around our school.

**NOTE: Police will ticket violators of the carpool rules.**



### ABSENCE, LATE ARRIVAL OR

#### EARLY PICK UP:

If your child will not be attending school for any reason, you must call the Safe Phone at (847) 256-0369 as soon as possible to report the absence. If your child arrives late or leaves early, you must check in or out in the front office. The Safe Phone may be called anytime, 24 hours a day, 7 days a week.



#### TAKING THE BUS:

If you want your child to take the bus, make arrangements by calling the MEC at (847) 256-2450.



#### BEFORE SCHOOL DAY CARE:

If you need before school day care, call the MEC at (847) 256-2450. Early morning day care starts at 6:45am at McKenzie and ends at the start of the school day.

**AFTER SCHOOL PROGRAMS** Onsite after school programs at McKenzie are provided by the Wilmette Park District. Class offerings are sent regularly via email and are available on [MCKENZIEPTA.COM](http://MCKENZIEPTA.COM). Questions? Please contact Jen Bolich, Recreation Activity Coordinator, at (847) 853-6297. An additional after-school program (3:15pm-6pm) is available onsite at the Community Recreation Center; the Park District provides bus service. For more information, contact the Wilmette Park District at (847) 256-9698 or visit [WILMETTEPARK.ORG](http://WILMETTEPARK.ORG).



#### VISITING:

School doors are locked for the safety of the students. If you are visiting the building, press the intercom button at the **front door** and tell the office staff the reason you're there. Once buzzed in, you must check in to receive a visitor pass. **Note:** A photo ID is required the first time you enter the building in order to be entered into the system.



**DOGS:** Dogs are not allowed on school property.

**STROLLERS:** Strollers and wagons should be parked outside the front entry.

**!** **IN AN EMERGENCY:** District 39 will use the automated phone system to notify parents and faculty about emergency events, school closings and other important news.

Be sure the school has your current phone number at all times so you are sure to receive these recorded messages. In an unlikely event that it is necessary to move the children off-site, they will be escorted to St. John's Church in Wilmette at the corner of Park and Wilmette Avenues. Parents will be notified should this occur.



**BUYING VS. BRINGING LUNCH:**

Children in the 1st-4th grade eat lunch at school. Your child may bring his/her lunch *or* purchase lunch in the cafeteria.

Lunch menus can be found on **MCKENZIEPTA.COM**.

To purchase lunch, drinks or snacks at school your child will use a District-issued student account. You may fund your child's account online at **LUNCH.WILMETTE39.ORG** or by bringing a check to the front office. When your child's account runs low, you will receive an email request for additional funds.

Every Thursday is pizza day. Thursday is also snack day and your child can purchase his/her choice of a cookie or ice cream.

There is an "Allergy Safe" table in the cafeteria for those children with allergies.

If you have food concerns or questions call (847) 251-2295 ext. 262.

**WEBSITES:**

**MCKENZIEPTA.COM**  
**WILMETTE39.ORG/MCKENZIE**



## **CURRICULUM-RELATED SCHOOL EVENTS**

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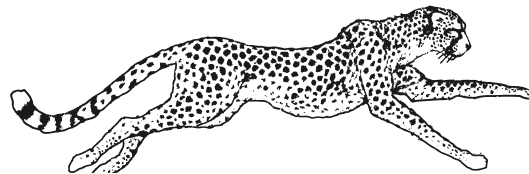
**CURRICULUM NIGHT:** This is a very important evening event held at the beginning of the school year for parents only. Teachers explain their curricula for the year. Parents find out about volunteer opportunities in the classroom.

**FIRST GRADE MUSIC PROGRAM:** Each year, our music teacher magically transforms the first graders into budding musicians. The children burst with pride at their accomplishment. A must-see event!

**FOURTH GRADE MUSIC PROGRAM:** Under the direction of our music teacher, the fourth graders give an incredible musical performance during the last month of the school year. Don't forget to bring your camera.

**HALLOWEEN PARADE:** Students, teachers, the principal, and just about everyone else wears a costume for the Halloween parade. If the weather is nice, the parade is outside and parents may attend. If the weather is poor, the parade is in the gym and due to limited space, is for students only. Bring your camera; do not bring your dog to the parade.

**OUTDOOR EDUCATION:** In May, fourth graders go on an educational three-day trip to the Lorado Taft Campus in Oregon, IL. Teachers, the principal, and other faculty members accompany them. The cost is estimated to be \$325. Some scholarship funds are available; please see the principal for information.



## WELCOME FROM THE MCKENZIE PTA

The McKenzie PTA is an organization of moms, dads, and teachers who power the activities and sense of community at McKenzie School. Our Ice Cream Social, Book Fair, Fall Frenzy, and the famous Variety Show are just a few of the annual events that make McKenzie special.

The PTA is a wonderful way to meet people and enrich the lives of our children. It funds the events that most excite your kids: hands-on science and social studies lessons, author visits, artist and scientist-in-residence programs, field trips, and school wide assemblies. It also selects and funds an annual school gift. I hope that you will volunteer and make an impact in this community. Everyone is welcome. No matter how much time and/or talent you may have, we have a role for everyone!

We hope you find this guide helpful, and we look forward to a great year at McKenzie!

Jen Tan, 2017-2018  
McKenzie School PTA President

### McKenzie PTA Executive Board

Jen Tan, *President*  
president@mckenziepta.com

MaryAnne O'Keefe, *President-Elect*  
pres\_elect@mckenziepta.com

Amy Gelwix, *Secretary*  
secretary@mckenziepta.com

Densie Schneider, *Treasurer*  
treasurer@mckenziepta.com

Courtney Radde, *V.P. Communications*  
communications@mckenziepta.com

Lynsy Jacobs, *V.P. Enrichment*  
enrichment@mckenziepta.com

Michele Coffey *V.P. Room Parents*  
roomparents@mckenziepta.com

Casey Brown, *V.P. Fundraising*  
fundraising@mckenziepta.com

Amy Weir, *V.P. Community Building*  
communitybuilding@mckenziepta.com

Vivian Underwood, *Webmaster*  
webmaster@mckenziepta.com

*The McKenzie PTA mission is to work with the District and the School to enhance the educational experience of students by:*

- *Providing curriculum-related activities and events that enrich the academic lives of the students;*
- *Creating and maintaining a safe and comfortable environment for the students;*
- *Establishing a strong sense of community within McKenzie.*

## COMMUNICATION CHANNELS AT MCKENZIE

**PTA WEBSITE: MCKENZIEPTA.COM** is the most complete source of information on PTA committees and events. It is the place to find the school lunch menu as well as the PTA, school and District 39 calendars. Visit the website frequently for updates on events, volunteer opportunities, back issues of the McKenzie Monitor, or access to PTA forms.

**MCKENZIE MONITOR:** McKenzie's weekly electronic newsletter comes to you from Mrs. Filippi on either Friday afternoon/evening or Saturday morning and contains information on upcoming events, volunteer opportunities and other items.

**MCKENZIE SCHOOL WEBSITE:** This website, **WILMETTE39.ORG/MCKENZIE** is the best source of school-related information. Each teacher has her/his own webpage with a variety of important information. Be sure to check out this website frequently for updated information.

**DISTRICT 39:** Check out what's going on by visiting the District's website at **WILMETTE39.ORG**, and reading the District's email newsletter. District 39 also has an online calendar with the most up-to-date events for ALL of District 39 schools.

**E-MAIL:** Most teachers and staff members communicate with parents via e-mail. Check **WILMETTE39.ORG/MCKENZIE** for e-mail addresses.

**BACKPACK EXPRESS:** Backpack express is one method for distributing communications from the school. This is also a way for you to communicate with your child's teacher. Send notes inside your child's folder and check your child's backpack every day after school for "mail."

**PARENT COFFEE:** After drop off until 9:15am followed by a brief PTA meeting.

**PTA MEETINGS:** Monthly meetings are held on the third Tuesday of every month, except March and December. Meetings are from 9:15-10:30am. Check the calendar for updates. Kids are welcome!

**BULLETIN BOARDS:** There is a large bulletin board in the front foyer. Look here for information on upcoming PTA events. The Bulletin Board Chairperson coordinates the schedule for this board. There is also a bulletin board by the Kindergarten entrance.

**A TO Z DIRECTORY:** This is an online listing of all the students in McKenzie School, including phone and address information as well as classroom information. The directory may not be used for any activity unrelated to the school. PTA Membership dues (\$25) are collected at the beginning of the school year which includes access to the online directory via computer or smartphone. Paper copies can be ordered for a \$5 fee (limit one copy per family). The Directory chairperson coordinates with the District and an outside vendor to create the directory, and it is published annually.

**MAILBOXES:** : The PTA mailboxes are located in the copy room. Teacher mailboxes are located outside the nurse's office.

## PTA VOLUNTEER OPPORTUNITIES & COMMITTEES

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Volunteering is a great way to meet people and enhance your child's experience at McKenzie. Consider this your invitation to join a committee today! Don't feel overwhelmed and pressured to participate in every event. Just pick the ones you find most interesting or personally valuable.

Wondering how to get involved? Committee chairs are recruited in the spring for the next school year, although there may still be some openings available.

You can also join a committee. Here's how:

- Sign up at the First Day Coffee or the Virtual Volunteer Fair on **MCKENZIEPTA.COM**
- Visit **MCKENZIEPTA.COM** and check the *McKenzie Monitor* for the latest volunteer opportunities.

Read on to learn about the various committees and volunteer opportunities at McKenzie.

## COMMUNITY OUTREACH

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### **COMMUNITY REVIEW COMMITTEE (CRC):**

The CRC consists of parents, teachers, and administrators from District 39. These committee members study the needs and identify areas for improvement in the school system and report back to the PTA. Volunteers learn the inside operations of the school district. Meetings are held monthly in the evening. This is a two-year commitment.

### **DISTRICT 39 EDUCATIONAL FOUNDATION:**

This McKenzie representative attends monthly District 39 Educational Foundation meetings. The Foundation issues grants for projects that expand, enrich, and complement educational opportunities for District 39.

**FAMILY ACTION NETWORK (FAN):** This is a parent-run, New Trier-based organization that provides educational programs and information on parenting and social issues. This representative attends monthly FAN meetings and promotes FAN-sponsored parent programs.

**PASS39:** PASS39 is a parent organization committed to supporting parents of children with IEPs and 504 plans. Its members facilitate communication and teamwork between parents of children who receive educational support in schools and the district staff.

**SHARING COMMITTEE:** This committee coordinates programs in which McKenzie families can help a nearby school community in need. This includes holiday gift and clothing drives. The Share the Warmth, Share the Joy, and Share the Feast initiatives begin in late Fall. McKenzie families can volunteer to purchase and wrap holiday gifts for students at our sister school, and volunteers caravan to deliver them in December.

## PTA CURRICULUM ENRICHMENT

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**IGNITE PROGRAM:** The VP of Enrichment works with grade level Enrichment Coordinators and teachers to schedule, plan, and oversee curriculum-related field trips and in-school programs. These programs are the primary purpose of the PTA's fundraising efforts.



**FINE ARTS:** The chair organizes and maintains the Fine Arts Program, which is parent-led and brings curriculum-related art programs into all the classrooms 1-2 times each year.



**GARDENS/OUTDOOR CLASSROOM:** The chairs and their committee maintain the McKenzie outdoor garden classroom area. This involves weeding, watering, and plant maintenance. They also organize outdoor time in the gardens for grades 1-4 during recess in the fall and spring. Volunteers run activities which include garden projects, nature games, looking for insects, and arts and crafts.

**JUNIOR GREAT BOOKS:** The chairs organize and manage this extracurricular program, including finding parent volunteer leaders, collecting fees, and scheduling classes. These literary classes are held weekly during the lunch hour for 8 weeks and occur January through March. Volunteers receive a brief training session before the program starts.

## **PTA EXTRACURRICULAR ACTIVITIES & FUN-RAISING**

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**FIELD DAY:** This school-wide event for grades 1-4 is held in June during the school day. The Field Day chair assists the PE staff by organizing volunteers to supervise field events and provide refreshments.

**FOURTH GRADE FAREWELL:** This chair organizes the Fourth Grade Farewell party with a committee of 4th-grade parents. The party is held in June during the school day. Committee members develop the theme, decorations, activities, and menu for the party. Volunteers can also help out on party day.

**ICE CREAM SOCIAL:** This team of volunteers organizes and runs an outdoor family event held on a September Sunday afternoon at McKenzie. Volunteers work in short shifts to serve ice cream and run games/crafts at this school-wide event.

**MOVIE FUN NIGHT:** This chair organizes and runs this kid-only evening event two times during the school year. Additional volunteers run the movie, or help chaperone during the event.

**OPEN GYM NIGHT:** During the winter on selected evenings, the gym is open to McKenzie families for some indoor fun!

**FUN RUN:** This committee promotes overall wellness, good nutrition, and regular physical activity. The annual Fun Run is either 3K or 5K and is open to students and families.

**ROOM PARENTS:** The VP of Room Parents solicits and assigns one room parent to each classroom. They aid the teacher, assist the class, find chaperones for field trips, and organize parties. Room parents work closely with teachers.

**SCHOOL PLAY:** In September, the Actors Training Center holds an after school class available to third and fourth graders. ATC helps students create a special production that will be performed in mid-November.

## **PTA FUNDRAISING**

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The PTA sponsors several fundraisers throughout the year. A significant portion of fundraising goes toward the iGNITE Program, which consists of curriculum-based classroom workshops, field trips, and many in-school educational assemblies. Additional funds go toward the School Gift and Staff Reimbursement Program. Remaining funds support programming and community building events throughout the year.

**BOOK FAIR:** These chairs organize and run the Book Fair, which occurs in the fall in the McKenzie Small Gym. It is open during scheduled times during day and evening over a three day period. Volunteers help run the event, from set up to take down.

**BOX TOPS FOR EDUCATION:** We collect “Box Tops for Education” coupons to benefit our school as well as our sister school. Clip the coupons and send them to school or deposit them in one of the boxes in the school foyer.

**CHARGING FOR CHEETAHS:** Charging for Cheetahs is a fundraising program in which Scrip electronic gift cards (e-cards) can be purchased for a wide selection of merchants (including but not limited to grocers, restaurants, clothing retailers, home improvement stores). These purchases earn rebates and raise money for McKenzie.

**FALL FRENZY:** Co-chairs and committee members organize this fall carnival. This evening family event is held in October. Volunteers run carnival games, crafts, freeze dancing, and pizza sales. It’s a great way for volunteers to be a big help in a small amount of time. Older responsible siblings are also welcome to volunteer.

**IGNITE:** iGNITE is a fundraising program led by the McKenzie PTA. iGNITE programs bring students exciting, multi-sensory programs that accelerate a passion and depth for learning. Find more information on our website.

**PARENT PARTY:** Join old friends and meet new ones at McKenzie’s parent-only fundraising event that builds community and offers opportunities for sign-up parties to benefit the school.

**SPIRITWEAR:** This chair coordinates McKenzie logo clothing and accessories purchases (like hoodies, t-shirts, and pajama pants) for students and adults alike. A portion of the sales support McKenzie. Show your cheetah pride all year long with Spiritwear!

**VARIETY SHOW:** The Variety Show has a Producer & Director team, and volunteers (parents, teachers, and staff) write, produce, and perform an original show each year. Rehearsals begin in January and the shows are in March. No experience or talent is required. Volunteers get to know lots of other folks (and are considered by their kids to be stars). The show needs writers, actors, singers, dancers, set designers, musicians, lighting, ticket and t-shirt sellers, ushers, seamstresses, painters, graphic designers, and worker bees. This annual fundraiser is one of the year's highlights and one of the school's biggest traditions since 1980.

## PTA HOSPITALITY

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**FAMILY TO FAMILY:** This volunteer contacts or sends cards to McKenzie families, teachers and staff in need.

**FIRST DAY COFFEE:** This chair organizes and runs the First Day Coffee. Parents and younger siblings are invited to the blacktop. Come socialize, enjoy light treats, and sign-up to help at school.

**FIRST DAY VIRTUAL VOLUNTEER FAIR:** Parents who cannot make it to the First Day Coffee may visit [MCKENZIEPTA.COM](http://MCKENZIEPTA.COM) and follow the link to the virtual volunteer fair. All current volunteer slots will be available for sign up.

**LAST DAY OF SCHOOL POPSICLES:** This chair organizes and runs this event on the last day of school.

**NEW PARENTS RECEPTION:** This is a parent-only evening event for new families and the PTA Exec Board in the Fall.

**SPRING LUNCHEON:** The chair organizes the annual PTA Spring Luncheon to honor our teachers and staff. The buffet-style luncheon is held the last day of Staff Appreciation Week in May. A McKenzie parent hosts the event, and volunteers help set up, serve, and clean up. Volunteers bring salads, sandwiches or desserts. The staff and teachers attend, and it's a great chance to visit in a relaxed setting.

**WELCOME BACK STAFF LUNCHEON:** Co-chairs organize this luncheon for all McKenzie faculty held at school the day school starts. Bring a dish or come serve. It is a fun chance for volunteers to get to know teachers and staff.

**WELCOMING COMMITTEE:** The Welcoming Committee assists with both New Family and Kindergarten Orientations. This committee is the place to go to find answers and friends that will help you as you join the McKenzie community. Volunteers are needed to serve as mentors to new families and to give school tours throughout the year.

## PTA SCHOOL SUPPORT

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**BIKE SAFETY DAY:** This chair coordinates with the gym teachers to organize and run Bike Safety Day for 2nd & 4th graders in the spring.

**BIKE TO HIGHCREST** This chair coordinates with the Village-Wide PTO Civics & Safety Committee to organize and run the Bike to Highcrest for 4th graders in May.

**CIVICS AND SAFETY:** This committee creates awareness of the carpool lane rules, safe walking routes to school, and attends a monthly Village-wide meeting. The Civics and Safety chairperson also coordinates with the Bike Safety chair and Bike to Highcrest chairs.

**CAFETERIA:** These co-chairs organize the lunchroom volunteers each month and coordinate with the lunchroom staff. Volunteers sign up for specific days or can be on-call as substitutes. Sign up online at [MCKENZIEPTA.COM](http://MCKENZIEPTA.COM). Come find out if your child eats dessert first!

**LEARNING COMMONS VOLUNTEERS:** This chairperson coordinates a team of volunteers who re-shelve books and help with displays and special projects in the Learning Commons. Volunteers also get to peek in on students attending their weekly sessions in the Learning Commons. Hours are flexible. You may come early in the morning. No siblings please.

**LOST AND FOUND:** This chairperson manages the Lost & Found items. Periodically the chair organizes a Lost & Found last chance to search for your lost items; unclaimed items are then donated.

## SPECIAL THINGS

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**BIRTHDAY BOOKS:** Families may donate a book to the Learning Commons in honor of their child's birthday. Participating children select from a collection of books. We celebrate half-birthdays for children with birthdays in June, July and August. The donated book has a nameplate with the child's name. This committee chair coordinates with the Learning Commons staff.

### **GREEN COMMITTEE/ENVIRONMENTAL**

**AWARENESS:** The Green Committee encourages environmental awareness through fun activities during the year. In the spirit of Reduce/Reuse/Recycle, the committee organizes school supply exchange and Earth Week activities, sponsors the Walking School Bus and Waste-Free Days in the cafeteria, and promotes increased recycling during school events. Parents help with classroom presentations, cafeteria games and recess activities to encourage students to make sustainable choices and "live green."

**SCHOOL PICTURES:** This chair works with the school secretaries and a team of professional photographers to create a stress-free Picture Day. Volunteers act as runners to bring classes to the auditorium, and help organize the children's order forms.

**SCHOOL SUPPLIES:** This chair works with the teachers and a national school supply company to coordinate school supply lists, process the orders, and deliver boxes of pre-ordered, pre-packaged school supplies to school. Volunteers help distribute the packages to the classrooms. The PTA provides this service as a convenience to parents. If you choose to purchase supplies on your own, class supply lists are on the PTA website.

**YEARBOOK:** The committee shares the responsibilities of taking pictures, publishing and distributing the yearbook. Yearbooks are ordered in the fall and delivered at the end of the year. Volunteers have the satisfaction of knowing they are producing treasured mementos. Everyone may submit photographs for the yearbook via

**MCKENZIEPTA.COM.**

## PURE PTA

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**AUDIT COMMITTEE:** This committee chair works with the Audit Committee to review the PTA financial records at the end of the PTA fiscal year (June 30). The audit committee includes the incoming President-Elect, the incoming Treasurer and four additional volunteers. The audit occurs in one day, takes approximately 4 hours and happens at the end of the fiscal year. The specific date, time and location are determined by the Audit Chair and confirmed by the Treasurer. The Treasurer does not participate in the audit but attends to answer any questions that may arise. Chairing the Audit Committee is a one year position.

**EXECUTIVE BOARD:** The Executive Board consists of all elected officers of the PTA. Each officer oversees an area of operation for the PTA and works closely with teachers and the principal. The Nominating Committee identifies candidates for the PTA Executive Board. (*See Nominating Committee for more information.*)

**NEW STAFF LIAISON:** This position is held by the PTA President, who creates a Welcome Packet for new staff explaining the role of the PTA at McKenzie. The New Staff liaison is available to answer questions throughout the school year.

**NOMINATING COMMITTEE:** The Nominating Committee is elected in late fall and works to identify candidates for the PTA Executive Board. The Executive Board is voted into office by the PTA membership in the spring. The Nominating Committee may also assist (as needed) in filling certain general PTA committee positions.

**PTA MEMBERSHIP COORDINATOR:** This person works with the Directory Chair and PTA Treasurer to collect and process PTA membership dues and directory orders.

**SCHOOL GIFT:** Each year, the PTA identifies and votes for major gifts to be donated to the school when funds are available. The PTA President-Elect oversees the process. Recent gifts include iPads, an iPad cart, an outdoor creative playscape, auditorium improvements, children's games and outdoor play accessories, and library books for both children and parents. Each year, funds may be allocated to teachers and staff for educational purposes.

## HELPFUL SURVIVAL HINTS FROM PARENTS

- Check **MCKENZIEPTA.COM** regularly, both for content and the calendar of events. The PTA web site is your best source for information about what PTA stuff is going on at McKenzie.
- Read the weekly *McKenzie Monitor* sent by Rachel Filippi via email.
- Attend the PTA meetings. It's a great way to meet other parents and be in the know on school happenings!
- For parents working outside the home, look into activities that occur after school hours such as the Ice Cream Social, Fall Frenzy and the Variety Show.
- Volunteer, volunteer! This is a great community of parents and children. Get to know as many people as you can. You can find a list of groups currently looking for volunteers on **MCKENZIEPTA.COM** under "Volunteering."
- Be sure to join the PTA online or at the First Day Coffee to get your online school directory.
- Hang out at the PTA First Day Coffee or check out the Virtual Volunteer Fair on **MCKENZIEPTA.COM** to learn about volunteer opportunities.
- Check out the district website now and then to keep up to date with what is going on district-wide. (**WILMETTE39.ORG**)
- Check the lunch menu. There may be days your child(ren) would prefer to bring a lunch or buy a lunch! The lunch menu is posted monthly on **MCKENZIEPTA.COM**.
- Sign up to serve lunch on occasion. It's a great way to put the faces with the names of the children in your child's class. Plus, you get to sit for a bit with your child(ren) for lunch!
- Consider ordering school supplies in the spring for the next school year.
- Watch for yearbook sales information in the fall.
- An extra set of clothing is always wise to have in their lockers, especially during the wet and cold winter months.
- Enjoy your time here, it goes by too quickly!

### WEBSITES:

**MCKENZIEPTA.COM**  
**WILMETTE39.ORG/MCKENZIE**

## THE LOCAL LANGUAGE

Terms you will hear at McKenzie:

**BUTTERFLY GARDEN:** The garden is located along the west wall of the school building, just south of the blacktop area. It is maintained by the Outdoor Classrooms/Garden Committee, who can always use help watering and weeding. Many classes integrate the garden into their curricula. (see map)

**CONNECT-ED:** The automated emergency phone system for District 39.

**CHARACTERISTICS OF SUCCESSFUL LEARNERS (CSL):** a set of skills, identified by educational leaders and researchers, that will help our students be successful, both in school and beyond. They are Transfers Knowledge to New Situations, Thinks Flexibly, Is a Self-directed Learner, Thinks Reflectively, Listens Actively, Demonstrates Perseverance, Strives for Personal Best, Takes Responsible Risks, Acts Responsibly, Responds Effectively, Maintains Focus, Thinks Inter-dependently, and Self-advocates. McKenzie faculty and staff encourage the development of these characteristics in their students throughout the year.

**CURRICULUM DIFFERENTIATION:** This is a process that a teacher uses in the classroom to help address learning differences between all children. In differentiating curriculum, teachers may modify the content (what students learn and at what rate they learn it), vary the thinking process, (how students will examine the ideas being taught), and/or assign a range of products (students' demonstration of their learning). Learning Behavior Specialists and a Curriculum Differentiation Support Teacher assist classroom teachers.

**HABITAT GARDEN:** The garden is located at the Kindergarten entry. It was the Eagle Scout project for a McKenzie alum. Students study birds that visit the garden. (see map)

**IGNITE PROGRAM:** The iGNITE program enhances the educational curriculum by funding field trips and music, science, cultural and literary programs.

**HABITS OF MIND:** Patterns of thinking and behaving that lead to effective problem-solving. Each month features a new habit which is then reinforced through classroom work and everyday activities.

**LEARNING BEHAVIORAL SPECIALISTS**

**(LBS):** Assist in the classroom with Curriculum Differentiation.

**LEARNING COMMONS:** Another name for the library.

**MIKAELIAN EDUCATION CENTER (MEC):**

The operations of District 39, including the superintendent and administrators. There is a copy center for use by district PTAs. It is located at 615 Locust Road, phone is (847) 256-2450.

**MCKENZIE MONITOR:** A brief, weekly emailed update of upcoming events. Also available on **MCKENZIEPTA.COM**.

**PARAPRO:** An assistant teacher who is usually assigned to a classroom to meet the needs of one or more specific children but also helps the classroom as a whole.

**PRAIRIE GARDEN:** The garden located at the southwest corner of the school building. It was a gift from the PTA intended not only to beautify the school, but also to help the students who are learning about the Midwest region. (see map)

**READING RALLY:** “Reading Rally” is a list of books recommended for 4th graders by District 39. It can be found at the LMC and the Wilmette Library

**SAFE PHONE:** Report your child’s tardiness or absence by calling this number: (847) 512-6350.