

**McKenzie PTA**  
**Executive Board Meeting Minutes-Final**  
January 5, 2016 – 9:30-11:30am  
Purple Conference Room

**Attendees:**

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

- I. Welcome – Rebecca Lieber
- Call to Order-Meeting was called to order at 9:23am
  - Rebecca asked if there were any changes to the agenda and none were made
  - Approval of December Exec Board Meeting Minutes –Motion was made to approve the December minutes, motion was seconded, and approved unanimously.

II. Program Reports and Follow Up/Next Steps

President – Rebecca Lieber

- PTA had a great 2015! iGNITE campaign went surprisingly well. Optimistic about next year with campaign being on the A to Z storefront.

Treasurer – Sarah Fox

- November Financial Report (See attached Exhibit 1)
  - Majority of contributions from iGNITE
  - Share the Feast contributions-but will be disbursed to Carman Buckner
- December Monthly Financial Report (See Attached Exhibit 2)
  - Receipts include Charging for Cheetahs and Movie Fun Night
  - Big Disbursements-Glue Sticks Grant for Coding Robots and Document Camera
  - Finances will probably remain light until Variety Show hits
- Rebecca asked to see Budget to Date at the next Executive Board Meeting

- iGNITE Year-End/Tax Letters
  - Getting final wording for letter. Those who used Paypal for their iGNITE donation will get an emailed letter from the PTA via Paypal; while those who paid by check will receive a letter from the PTA via Sarah Fox.
- Membership Status Report-2 new members, 318 members total, 20 teachers

#### Secretary –Chris Peterson

- Nominating Committee Update-The elected Nominating Committee will have their first meeting today, January 5<sup>th</sup>, to begin their search process. Those who were elected are: Heather Metz (Committee Chair), Michele Epps, Louisa Kunzler, Christi Harrison, Maggie O'Brien, Cynthia Milne, and Wendy Witzel. Yana Nabutolvsky and Liz Wesemann are the alternates. Dr. Welter will be included in the meetings as an advisor.

#### President-Elect – Christi Harrison

- Chair Recruitment 2016-17 Update
  - Going to hold off on recruiting until the Exec Board is set by the Nominating Committee
  - Destination Imagination-A McKenzie parent is seeking support from the PTA to jumpstart a new program, Destination Imagination. Destination Imagination is similar to Science Olympiad, in that it is a non-profit, child-driven, team project involving problem solving and is coached by parents. Participants would pay tuition to participate. Kristen Bowie described the project to the Executive Board and is coaching a small test group. Dr. Welter mentioned this program is currently active in many schools nationwide and that, for example, in Libertyville they use Teachers as coaches. It was also suggested that the older grade level students would be more patient working in a team environment. Rebecca asked where the meetings are held and it was said they could be held at people's homes or at the school. It was brought up how many coaches are required per team because if it is less than two, background checks are required. Kristen mentioned it will be a big commitment on families, similar to a sport, with meetings once a week and a competition in March. The number of kids in a group is ideally 4-6. The Variety Show is around the same time as the competition so the props would not be able to be housed at McKenzie. Emily Spectre suggested this could be something brought up to the District 39 Foundation, as they sponsor Science Olympiad. Dr. Welter agreed and added that the Foundation's support would be solid and consistent with the District, if other schools decided to create teams for Destination Imagination.
    - What are the next steps to make this a PTA backed program? Need to ask organizer what she wants from PTA and if she wants to use the building for the meetings, which really is the only reason she would need the support. All non-PTA programs can put something in the Monitor once per year.

- Learning Commons-Some ideas to raise the needed funds for next year include class parties per grade with a fundraising aspect at each. If you have any ideas for Christi, please get in touch with her.

#### Enrichment – Robyn Schaefer/Tami Teppo

- Enrichment Update
  - Kindergarten has Mad Science in January and February on Magnets and Water
  - 3<sup>rd</sup> Grade-Astrophysicist coming February 21<sup>st</sup>
  - 2<sup>nd</sup> grade-Spotlight theater “Tall Tales”-Stage performance of historical figures featuring song and dance will be the week of May 9<sup>th</sup>
  - 4<sup>th</sup> grade-Service Learning Program, Feed My Starving Children will be January 20<sup>th</sup> and 21<sup>st</sup>
  - Setting up a meeting with the Wilmette Librarians and ours to see if we can coordinate author visits
  - Stickers for the iGNITE program have been created and will be placed in the teacher’s mailbox for the teachers to hand out after iGNITE sponsored events (up to 3 per class).
- Jr. Great Books Update-There will not be a 1<sup>st</sup> grade or 3<sup>rd</sup> grade program due to low participation and lack of parent volunteers. The program needs another 2<sup>nd</sup> grade volunteer to create 2 smaller groups for that grade. 4<sup>th</sup> grade (1 group of 8 kids) and 2<sup>nd</sup> grade (2 groups of 10 kids) will start next week.
- Fine Arts Update-Putting things on hold. Going to see if an Art teacher in the district would come up with curriculum for a Summer Writing Program.

#### Fundraising – Kristen Bowie/Dori Boneck

- Variety Show-Rehearsals have begun. Bigger cast than last year.
- Movie Fun Night-Raised \$250. 50 kids attended. Most kids enjoyed the movie.
- Parent Party Update-Parent Party chairs Michele Epps and Yana Nabultovsky. The event will include a small fundraising piece, chaired by Claire Hoppenworth, for the Learning Commons. Looking at late April/early May for a date. Sign Up Parties, Fund the Need, and Faculty gifts are being considered. Rebecca mentioned the need to come up with a list of the higher priority items once the design plans are further along.

#### Room Parents – Amanda Doblin

- Staff Appreciation Update-Staff received goodies the week before break.
  - Bucket of Love-Will begin soliciting donations in the Monitor for small gift cards. Amanda will write a script and provide to Dr. Welter to share on the announcements. Gift cards will be between \$5-\$15. Amanda asked the Board if we could purchase gift cards through Charging for Cheetahs. Sarah mentioned that if the Paypal fees were applied to every transaction, \$5 may be too little. The next gift card order via Charging for Cheetahs is not until March and a special order would include a shipping fee. It was determined that we will not use Paypal or Charging for Cheetahs. We will also collect gift cards for the Carman Buckner staff.

- Class holiday gift collection for Staff-One class had 100% participation while some had very minimal. Rebecca mentioned Highcrest's campaign where families donated to a large gift fund and it was divided equally among all staff. We may want to consider something similar since our support staff is so large and others (specials teachers) see the kids every day as well.

#### Parliamentarian – Emily Spectre

- By Laws Update-Need to add the Community Building VP and Assistant to the Bylaws. To amend it, we need to get the approval of the General Board. If we present it next week, they need 30 days to approve it. The timeline is important for the Nominating Committee's job of recruiting the 2016-2017 slate. The Bylaws will also include making the VP of Community Building position a voting member. **VOTE:** Motion was made to amend the Bylaws to include a Community Building VP and Assistant, and for the Community Building VP to be a voting member of the Executive Board. The motion was seconded and approved unanimously.

#### Communications – Kim Peters/Colleen Shinnors

- Cheetah Chat
  - Include a recap per grade on iGNITE activities
  - School Play pictures and participant numbers
  - Sharing Drive numbers and pictures
  - Variety Show numbers
- Yearbook-On sale through January
- Graphics Transition-Shari Gottlieb is transitioning from her role in Graphics and Jane Tomlinson is taking over

#### Community Building – Amy Gelwix

- Open Gym Night-Low turnout, just about 5 families. Next Open Gym Night is next Wednesday, January 13<sup>th</sup>. Did not do an email blast for the first so will do an email blast next week.

#### Principal's Report – Denise Welter

- Romona's Early Childcare center had 4 new classrooms constructed and the ribbon cutting ceremony will be this morning.
- 5 new children (3 new families) started after the Winter break.
- Kindergarten registration-This year the school will try walk-in registration on January 21<sup>st</sup> and 22<sup>nd</sup>. This will help families make a commitment to a school and help with understanding enrollment numbers. The lottery for morning Kindergarten will take place at the end of January.
- Open House-Thursday, February 25<sup>th</sup> from 630-730
- A reminder to folks doing Junior Great Books about wiping down desks after sessions to eliminate cross contamination of food allergens.
- PARCC testing performance was very good. McKenzie did exceptionally well. Tests will be taken in May.

### III. Conclusion/Next Steps

- Meeting adjourned at 11:02am
- Next General Board Meeting, January 12, 9:15-10:15am, Cafeteria
- Next Exec Board Meeting, February 2, 9:15-11:15am, Purple Conference Room

Exhibit 1

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

**McKenzie PTA Account**

<b>Beginning Book Balance 11.1.15</b>	<b>\$ 149,341.43</b>
Voided Check from Previous Period	450.00
<b>Adjusted Beginning Book Balance 11.1.15</b>	<b>\$ 149,791.43</b>

**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
<b>TOTAL</b>	<b>17,308.14</b>

**Disbursements**

<b>Book Fair</b>	(2,694.74)
<b>Box Tops</b>	(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)
<b>TOTAL</b>	<b>(12,864.97)</b>

**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**

Exhibit 2

**Monthly Financial Report  
McKenzie PTA, Wilmette, IL  
12.1.15 to 12.31.15**

<b>McKenzie PTA Account</b>
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**Beginning Book Balance 12.1.15** **\$ 154,234.60**

**Receipts**

GL Scrip - Charging for Cheetahs	367.10
iGNITE campaign	125.00
Interest	13.15
Management and General	0.20
Movie Fun Night	350.00
<b>TOTAL</b>	<b>855.45</b>

**Disbursements**

Bus Fees	(535.68)
Directory - Print	(236.85)
Directory - App	(576.00)
Enrichment Grade Expenses	(3,126.08)
Fall Frenzy	(86.73)
Movie Fun Night	(100.00)
Office Supplies Executive Board	(347.00)
Online Bank Fee	(5.00)
Sharing	(83.89)
Share the Feast	(2,550.00)
School Gift - Books for PLN Library	(23.96)
School Gift - Pencils & Gluesticks Grant	(3,558.98)
School Gift - Potential 2015-16 (Doc. Camera	(643.07)
Staff Appreciation Activities	(74.94)
Staff Reimbursement	(219.79)
Yearbook	(47.05)
<b>TOTAL</b>	<b>(12,215.02)</b>

83.89

<b>Ending Book Balance 12.31.15</b>	<b>\$ 142,875.03</b>
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**Ending Bank Balance 12.31.15** **\$ 150,911.64**

**Sarah Fox, Treasurer**

**Submitted for Audit Committee: 1.5.15**