

McKenzie PTA Executive Board Meeting Minutes
January 10, 2017 - Final

Attendees:

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

- I. Welcome – Christi Harrison
 - Christi called the meeting to order at 9:15am.
 - Approval of December 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

Secretary – Michele Epps/MaryAnne O’Keefe

- Nominating Committee Update – first meeting held Monday, January 9. Rebecca Lieber is Chairperson. Will be posting in the Monitor asking for input from the entire PTA. Also requested everyone on Exec Board to please send Rebecca names who may be a good fit, and for which positions if possible. Committee will be meeting again next week.

iGNITE – Tami Teppo

- iGNITE update - Had to cancel a Ben Franklin event due to bad feedback on a vendor from Harper. Every grade has iGNITE programming planned between now and March.
- Fine Arts

Fundraising – Casey Brown

- Parent Party - Launched online ticket sales and online bidding yesterday. 73 bidders online in the first day (several sign-up parties already sold out); Over 80 tickets sold.
- Variety Show - 101 parents in the cast + 5 in the band. At least a dozen have volunteered to assist in other ways. First all-cast meeting last week.
- Movie Fun Night happened in December and was well-attended. Raised \$427.
- Fundraising meeting later this week.

Room Parents - Louisa Kunzler

- Cafeteria - we've had a reduction in staffing from 3 to 2 this year, which combined with reduced volunteerism has us struggling to have enough people to serve lunch to our kids in a timely fashion. Discussed need to communicate openings to entire parent population, including via Room Parents. Also discussed the possibility of splitting shifts so time commitment is shorter. Dr. Welter will also start posting it in the Monitor and talk to Alana about sending blast emails as needed.
- Staff Appreciation Update - will soon be soliciting small gift card donations for Bucket of Love raffle. Also discussed giving parents option of letting parents give money through PayPal and then purchase gift cards.

Treasurer – Elizabeth Jensen/Denise Schneider

- Monthly Financial Report (see Exhibit 1)
 - December receipts were \$9475.62; disbursements were \$5844.48. Ending book balance \$167,861.91.

President Elect – Jen Tan

- Chair Recruitment update - currently in process of reaching out to current chairs to see if they want to continue next year
- President's Council Meeting - other schools talked about how they collect all holiday & year-end gift money in one pool and then divide it amongst teachers and staff. Jen solicited feedback from the board on whether this is something we might want to consider doing in the future. A benefit of collecting as a whole is that it levels the playing field and ensures staff also receives a gift. It can also simplify the process of giving for parents. Discussed option for room parents to do a more personal gift of their choice (if they so choose) to give the teachers so there is still a personal touch. Question arose about whether we would still need 2 room parents or only 1 if we move to school-level gift collection. Jen will get more information about what the other schools do, and we will vote on this at the February meeting.

Parliamentarian – Kristal Neuenschwaner

- Bylaws - working on getting info from the state PTA contact on what we need to do with bylaws this year. Will have an update at next month's meeting.

Communications – Courtney Radde

- Jr. Great Books - great turnout. Books have been received and reimbursements are all set.

Community Building – Amy Gelwix/Amy Weir

- Open Gym Nights start tomorrow night (January 11) from 6-8pm. Will do an email blast and put something on the TV monitor in the lobby. Will need to have parents fill out a waiver (link is available on website and printed copies will be at event).
- Sharing Committee - went extremely well. Getting info into debrief form. Volunteers did an amazing job!

Principal - Dr. Welter

- We are getting back into the swing of things after holiday break. Parent Party and Learning Commons planning are both big focus areas right now.
- Dr. Welter shared that January can be a challenging time for a large event/fundraiser, as it can take longer to get things we need from vendors. Something to keep in mind in the future when scheduling future parent parties.
- Learning Commons design choices are now finalized, and Dr. Welter will be presenting on the design at the General PTA meeting next week.
- Variety Show has kicked off, and there are an impressive number of new parents involved this year.
- Getting ready for PARCC testing in March. Unfortunately the timing is the same as Variety Show tech weeks and performance weeks.
- Beginning to plan for next year in terms of number of students and classroom needs. Kindergarten registration is scheduled for January 19 & 20. If you participate in these registration dates, you can be entered in the lottery for AM Kindergarten and you will receive your assignment via email on January 26. We are expecting to maintain the same number of teachers and retain our existing staff, but we will likely have some teachers shifting grade levels. The calendar is under development with the district and will be published later - board is looking at possibility of starting after Labor Day and how to adjust calendar to maintain same number of instructional days. Possible changes in start times are also being discussed at the district/board level but may take more years to implement.
- Aaron Dubnow requested the date for Highcrest administration to come present about 4th to 5th grade transition. That date will be April 18.
- District has screened 15 candidates for Dr. Welter's replacement; 6 are moving on to Round 2; 2-4 candidates will continue on to Round 3, which is when the large-scale interviews by parents/administrators/teachers/staff will take place. Goal is to

recommend the new principal at the February School Board meeting, which is the last Monday in February.

III. Conclusion/Next Steps

- General Board Meeting, January 17, 9:20-10:15am, Cafeteria
- Exec Board Meeting, February 14, 9:15-11:15am, Purple Conference Room
- Meeting was adjourned at 10:40am

**Monthly Financial Report
McKenzie PTA, Wilmette, IL
12.1.16 to 12.31.16**

McKenzie PTA Account

Beginning Book Balance 12.1.16	164,230.77
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Receipts

Enrichment Grade Income	400.00
Junior Great Books	225.00
Share the Feast	525.00
Learning Commons Read-a-thon	5,586.80
Birthday books	215.00
Escripts	0.25
Ignite Campaign	1,750.00
Movie Fun Night	427.00
GL Scrip - Charging for Cheetahs	282.85
Interest	13.72
PTA Membership	50.00
TOTAL	9,475.62

Disbursements

Enrichment Evening - STEAM	-600.00
Enrichment Grade Expenses	-1,518.00
Share the Feast	-2,500.00
Sharing	-104.64
Bank Charge - Paypal Fees	-36.11
Mckenzie PTA Membership - Directory App	-25.50
Website renewal	-483.34
Fall Conference Dinner	-540.00
Staff Reimbursement	-36.89
TOTAL	-5,844.48

Ending Book Balance 12.31.16	167,861.91
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Ending Bank Balance 12.31.16	\$	168,393.91
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Elizabeth Jensen, Treasurer
Submitted for Audit Committee: 1/1/17