

McKenzie General PTA Meeting Minutes

May 12, 2015

McKenzie Cafeteria

I. **Welcome – President , Cynthia Milne**

Cynthia called the meeting to order at 9:15 a.m. She asked if there were any additions or changes to the agenda, and there were none. The minutes from the April 15, 2015 General PTA Board Meeting were approved.

II. **Faculty Report – Colleen Chick**

Presented a thank you card from the faculty for the fabulous teacher appreciation week activities and it was circulated and displayed for those attending the meeting. See **Exhibit 1** for the faculty report on student activities in each grade and special areas.

III. **Principal Report, Dr. Denise Welter**

- Safety Drills – will have one last fire drill and lock down drill this week.
- Registration – please register your child for the next school year; these are the numbers that will determine how many classrooms will be planned for next year.
- Learning Commons – committee is meeting with consultant to begin prioritizing plans for roll out of new Learning Commons.
- Outdoor Education - 4th Graders will be at Outdoor Education from May 20-22nd.
- Report Cards will be available through the Parent Portal on Thursday, June 11th.
- Last Day of Kindergarten is Thursday, June 11th and last day of school for other grades is Friday, June 12th – dismissal is at 12:15.
- Plastic Cups have been purchased through funding from the D39 Foundation grant with a match from GO Green Wilmette and from the McKenzie PTA. The cups are available at lunchtime and the composting program is in place in the cafeteria.

IV. **Executive Board Member Reports**

President, Cynthia Milne

- **Exec Board Structure and VP Community Building** – As mentioned at previous General Board meetings, a subcommittee of the board has been reviewing the structure of the Exec Board. Based on previous experience with the Executive Board Structure, this year’s Executive Board is recommending revisions to the structure that provides each committee with an Exec Board liaison (see Exhibit 2). In addition, the Exec Board has approved an Ex Officio Exec Board position, called VP

Community Building, and appointed Amy Gelwix for the 2015-2016 Academic Year. If it proves to be an effective position, a recommendation will be made to add it as a permanent position and request the Nominating Committee fill the position with the other Exec Board positions next year. This is the similar model used last year when recommending the Parliamentarian position to the Exec Board.

- **Funding Request for Indoor Recess Movie Request** – Exhibit 3 contains a list of DVDs requested by the faculty to refresh the indoor recess video library. It was moved and seconded to approve \$220 for the purchase of these videos. The motion was unanimously approved. The Exec Board will look to find the best prices possible.
- **District 39 Enrichment Branding** – A committee of Enrichment VPs from all six schools have met this year and are working to recommend and implement an image and language to “brand” enrichment so that the parent community recognize what enrichment means and the primary focus of PTA/O fundraising efforts in D39. The Exec Board voted on images presented and gave feedback to the Village Wide rep last week. Village Wide meetings will continue through the end of the school year to fine tune and the McKenzie PTA Exec Board will explore ways to integrate into McKenzie PTA’s fundraising program.

Treasurer, Kathy Owen – Distributed the monthly financial reports for April (**Exhibit 4**). Receipts included Birthday Books, Cheetah Spirit, Fun Run registrations and GL Scrip. Disbursements include Birthday Books, Enrichment Expenses, Staff Reimbursement and Variety Show T-shirts. Kathy reminded everyone that the deadline for reimbursements is Friday, June 5th in order to be able to close the books and prepare for the year-end audit.

Treasurer-elect, Sarah Fox – Sarah distributed the proposed budget for the 2015-16 School Year. Exhibit 5 contains a cover letter highlighting key points that impacted the budget plan. It was moved and seconded to approve the proposed 2015-16 PTA Budget. The motion was approved with a quorum of 15 PTA members.

President-elect, Rebecca Lieber – Still looking to fill a few committee chairs for 2015-16; there is a list of open positions on the website, including Benefit Co-Chairs and Fine Arts Co-Chairs. Programs related to positions not filled will be put on hold. There is a draft calendar for 2015-16 in progress. AtoZ Directory is being used again district-wide. Rebecca is looking to have multiple sign ups with the online directory, PTA membership/print directories and birthday books will be open in mid August. A store front is being explored.

Communications, VP, Mary Anne O’Keefe and Kim Peters

Last McKenzie Monitor is June 5th. Last issue of Cheetah Chat will go out around Monday, June 8th.

Fundraising

Fun Run (Michelle Epps) – Check in begins at 8:45; race begins at 9:25 a.m. Sign up is on PTA website; goal is to raise \$2,500 for Carmen Buckner. Committee is in need of a few more volunteers. If it needs to be cancelled due to weather, an e-mail would be sent out at 8:00 a.m. Rain Date is May 30th.

Cheetah Spirit (Kristin Bowie) – will be running through the end of school year and will begin again at the start of the next school year.

Room Parents, Wendy Witzel and Amanda Doblin

An updated policy based on teacher/staff feedback and in partnership with the school is in place for the end of year gift to ensure that classroom paraprofessionals are included in the class gift. Room parents will be allocating a percentage of the class gift collection to classroom paraprofessionals. Wendy announced that a Civics and Safety Video is being planned for production and distribution. Teacher/Staff Appreciation Week – thank you to all the volunteers who made Teacher/Staff Appreciation Week so successful. Thank you to Dena Malikowski and Erika Hlavacek for a lovely luncheon on Friday.

V. Committee Chair Reports

- 4th Grade Farewell – An invite is going out this week to all 4th Grade Moms for a Moms Night Out party on May 21st when the students are at Outdoor Ed. Plans are progressing for the 4th Grade Farewell Party on June 11th.
- Bike Safety Programs – 4th Grade Bike Safety took place during gym class and the Bike to Highcrest was successfully held on Wednesday, May 6th – more than 70 students participated. 2nd Grade Bike Safety Program was rained out and is rescheduled to take place on May 19th.
- FAN – Programs for 2015-16 have been completed; new schedule for 2016-17 will be available in September.
- Gardens – Summer Sign-up for Garden Keepers will be posted on the website; there is a group of New Trier students who will be helping with watering, but there is still a need to check in on the gardens and make sure that garden is being maintained.
- Volunteer Thank you Brunch is on May 27th from 9-11 at Rebecca Guryan's home - all PTA Volunteers are invited.

Meeting was adjourned at 10:10. Happy Summer!