

**McKenzie PTA, Executive Board Meeting and Minutes
November 13, 2018 – after General Board Meeting, Conference Room**

- I. Welcome – MaryAnne O’Keefe – 5 minutes
 - Approval of October Exec Board Meeting Minutes
 - *Submitted, Voted, Approved
- II. Program Reports and Follow Up/Next Steps – All

President – MaryAnne O’Keefe – 10 minutes

- Beyond Pencils and Gluesticks (Julie Garry proposal/Denise Lam update)
 - *Grant was voted on and approved by the Executive Board
 - *Denise Lam was able to secure the program at a reduced rate
 - *PTA allocates \$2k/year for this program. Once the grant money is utilized, it is finished for the school year. Approximately \$1k left for the current school year
- Civics and Safety / car line discussion
 - *Currently there isn’t a chair for this position
 - *Discussion of how to make this better for parents and how to disseminate the correct procedures to parents
 - *Discussion of re-writing the guidelines flier and handing it out to parents in the morning and afternoons in the drop off/pick up line
 - *Request made to Rachel to ask for assistance from Wilmette Police to enforce
- Stocking the Maker Space LC – Garry, Lawniczack, and Siegel – possible new line item for 2019-2020
 - *Request made to implement into the PTA budget for next school year
 - *Line items to be proposed to for next year for a school-wide project
 - *Projects are optional for teacher participation and are tracked each year for usage
 - *PTA provides a \$100 stipend to each teacher to use for supplies for the project

President-Elect – Amy Falkowski – 5 minutes

- Exec Board Job Descriptions
 - *Request to please update job descriptions as necessary via dropbox
- School gift survey status
 - *Discussion of eliminating the survey and sending an email to parents detailing the gift to teachers and staff

Secretary – Elizabeth Candido/Allison Frazier – 5 minutes

- Nominating Update – online process
 - *Information to be submitted to website and monitor requesting nominations

Treasurer – Julieta LaMalfa/Vivian Underwood – 10 minutes

- Monthly Financial Report- See Attached
- iGNITE status- See Attached Email
- 2017-18 Tax Return- TBD
- Membership Status Report
 - *Submitted online, currently 255 PTA members

iGNITE –Laura Werling/Nathan Harada – 5 minutes

- iGNITE Update/Budget
 - *District wide meeting to be held
 - *Emails being sent out, class specific, after projects completed so parents can see the completed project and how donations to iGNITE are used
 - *Discussion of cost of iGNITE stickers used to promote the program and finding another vendor to help lower cost

Fundraising –Megan Van Buiten – 10 minutes

- Book Fair
 - *Held the week of Teacher Conferences with positive feedback from parents with it being in coordination with conferences
 - *Discussion of it being held again next year at same time, and need for more volunteers since it is open more hours- or move back to Spring
 - *\$17,026 raised for which McKenzie gets 55% back. Option to take as cash or to use towards Scholastic Cash
- Parent Party Sign Up Parties/Parent Party
 - *Parties underway and successful, \$22k raised
 - *Email sent to parents for feedback about party
 - *Discussion on when and how to recruit for chairs for the next year's party

Room Parents –Casey Brown/Allison Allen – 5 minutes

- Teacher/staff gifts contribution – last donation day November 16, 2018
- Fall Teacher/Staff Dinner
 - *Well donated to from parents and much appreciated by teachers and staff
 - *Staff Dinner from Marco Roma as well as an Oatmeal and Yogurt Bar and baskets of snacks throughout Conferences
 - *Discussion of requesting each grade's parents help stock the Teacher's Lounge each month
 - *Survey sent out to teacher's requesting what they would like to see stocked

Community Building –Heather Metz– 5 minutes

- School Play performances in November- 11/29 opening with 2 performances
 - *Discussion of possibly having a Spring Play as well since the Fall one was so well received

Communications –Courtney Radde/Shana Smith– 5 min

- *New iGNITE pictures being pushed to the website and sent to parents as grades finish the project

Principal's Report – Rachel Filippi – 5 minutes

- *Operation Gratitude will not be funded any longer by the district
- *Discussion of including a line item to the budget for future years

III. Conclusion/Next Steps

- No December General Board Meeting
- Exec Board Meeting, December 11, 2018 9:00-11:00am, Holiday Brunch/Meeting (offsite (children welcome) – MaryAnne O'Keefe's house, 132 Lawndale)