

McKenzie PTA Executive Board Meeting Minutes
November 8, 2016 - Final

Attendees:

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

- I. Welcome – Christi Harrison
 - Christi called the meeting to order at 9:00am.
 - Christi introduced new parliamentarian Kristal Neuenschwander.
 - Approval of October 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

- Tipping - Gathered feedback from other PTA presidents, which we will use as guidelines for tipping going forward. Chairs will need to be told ahead of time if and how much they should be tipping.
- Expenses (\$40/hr for janitor services on the weekend, \$1 for 100 copies) - need to make sure all chairs are aware of this and plan for it to be covered from their budget
- Not doing teacher fundraiser/ will redirect teachers to parent party

Secretary – Michele Epps/MaryAnne O’Keefe

- Nominating Update – will kick off the Nominating Committee process next week. Timeline as follows:
 - November 14 - Send email to all PTA members requesting they submit nominations for the Nominating Committee. Will include link to online form housed on McKenziePTA.com.
 - November 14-29 - Collect nominations for nominating committee via online form. Send email specifically to current exec board. Send final reminder on November 28.
 - November 30-December 3 - Complete confirmation by nominees that they would be willing to be on the ballot to serve on nominating committee.
 - December 3-5 - Prep online voting forms (1 for general PTA and one for PTA board) and PTA communications regarding voting
 - December 6 - Send email and launch all other communication regarding voting period
 - December 6-12 - Collect votes via online form. Send final reminder on December 11.
 - December 13-15 - Tally votes

President Elect – Jen Tan

- Exec Board Job Descriptions (due Nov. 1) - even if you don't think it needs any updates, please update the date and put your name on the bottom before resubmitting. Either update in DropBox or email to Jennifer.

iGNITE – Tami Teppo/Lynsy Jacobs

- iGNITE Update/Budget/Stickers/STEM night - iGNITE is spending more money on programs as we told them to. STEM night is the biggest upcoming event and has a waiting list.
- Fine Arts Update - All supplies have to be purchased since we are re-launching this year, so for this year we will cover extra expenses through the general budget. Future expenses will come out of the Fine Arts budget line item.
- Bike Safety/CRC/Civics and Safety/EA/Green/Garden - all are moving well with great progress. Dr. Welter shared that going forward there is a new initiative to coordinate environmental awareness programs across all the D39 schools.

Fundraising – Dori Boneck/Casey Brown

- Box Tops brought in \$115 for Carman Buckner; \$292 for McKenzie.
- Book Fair sold \$50 more than prior year, which is wonderful given lower enrollment and Cubs postseason. \$19,707 was total sales. Our sales earned us \$9944 in Scholastic Dollars, \$4451 of which teachers already spent using their stipends. This leaves us with \$4451 to spend from their catalog, which includes items that may be useful for the Learning Commons. We'd prefer to use the money as Scholastic Dollars because otherwise we only get half of it in cash, but we first need to make sure we Scholastic actually has \$4451 worth of items we would need

for the Learning Commons. Dr. Welter said they have someone looking at our current library bookcases and other furniture to determine what we can reuse/repurpose and what we need to buy new. We discussed timing of the book fair. October seems to have been a good time for sales, but finding volunteers was challenging (though this may or may not have anything to do with time of year).

- We are working on lining up parent sign-up parties. We have a few lined up, but still need to put together more and get everything nailed down by end of month.
- Fall Frenzy Updates - very successful; netted over \$7000. Megan said to keep the date as it was, and she is willing to do it again next year. They recommended renting the games again next year and keeping the budget as-is. Prizes were not missed. Next year, they would like to plan to pay for commercial recycling and composting.

Treasurer – Elizabeth Jensen/Denise Schneider

- Monthly Financial Report (see Exhibit 1)
 - October receipts were \$16,938.08; disbursements were \$15,514.46. Ending book balance \$168,538.46.
- iGNITE Status - we are now at 62% participation, with total donations of \$37,355
- Membership Status Report - currently at 286 members
- Denise confirmed we are a 510(c)(3) charitable organization.

Communications – Colleen Shinnors/Courtney Radde

- Monitor/iGNITE page - working to get something into the Monitor and on the website a couple times a month about iGNITE programs we've done so parents can see what we're doing
- Picture Day follow up - Cady was a new company this year. Discussed that the pictures look nice, but the number of re-schedules necessitated by poor weather was problematic. Parents also experienced some difficulties with viewing proofs (due to the way "proof" was printed on the faces) and ordering. There was also some negative feedback about the poses Cady asked the kids to take. We will solicit parent feedback to share with Cady and to consider in deciding our picture company next year.
- Bulletin Boards are on track. Need to make sure we have clear communication and checking of the bulletin board Google Docs calendar to ensure someone's boards are taken down prematurely.

Room Parents – Louisa Kunzler/Michele Coffey

- Fall Teacher/Staff Dinner this week. Ordering from Depot Nuevo. Sign-up Genius is nearly full with people donating.
- Room parent emails are going out. There have been a lot of class parent parties. All is going well.
- Library is going well, but Cafeteria needs more volunteers. Please sign up for a shift or two if you can.

Community Building – Amy Gelwix/Amy Weir

- School Play is going really smoothly. We have a new vendor running it this year (Skyline), so we will plan to continue with them in the future.
- Sharing Committee - Share the Warmth coat drive collected 171 coats and 338 other items, all of which were delivered to Carman-Buckner. Share the Love of Reading collected donations of 72 new books, almost doubling last year's contribution of 42 books. Share the Feast and Share the Joy toy drive are coming up. We need to determine what the plan is for leftover donations and if/how we will be doing the holiday shop volunteer day at Carman-Buckner this year.
- Destination Imagination is going well. Had a Challenge Workshop here on Sunday, which was well-attended and successful. Discussion ensued about PTA-sponsored activities such as this, Girls on the Run, etc. and who is covering costs of building usage/janitor coverage, making copies, etc. All groups like this need to plan ahead for what their needs are within the school (classrooms needed, larger events, etc.), and then PTA will need to determine costs and how the group will cover them.
- We will not be having a December Open Gym Night. Instead we added a second one after holiday break - next ones will be January 11 and February 22.

Principal - Dr. Welter

- Dr. Welter and Ms. Schoenberg are planning a read-a-thon for after the holidays. Kids will be able to earn prizes.
- Learning Commons planning is going well. Met with architect at the MEC yesterday, and the committee is now moving into the stage of planning furnishings for the space. Dr. Welter is expecting to be able to display visuals of the new space soon so that parents can see what will be coming.
- Thanked the PTA for the teacher/staff appreciation dinner on Thursday.
- Ray Lechner put out an all-call to McKenzie parents for input (either in-person or via online survey) regarding the search for McKenzie's new principal. He will be meeting with staff next week to get their input. Interviewing will begin in January with the objective of announcing the new principal in February.
- Staff are planning Dr. Welter's retirement party for May 11 (headed up by Jennifer Weil).

III. Conclusion/Next Steps

- Parent Coffee, November 15, 9am-9:20am, Cafeteria
- General Board Meeting, November 15, 9:20-10:30am, Cafeteria
- Exec Board Meeting, December 13, 9:15-11:15am, Holiday Brunch/Meeting (off-site – TBA)
- Meeting was adjourned at 10:25am

EXHIBIT 1

Monthly Financial Report
McKenzie PTA, Wilmette, IL
10.1.16 to 10.31.16

McKenzie PTA Account

Beginning Book Balance 10.1.16 \$ 167,114.84

Receipts

Junior Great Books	630.00
Book Fair	3,058.38
Fall Frenzy	10,120.00
Ignite campaign	2,650.00
Birthday books	245.00
GL Scrip - Charging for Cheetahs	20.00
Interest	14.70
Directory - Print	25.00
PTA Membership	175.00
TOTAL	16,938.08

Disbursements

Enrichment Grade Expenses	-7,225.50
Bus Fees	-435.36
Fine Arts	-217.85
Book Fair	-382.18
Fall Frenzy	-2,289.12
Parent Party	-3,003.13
Bank Charge - Paypal Fees	-180.71
Insurance	-67.51
Office Supplies Executive Board	-160.55
IL PTA Dues	-68.00
Room Parents Hospitality	-50.00
Teacher Appreciation Activities	-2.15
New Parent Reception	-473.96
Staff Reimbursement	-958.44
TOTAL	-15,514.46

Ending Book Balance 10.31.16 168,538.46

Ending Bank Balance 10.31.16 \$ 177,508.68

Elizabeth Jensen, Treasurer
Submitted for Audit Committee: 11/1/16