

McKenzie PTA Executive Board Meeting Minutes
October 11, 2016 - Final

Attendees:

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

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

iGNITE – Tami Teppo/Lynsy Jacobs

- Grade levels getting all their programming booked and have added some new programs this year
- Fine Arts getting volunteers organized and preparing to launch
- Planning going well for STEM Evening in November
- Environmental Awareness week was successful and educational

Communications – Colleen Shinnors/Courtney Radde

- School Pictures went very smoothly. Just the right number of volunteers. New photo company was wonderful to work with. Proofs should be coming out soon.
- iGNITE Marketing - Done with fundraising drive. Now implementing plan that was developed over the summer to publicize how iGNITE donations are being

used. “Ask me about my iGNITE program” stickers were discussed and will be available if needed, though won’t be used for all programs.

Treasurer – Elizabeth Jensen/Denise Schneider

- Monthly Financial Report (see Exhibit 1)
 - September receipts were \$23,653.55; disbursements were \$17,116.05. Ending book balance \$167,114.84.
 - Ice Cream Social disbursements exceeded receipts this year, so we will determine adjustments to make for next year.
 - New parents social was really lovely and made new families feel so welcome and included, however there was a lot of extra food left over. We should think about reducing food spend next year.
- Ignite update - financial
 - Receipts as of 10/9/16 are \$36,855
 - Overall participation is approx. 62%
- Insurance was renewed. After last month’s meeting, inquiries were made regarding a social liability endorsement. We touched base with Holly Goldin in the D39 office and with other PTA boards. Holly Goldin informed us that district coverage might cover part of this liability under Personal Injury, but it’s unclear. Given low cost of coverage and the amount of social media communication taking place, the board agreed this coverage makes sense. VOTE: Motion was made to add Social Liability Endorsement to our insurance coverage at a cost of \$70. Motion was seconded and approved.

Fundraising – Dori Boneck/Casey Brown

- Parent Party will be January 21 at Kenilworth Club. Planning is underway and communications will be coming out soon.
- Fall Frenzy is this Friday, and we need more volunteers. Room Parent emails are coming out to solicit more volunteers. Difficulties getting volunteers this week could be due to school holidays this week and last week, as well as New Trier Homecoming on Friday night (for families with older children). More communication will come out in next few days. Recommendation made to highlight numbers needed (for example, we need 70 more cakes for Cake Walk)
- Spirit Wear Sale - orders should be in by end of next week for distribution
- Box Tops will be counted at next Student Council meeting
- Charging for Cheetahs will have an update at General Board meeting
- Book Fair - Half of what parents spend at the fair comes back to the school as Scholastic Dollars. We have an option this year to use some of our book fair dollars to purchase Learning Commons items at a discount instead of books. We should have a concrete Learning Commons wish list by December 1st, which we’ll use to determine the best way to use Scholastic Dollars for the school.

Room Parents – Louisa Kunzler/Michele Coffey

- Library has a good number of volunteers so far
- Cafeteria has enough volunteers most days, but on days when we are short the lines are very long for kids to get their lunches. Recommendation to send SOS emails to Cafeteria sublist in addition to posting on McKenzie Facebook group.
- Staff Appreciation - first committee meeting next Monday 10/17 to discuss Fall luncheon and other activities.

Secretary – Michele Epps/MaryAnne O’Keefe

- Nominating Committee will be kicking off soon. Will have more information at the General Board meeting next week.
- PASS 39 - had a welcome meeting and Ice Cream Social on September 22; first Connecting Parents meeting of the school year is today at 9:30am.
- FAN has a lot of amazing events and speakers coming up. Encourage parents to sign up for updates at the FAN website.

President Elect – Jen Tan

- Exec Board Job Descriptions (due Nov. 1) - all need to be updated, especially if it hasn’t been updated in more than a year. Either update in DropBox or email to Jennifer.
- Debrief forms - please be sure all chairs complete these after their events.
- PTA vs. PTO - discussions and research have been taking place regarding pros and cons and whether it makes sense for us to consider changing from a PTA to a PTO. Research thus far has indicated it makes the most sense to remain a PTA, both because PTA does a lot of advocacy work for children and because changing to a PTO would entail a considerable amount of legal and financial work for very little compelling benefit.

Community Building – Amy Gelwix/Amy Weir

- New Parent Reception went very well, as noted in update above (under Treasurer)
- School Play rehearsals have begun and are going well
- Sharing Committee has been doing a lot of planning and has many great upcoming events. They are preparing “Share the Warmth” donation boxes tonight that will be distributed to classrooms. A “Share the Books” drive is also being planned. Will suggest that Sharing chairs publicize “Share the Warmth” at Fall Frenzy.

Principal - Dr. Welter

- Institute Day with Dr. Boaler last week was outstanding. She really dovetails her work with Carol Dweck’s nicely and encourages parents and educators to rethink how we encourage and compliment children to support development of a growth mindset. It was also helpful to have Dr. Boaler speak to parents about the same subject the night before.
- Attendance is a big focus of the district this year. Great attendance is defined as and 9 or fewer absences, and at present only 70% of kids in the district have “great

attendance. Only 66% of McKenzie's students have "great attendance." Arriving just 30 minutes late or departing just 30 minutes early results in a 1/2 day absence. We need to get the message ingrained that school is their job.

- Meetings are continuing regarding the Learning Commons. Hope to have drawings of the new space to bring to the November PTA meeting, but definitely by the January PTA meeting.
- Next month the district will post an opening for the McKenzie Principal job beginning the 2017-18 school year. Looking to name the new principal by the February board meeting so the new principal will have the opportunity to come in and spend some time transitioning.

President – Christi Harrison

- We still have one important opening to fill: Parliamentarian. Please try to think of someone who would be good at this role and let Christi know.
- President's Council/Village Wide Meetings
- Tipping – Discussion as to a possible tipping procedure ensued. Need to define this in financial guidelines for chairs. Jen and Christi will talk to the other PTA presidents and Dr. Welter will talk with the other principals so that we can be consistent with what we're doing.
- Teacher-led fundraising event planned for November 14-18. Plan is for there to be staff-led events for students before and after school for a cost of \$20 per student per event. Currently looking into software vendors now. This will be a great way to kick off fundraising for Learning Commons. More info to come soon.

III. Conclusion/Next Steps

- Coffee Social, October 18, 9am – 9:20am, Cafeteria. We should all invite a friend to come, and we should encourage committee chairs to come even if they can't stay for the meeting. We'll send a blast to kindergarten parents to come.
- General Board Meeting, October 18, 9:20-10:30am Cafeteria
- Exec Board Meeting, November 8, 9:15-11:15am, Purple Conference Room
- Meeting was adjourned at 10:55am

EXHIBIT 1

**Monthly Financial Report
McKenzie PTA, Wilmette, IL
9.1.16 to 9.30.16**

McKenzie PTA Account

Beginning Book Balance 9.1.16 **\$ 160,577.34**

Receipts

School Play	8,750.00
Ice Cream Social	1,455.00
Ignite campaign	11,080.00
Birthday books	475.00
GL Scrip - Charging for Cheetahs	214.55
Interest	13.75
Directory - Print	85.00
PTA Membership	1,146.25
Merchandising - Spiritwear	434.00
TOTAL	23,653.55

Disbursements

Enrichment Grade Expenses	-1,200.00
Gardens	-657.21
School Play	-8,750.00
Ice Cream Social	-2,054.00
GL Scrip - Charging for Cheetahs	-60.00
Bank Charge - Paypal Fees	-302.11
Volunteer Orientation Materials	-49.68
Insurance	-725.00
Office Supplies Executive Board	-200.81
IL PTA Dues	-1,147.50
Getting to Know McKenzie Guide	-300.00
1st Day School Coffee	-309.31
Back to School Teacher Luncheon	-570.00
PTA Meetings	-33.92
Staff Reimbursement	-756.51
TOTAL	-17,116.05

Ending Book Balance 9.30.16	167,114.84
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Ending Bank Balance 9.30.16 **\$ 170,375.45**

Elizabeth Jensen, Treasurer
Submitted for Audit Committee: 10/1/16

