

**McKenzie PTA Executive Board Meeting Minutes**  
**September 13, 2016 - FINAL**

**Attendees:**

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

- I. Welcome– Christi Harrison
- Christi called the meeting to order at 9:15.
  - Approval of May Executive Board meeting minutes - motion was made to approve the minutes, motion was seconded and approved.
  - Introductions

II. Programs/Event Reports and Follow Up/Next Steps

iGNITE – Tami Teppo/Lynsy Jacobs

- iGNITE Rollout - working on coordinating schedules and planned events with teachers
- Fine Arts is relaunching with one project per grade.
- STEM Evening will be in November.

Communications – Colleen Shinnors/Courtney Radde

- iGNITE - Subcommittee met over the summer regarding rollout and upcoming communications. Focusing on driving people to the website for information, updates and sign-ups.
- We are replacing Cheetah Chat this year with updates on the website. Parents can visit the website for school updates and to see where iGNITE funds are going.

Treasurer – Elizabeth Jensen/Denise Schneider

- Monthly Financial Report

- July: receipts were \$55.07; disbursements were \$0. Ending book balance \$126,463.71. (See Exhibit 1)
- August: receipts were \$33,540.46; Disbursements were \$2650.34. Ending book balance was \$160,577.34. (See Exhibit 2)
- Ignite update - financial
  - Goal is \$35,250, which is 60% of projected student enrollment.
  - Receipts to date are \$27,575, which is 46% student participation.
    - Grade Level participation:
      - 1st = 48%
      - 2nd = 44%
      - 3rd = 50%
      - 4th = 42%
    - Kindergarten = 44%
  - Will leverage Room Parent email to encourage further participation
- Insurance Coverage
  - We will continue with same coverage as we had previously, but there are two supplemental coverage options to consider:
    - Terrorism Coverage - would cost an additional 5% of total premium. VOTE: Motion was made and seconded to decline terrorism coverage. Board voted in favor of declining coverage.
    - Media Liability Coverage supplement - there are several coverage levels we should review as we decide whether to add this new coverage. Dr. Welter recommended we talk with Holly Goldin (district PR coordinator) to see what the district provides and other district elementary school PTAs to find out what they do. Bill is due October 1st, so Elizabeth will inquire if we can pay for our current coverage and add this supplement later if we determine we need it.
- Directory/Membership update -
  - 258 PTA members to date (of 341 total McKenzie families)
  - Dr. Welter will announce at staff meeting tomorrow that teachers can sign up for PTA membership.

#### Go Green Wilmette - Beth Drucker

- Beth visited our meeting to give an update on behalf of Alicia Cirrincione.
- Recommended bringing in “GeoSphere” presentation during Earth Week. There would be facilitated lessons inside the geosphere - would fit approximately one class at a time. Approximately 6-8 classes could have lessons per day. Cost is typically \$1000/day, but the facilitator lives in Wilmette and said he would do it for \$800/day. This could also be funded through a grant.
- Go Green Wilmette is also proposing a number of relevant other enrichment opportunities that Alicia will bring in as possible iGNITE options. The Green Committee are already actively promoting topics by grade, so the GeoSphere could be considered as part of this process working with the teachers.

### Fundraising – Dori Boneck/Casey Brown

- iGNITE rollout –
  - Streamlined process to donate at time of PTA registration has helped us have strong participation to date.
  - Several parents also donated at the PTA coffee.
- Room parent email will be coming out today to drive further participation.
  - Dr. Welter will send a follow-up email Thursday or Friday.
- Spirit Wear Sale - Sales to date have been similar to prior years and will continue through Sept. 19th. Having extra shirts to sell at the coffee was great - they sold out of them.
  - Book Fair - planning in the works; will be the week before Halloween.
  - Fall Frenzy - committee meeting tonight; will not be prizes this year (new plan in partnership with Green Team), will use prize money to add new, fun games.
  - Reminder that we should be using the tax-exempt form, as taxes are not reimbursed. Board members should reinforce this with their committee chairs.
  - Recommendation made to add language to donation form about employer matching gifts (some employers will not match PTA donations but some will).

### Room Parents – Louisa Kunzler/Michele Coffey

- All classes now have 2 room parents except Krzesinski PM Kindergarten, which has one room parent.
- First day staff luncheon went really well. Food ordered from Kurt's Cafe - the teachers enjoyed it and had leftovers for the next day.
- Picture day is Friday, September 16.

### Secretary – Michele Epps/MaryAnne O'Keefe

- Conflict of Interest Policy - gave an overview of the policy and its intent. Everyone reviewed and signed.

### President Elect – Jen Tan

- We received a handful of volunteers via Virtual Volunteer Fair.
  - Debrief Forms - please remind chairs to complete these after their event. Also ask them to forward their supply and vendor lists and any other documents they used to host their event.

### Community Building – Amy Gelwix/Amy Weir

- First Day Coffee - went well despite the rain; Committees had great exposure.
- Ice Cream Social on September 11 was well attended. Numbers and finances from the event are being finalized and will be reported later. Standardizing tip amounts for future events was discussed.
- Destination Imagination - parent informational meetings taking place (one last week and another this week)
- School Play for 3rd and 4th grade - Skyline will be running it this year instead of Actor's Training Center. Starts next Tuesday.

- Sharing committee will have a meeting on Thursday.
- New Parent Reception will be on September 22 at Wilmette Wine Cellar. All exec board invited and encouraged to attend with spouses.

#### Webmaster - Janet Langdon

- Requested that if any of us see something wrong on the website - please let Janet know.
- Over the summer, streamlined the Programs and Events page - grade-specific iGNITE info pages have been set up and will be maintained in lieu of Cheetah Chat.
- Communication Request Form and other forms that can be found on website

#### Principal - Dr. Welter

- School year off to a good start. We have 461 students and 341 families at present. We have also have welcomed several new teachers, and some teachers have changed grades this year.
- We have a new Technician position in Technology - Peter Gontanas does on-site tech support every day from 8-4:30. To contact him for help, email support@wilmette39.org.
- The district is hosting Dr. Jo Boaler on September 29 for a parent talk on mathematical thinking. More info will come out in the Monitor.
- With lower enrollment, we have two empty classrooms this year. This allows us more space for indoor recess, and the rooms can be used for PTA meetings by request. Contact Alana in the office for assistance with the request form.
- Learning Commons - We just received shipment of furniture and learning materials ordered at the end of last school year as part of the PTA school gift of \$25,000. New items include a 3D printer and a 65" Smart TV. There are still several items to be ordered from these funds. As a reminder, our Learning Commons construction will take place Summer of 2017. This year's parent party will be the source of the majority of funds for remaining Learning Commons items needed. An estimated \$60,000-\$70,000 may need to be raised this year for the Learning Commons' furnishings. Other fundraising events might be needed to reach our goal. We will be posting pictures on the website of the items we've purchased so far. Meeting with the architects today regarding planning for upcoming construction. WJHS is having an open house for their Learning Commons on Monday, September 19 from 3-4:30 that is open to all district families. Most schools have needed their PTA to donate approximately \$90,000 towards Learning Commons furnishings and learning materials. Central School applied for a GRIPP Grant for \$14,000, and the Foundation has also given \$6,000 to all other schools, so McKenzie has that set aside to help with our costs as well.

#### President – Christi Harrison

- Volunteer Orientation - please note change to document "Committee Chair Roles and Responsibilities". (<https://docs.google.com/document/d/>

[1M7JubtWs4StZRzoJsHTprWaVkU0cyJcKWS9f6FYO\\_t8/edit#heading=h.gjdgxs](#)) Pass it along to your chairs.

- If an event needs computer or tech help for an event, email [support@wilmette39.org](mailto:support@wilmette39.org).
- Exec. Liaisons need to introduce themselves to committee heads and go over debrief, comm. strategies, etc.
- VPs please keep your Assistants in the loop (or committee chairs where appropriate). Also when VPs create a document, please share it with your assistant so they will have it for next year.
- Parliamentarian is still an open position we need to fill.
- Current voting members should keep a rough timeline to ease transition, especially end of summer/start of school year duties, cc in emails. Share docs you create with your assistant/elect so they will have them for next year.
- President's Council/Village Wide Meetings - Parents can apply for Gripp Grants

### III. Conclusion/Next Steps

- Parent Coffee will be September 20, 9:00am-9:20am in the Cafeteria
- General Board Meeting will be September 20, 9:20-10:30am in the Cafeteria
- Exec Board Meeting will be October 11, 9:15-11:15am, Purple Conference Room
- Meeting was adjourned at 11:20am

# EXHIBIT 1

Monthly Financial Report  
McKenzie PTA, Wilmette, IL  
7.1.16 to 7.31.16

**McKenzie PTA Account**

**Beginning Book Balance 7.1.16** \$ **126,408.64**

**Receipts**

GL Scrip - Charging for Cheetahs	44.50
Interest	10.57
<b>TOTAL</b>	<b>55.07</b>

**Disbursements**

**TOTAL** **0.00**

**Ending Book Balance 6.30.16** \$ **126,463.71**

**Ending Bank Balance 6.30.16** \$ **132,309.54**

**Elizabeth Jensen, Treasurer**  
**Submitted for Audit Committee:** **8.26.16**

# EXHIBIT 2

**Monthly Financial Report**  
**McKenzie PTA, Wilmette, IL**  
**8.1.16 to 8.31.16**

<b>McKenzie PTA Account</b>
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<b>Beginning Book Balance 8.1.16</b>	<b>\$ 126,463.71</b>
<b>Adjustment for voided checks from Prior period</b>	<b>\$ 3,223.51</b>
<b>Adjusted Beginning Book Balance 8.1.16</b>	<b>\$ 129,687.22</b>

**Receipts**

Ignite campaign	23,625.00
Birthday books	830.00
GL Scrip - Charging for Cheetahs	277.12
Directory - Print	545.00
PTA Membership	5,675.00
Merchandising - Spiritwear	504.00
School Supplies	2,084.34
<b>TOTAL</b>	<b>33,540.46</b>

**Disbursements**

Enrichment Grade Expenses	-480.00
Variety Show - sound and lighting	-440.00
Copying Fees	-86.69
Audit Committee Hospitality	-54.42
Bank Charge - Paypal Fees	-759.77
Teacher Appreciation Activities	-12.15
Merchandising - Spiritwear	-817.31
<b>TOTAL</b>	<b>-2,650.34</b>

<b>Ending Book Balance 8.31.16</b>	<b>160,577.34</b>
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<b>Ending Bank Balance 8.31.16</b>	<b>\$ 162,123.50</b>
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**Elizabeth Jensen, Treasurer**  
**Submitted for Audit Committee: 8/1/16**