

**McKenzie PTA, Executive Board Meeting  
October 9th  
Meeting Minutes**

**I. Welcome and Introductions – Maggie O’Brien, President**

- Call to Order/Purpose of Meeting/Agenda Review/Updates
- *Meeting Called to Order at 845am - Maggie O’Brien*
  
- Approval of Meeting Minutes: EB and GB September 2020
- *Move to approve minutes - Maggie O’Brien*
- *Christi Harrion (1st) Shauna Smith (2nd); Minutes approved by Board*

**II. Programs/Events Reports and Follow Up/Next Steps – All**

President – Maggie O’Brien – 10 minutes

- Updated Events
- **Ice Cream Social** Thank you to ice cream social committee
- **Picture Day** - Two more Volunteers Needed
  - *Date - 10/13; Rain Date 10/16*
  - *Pictures will take place during PE with PE teachers chaperoning*
  - **Virtual Book Fair** - rescheduled to be closer to holidays
  - **Parent Party** - officially cancelled
  - **Variety Show** - 110 people confirmed to participate virtually
  
- Committee Chairs/Exec. Liaisons Next Steps
  - *Maggie asks for Committee chairs to be notified of cancelled events*

Treasurer –Christi Harrison/Gretchen Cappiello – 5 minutes

- Monthly Financial Report
  - *Pencils and Gluesticks budget discussed*
  - *\$2k to teachers for stipend*
  - *\$4k from PTA*
  - *Teachers will have until April 30th to spend*
  - *Motion to approve date and money to be distributed (Christi)*
  - *Maggie O’Brien (1st), Seth Reinick (2nd)*
  - *Dana will communicate with teachers*
  
- iGNITE/Membership Status Report
- Budget Planning 2020/21 • [Changes to Budget](#)
  - *Budget committee will meet to discuss in coming weeks and present revisions to full Board*
  - *We will reassess where we are in terms of PTA donation in January and will clearly communicate what money will be used for.*

PTA 20/21 Donation–Kelly Higgins/Kate Schmidt – 5 minutes

- Update on PTA 20/21 Donation Funds and Next Steps
- *Working to establish in-person and remote learning needs*
- *Kelly and Dane to meet to discuss*

Fundraising –Mary Fratini/Megan Virtanen – 5 minutes - *no updates*

*Report given on status of contributions*

- *16k PTA donation (at same point as last year)*
- *9k teacher and staff*

Community Building –Seth Reinick/Ryann Olsen– 10 minutes

*Thank you to Green Committee/Environmental Awareness*

*Share the Feast - looking to partner with Illinois Food Bank to provide food boxes at \$16 per box*

*Toy Drive - trying to determine safest way to collect and distribute*

*School wide- Pumpkin Carving Contest will take place this year*

*Idea - November house decorating idea/scavenger hunts*

*We want to build community and be a bridge for remote learning families*

Room Parents –Brandy Todd/Leslie Hinchcliffe – 5 minutes - *no updates*

Communications –CJ Leahy/Robyn Schaefer– 5 min

- *Looking for wants to streamline communication*
- *Idea - Establish FAQ's to be posted on website*

Secretary – Allison Frazier/Amy Weir – 5 minutes - *no updates*

Webmaster –Jane Tomlinson– 5 min

- *Establish small committee to review website*

Principal's Report – Dana Nasiakos – 5 minutes

*Thank you for ice cream social*

*Continuing to create ways to build community*

*Halloween Fall photo parade announcement*

*Rolling Dismissal starts at 210pm. Was created to allow leaving at different times and limered crowding in hallways*

*Discussion about lunch - will be clarified through communication to parents*

### **III. Conclusion/Next Steps**

*Spread word about Variety Show - final day to register*

*2 more volunteers needed for picture day*

*926am - Meeting adjourned*