

McKenzie PTA Executive Board Meeting Agenda and Minutes
February 12, 2019 – immediately following General Board Meeting, Room 107

- I. Welcome – MaryAnne O’Keefe – 5 minutes
- Call to Order/Purpose of Meeting/Agenda Review
 - Approval of December 2018 and January 2019 Exec Board Meeting Minutes
Voted on and Approved
- II. Program Reports and Follow Up/Next Steps – All

President – MaryAnne O’Keefe – 5 minutes

- Mindfulness Program update
Being led by Elizabeth Hart; one session held with positive feedback from the families that are participating
- Bike Safety/Bike to Highcrest chair needed; Civics and Safety chair needed
Still need Chairs for Bike Safety and Bike to Highcrest
Mark Martello has accepted the position to Chair Civics and Safety Committee
- Funding request for STEAM materials for library
\$1000 has been requested for this year. The Executive Board decided to make for a Line item in the budget for next year, and voted to fund \$500 this school year
- Consolidation of Fine Arts closet and PTA materials requested
Discussion of how to organize the closet for efficiency and how to proceed

Treasurer – Julieta La Malfa/Vivian Underwood – 10 minutes

- Monthly Financial Report- attached
- iGNITE/Membership Status Report
Approximately 50%/grade
Stickers for Marketing have been purchased
- Budget Planning 2019/2020 - to discuss in February 2019
Committee to meet to draft a budget that will be submitted to the Executive Board for approval. Committee will be reaching out to each Committee Chair to see if all needs met for this year, and for budgetary planning for next year
- Budget – Flexible Classroom Funding available
Phase 2 in process to complete the Specials and Art Room

Secretary – Elizabeth Candido / Allison Frazier – 5 minutes

- Nominating Committee Update and Timeline
Committee met and is reaching out to potential candidates for open roles
- Posting of 2018-2019 General and Executive Agendas and Meeting Minutes to date online
All Agendas have been posted online

President-Elect – Amy Falkowski – 5 minutes

- Chair Recruitment 2019-20 Update- ongoing
- Status of Revised Job Descriptions from Exec Board- in process of being updated

iGNITE! – Laura Werling / Nathan Harada – 5 minutes

- iGNITE Update
Feedback from teachers from programs that have been completed being evaluated by the Executive Board for planning activities and leadership for upcoming school years
Discussion of a Read-A-Thon to be used for fundraising for iGNITE. Currently in need of Funds to complete some of the remaining iGNITE activities scheduled for this school year.

Fundraising – Jamie Dennis / Megan Van Buiten – 5 minutes

- Variety Show update
Changes from years past in Teachers participation in the Variety Show. Teachers will participate in a video this year that will be played at the Variety Show
Discussion of possibly raising ticket prices for the show

Room Parents - Casey Brown / Allison Allen – 5 minutes

- Recruiting new Room Parent VP for 2019-2020- this role has been filled
- St. Patrick's Day raffle status- request for donations for purchase of gift cards for the teachers. Amanda Doblin will be chairing this

Communications –Courtney Radde / Shauna Smith – 5 min

- Monitor
Currently analyzing the utilization of the weekly Monitor by parents and the information that should be included that is most useful for parents
- Jr. Great Books
Excellent participation this year. Will remain in the budget as material replacements will be necessary for upcoming years
- Streamlining A to Z communications
Meeting held to discuss functionality of the application. Three year contract signed with the company with 10% of all advertising proceeds through the application to be given back to McKenzie

Community Building - Margie Swain / Heather Metz – 5 minutes

- Open Gym Nights- scheduled for 2/11
- Fun Run scheduled for 5/16
- Cradles to Crayons initiative
Approved by email proxy by the Executive Board

Principal's Report – Rachel Filippi – 5 minutes

<https://docs.google.com/presentation/d/16jn-lQuQlDXHS5RBPA7xGWuwrejNDKAlwvjvDm-ixS24/edit?usp=s>
haring

- III. Conclusion/Next Steps:
Exec Board Meeting March 12, 2019 following Gen Board Meeting, Conference Room

McKenzie PTA
Profit and Loss
February 1-28, 2019

Beginning Book Balance 2/1/19 **123,020.45**

Total

Income

DONATION/COMMUNITY BUILDING

Pot-O-Gold 330.00

Total DONATION/COMMUNITY BUILDING \$ 330.00

FUNDRAISING

Birthday Books 20.00

iGNITE campaign 2,075.00

Variety Show

4th Grade Ads 500.00

Ad Book 875.00

DVD 450.00

Personal Ads 1,160.00

Ticket Sales 5,268.00

Tshirts 1,575.00

VS Posters 25.00

Total Variety Show \$ 9,853.00

Total FUNDRAISING \$ 11,948.00

INTEREST INC 9.67

MCKENZIE PTA MEMBERSHIP 50.00

Total Income \$ 12,337.67

Gross Profit \$ 12,337.67

Expenses

CURRICULUM ENHANCEMENTS EXPENSE

Ignite Grade Expenses 2,111.50

Total CURRICULUM ENHANCEMENTS EXPENSE \$ 2,111.50

MANAGEMENT & GENERAL EXPENSE

Accountant's Fees 213.00

Bank Charge - PayPal Fees 340.94

Total MANAGEMENT & GENERAL EXPENSE \$ 553.94

SCHOOL SERVICE EXPENSE

Staff Reimbursement 406.75

Total SCHOOL SERVICE EXPENSE \$ 406.75

Total Expenses \$ 3,072.19

Net Operating Income \$ 9,265.48

Net Income \$ 9,265.48

Ending Book Balance 12/31/2018 \$ 132,285.93

Ending Bank Balance 136,865.75

THANK YOU FOR THE TREATS IN THE STAFF ROOM!

DI- Kids were so excited!

We LOVE the bulletin board in the front lobby- such a fun display!

Kindergarten

Students have been gaining so much confidence in both their reading and writing! Students wrapped up a unit of reading with their Super Powers and can now use multiple reading strategies when they get stuck. In writing, students have been working on improving their writing for a reader. Students are working on beginning with a capital letter, adding finger spaces, and ending with punctuation.

In math, we have been learning all about 2D and 3D shapes. Students have practiced identifying shapes by counting the number of corners and sides or faces, edges and corners. Students have enjoyed many hands on projects utilizing shapes and recognizing their differences. We are anxiously awaiting the 100th day of school next week!

For Martin Luther King Jr. day, students learned through an egg experiment that although we may look different on the outside, we are all the same on the inside, and that is what matters the most.

Spanish- me gusta things- ask you kids what they like to do and don't like? soccer? gymnastics? basketball? reading? Drawing?

1st

Reading: Students are learning to become the boss of their reading. Stopping when they sees signs of trouble and using some of their decoding skills to problem solve and read the word correctly. Students are practicing asking themselves Does it make sense? Sound right? Look right?

Writing: First graders are busy writing opinion pieces and reviews.

Science: Changes of Matter: Hands on Science Lessons to explore solids, liquids, and gasses

In math students are practicing a variety of addition and subtraction strategies, solving word problems, and later in the month will begin an exploration on measurement.

Spanish- We are starting the market unit! they are SO excited to start making crafts for our big market day in april

Technology-Learning how to use the trackpad more efficiently, locating letters on the keyboard and following directions: Drawing a cute Valentine's Day animal in KidPix

2nd

Informational books

Some classes are doing learning expos

Open house

Multiplication and division

Wilmette Historical Society in June

Mad science sound

Red week

Booktalks

Spanish- we are doing a lunch unit- kids are excited to make a skit in a few weeks about things they eat at lunch

Technology- Learning about adjectives, locating letters on the keyboard, practicing capital letters and punctuation: Writing step by step directions on how to draw a Monster

3rd Grade

The third graders recently wrapped up their second science unit focusing on Astronomy. We are excited to begin our first social studies unit focusing on Exploration! We are looking forward to having Mrs. Aggens visit the third graders on Wednesday (2/13) and share information about her expeditions to the South Pole! During our reading time, the students are beginning a new unit focusing on character studies. They are also

wrapping up an informational writing unit--we have a lot of experts in the grade! The entire third grade teams wishes the PTA a very Happy Valentine's Day!

Spanish: 3rd soup skits- kids are learning lots of food to prepare to be chefs!

Technology- Learning how to create memes, use the green screen app, take videos to thank Codeverse for our field trip

4th Grade

Students are taking part in a Cardboard Challenge project where they design and build a box to receive their valentines. Boxes must incorporate at least one simple machine in their designs.

We're wrapping up our study of the car as an innovation and some classes will begin our next Science unit on Electricity.

In technology class, fourth graders are making movie trailers to advertise this year's Reading Rally books.

We'll be wrapping up our Fractions unit in math and starting a unit on decimals in the next few weeks.

Our next units in reading and writing focus on historical fiction and informational writing.

Two classes will be doing a project-based learning unit on toys. The students are learning the informational reading and writing skills from the third units within the project. So far, students have selected an iconic toy to research and have participated in several team building activities. This project will conclude with the students making a toy for an early childhood student at Romona School.

Two classes will be doing a service project to promote kindness. The students will bring in supplies for making birthday cakes and packaging them together as a birthday kit to be given out at a local food bank.

Spanish- 4th kids have been practicing and learning about the 21 spanish speaking countries- they are starting to research one country in particular this week to become and expert and teach their classmates about typical food in that country!

Technology- Finishing up their iMovie trailers, debut in auditorium the week before spring break!