

Attendees: Rachel Brown, Amy Falkowski, Melissa Fenwick, Alli Frazier, Nathan Harada, Kelly Higgins, Laura Keslosky, Denise Lam, CJ Leahy, Heather Metz, Dana Nasiakos, Maggie O'Brien, Shauna Smith, Jane Tomlinson, Megan Virtanen

**McKenzie PTA, Executive Board Meeting
November 12, 2019 – 8:45-9:45 General Board Meeting, Conference Room**

- I. Welcome – Amy Falkowski – 5 minutes
 - Approval of October Exec Board Meeting Minutes - complete
- II. Program Reports and Follow Up/Next Steps – All

President – Amy Falkowski – 10 minutes

- FAN Contribution- Budget \$250- not all schools have a liaison, not all contributing – keep at \$250.
- Conflict of Interest and Whistleblower Policies – being sent via DocuSign by Nov 15.

President-Elect – (Maggie O'Brien- in her absence: Amy Falkowski)– 5 minutes

- Exec Board Vacancies: Maggie handling Chairs, Nom Committee to seek Elect positions. Update job descriptions as needed.
Green Committee Chair: Kelly Levine is moving, need to fill the role. Gracie Atlan will step up until role is filled.

Secretary – Allison Frazier/Rachel Brown – 5 minutes

- Nominating Update – Committee formed, meetings beginning.

Treasurer – Megan Virtanen/Christi Harrison – 10 minutes.

- Monthly Financial Report – attached.
- iGNITE status – Goal of 60% participation achieved.
- Membership Status Report – 286 individual memberships out of 352 households.
- Going to digital only reimbursement process – paper form needs to be requested.

iGNITE –Nathan Harada/Kelly Higgins – 5 minutes

- iGNITE Update – End of Oct. 1st graders – trip to Botanic Garden,
- Author visit – needs transportation back to hotel. PTA will reimburse Uber expense.
- 4th Graders – North Shore Center for the Arts.
- 3rd Graders - Dec. – Ensemble Espanol
- Kindergarteners – The Grove is coming to visit.

Fundraising –Megan Van Buiten/Mary Fratini – 10 minutes

- Book Fair: \$19k in fair sales, we get 50% in scholastic dollars and get 5% boost for using all Scholastic dollars. \$10,500 in spending power. Classroom teachers received stipends. Library get \$4,445 to buy new books. Food truck did about \$1,500 in sales. Will add in extra staff and more kid-friendly food items. Discussion of bake sale for 2020 to coincide w Book Fair.
- Fall Frenzy Updates – next meeting.
- Variety Show – ad sales team in search of small businesses and corporate sponsorship.
- Parent Party Sign Up Parties/Parent Party - \$33k in gross sales.
- Read-A-Thon – Launching in January.

Room Parents –Melissa Fenwick/Brandy Todd – 5 minutes

- Teacher/staff gifts contribution – deadline coming up. Request to do one more fundraising push. Look at through A-Z to send targeted email. Will delineate by Certified vs. Non-Certified staff when looking at % breakdown. Will also look into traveling staff and how it's handled in other schools to determine amount.

- Fall Teacher/Staff Dinner – leftover for lunch from The Noodle. Cut order amount down appropriately to avoid food waste for next year. Coffee, Halloween candy, trail mix and grab-n-go items left in room for Friday.

Community Building –Heather Metz/Seth Reinick– 5 minutes

- School Play performances November 21st – two performances 5:15p, 7:30p. Spring play, Wizard of Oz to be confirmed shortly in April.
- Sharing Committee – Share the Feast and Share the Joy – November and December.
- Destination Imagination update

Communications –Shauna Smith/CJ Leahy– 5 min

- Send in communications form for all updates.
- Junior Great Books starting shortly.
- iGnight updates to begin going in Monitor.

Principal's Report – Dana Nasiakos – 5 minutes

- Thank yous for Halloween parties, Book Fair, Staff Dinner.
- Award from Carmen Buckner – Community Excellence Award.
- Working with Civics & Safety committee to reroute One Way signs to represent correct dismissal times to state 1:30-3:30p.
- Excited for Author visit.
- Cold weather procedure update – below 5 degrees (with wind chill) indoor recess.
- Indoor recess plan – students rotate through gyms. Two carts – board games, arts and crafts. Cannot currently manage sports activities in gym.
- KEEP39 Update – construction would go over into school year. Will open up our cafeteria to have two grade levels in it at a time. Will result in having both gyms open. Central doing interior construction. Harper beginning construction soon.

III. Conclusion/Next Steps

- No December General Board Meeting
- Exec Board Meeting, December 10, 2019 9:00-11:00am, Pot Luck Holiday Brunch/Meeting (offsite (children welcome) – Amy Falkowski's house, 1920B Wilmette Ave (High Point Townhomes- across Wilmette Ave from the old American Legion)