

McKenzie PTA Executive Board Meeting Agenda and Minutes
March 12, 2019 – immediately following General Board Meeting

- I. Welcome – MaryAnne O’Keefe – 5 minutes
 - Call to Order/Purpose of Meeting/Agenda Review
 - Approval of February 2019 Exec Board Meeting Minutes
February Minutes approved

- II. Program Reports and Follow Up/Next Steps – All

President – MaryAnne O’Keefe – 5 minutes

- Civics and Safety - Second and Fourth Grade programs (dates and chairs still needed)
Chairs needed for Bike Safety and Bike to Highcrest
- Status of PTA Funds Checklist for Members and Parents - 2019-2020
Initial draft circulated to the Board
- Retirement Celebrations Discussion
Decision made by the Executive Board to plan one celebration at the end of the Year for all staff and teachers that will be retiring
- Pending Status - Fine Arts closet re-organization and proposed Think Tank
Ongoing

Treasurer – Julieta La Malfa/Vivian Underwood – 10 minutes

- Monthly Financial Report and Budget/reserves status
- iGNITE/Membership Status Report
- Budget Planning 2019/2020 - to discuss Spring 2019- upcoming

Secretary – Elizabeth Candido / Allison Frazier – 5 minutes

- Nominating Committee Update and Timeline (positions still open)
Continuing to fill open positions. The committee will be meeting again

President-Elect – Amy Falkowski – 5 minutes

- Chair Recruitment 2019-20 Update
Ongoing
- Status of Revised Job Descriptions from Exec Board

iGNITE! – Laura Werling / Nathan Harada – 5 minutes

- iGNITE Update (First Grade update)
Was agreed upon by all that iGNITE activities for upcoming years will be revised for First Grade

Fundraising – Jamie Dennis / Megan Van Buiten – 5 minutes

- Fundraising Update (Variety Show)
Updates from Variety Show at the April meeting

Room Parents - Casey Brown / Allison Allen – 5 minutes

- Staff Appreciation Update (Pot o’ Gold Success)
All teachers received a gift certificate from the Pot O’ Gold and was well received
Spring Conference dinners for teachers and Teacher Appreciation upcoming

Communications – Courtney Radde / Shauna Smith – 5 min

- Yearbook/Monitor

Community Building - Margie Swain / Heather Metz – 5 minutes

- Cradles to Crayons
- GOTR
- Fourth Grade Farewell

Parliamentarian - Laura Keslosky - 5 minutes

Webmaster – Denise Lam – 5 minutes

Principal's Report – Rachel Filippi – 5 minutes

- Flexible Classroom Initiative - next steps
Items to be replaced, as necessary
- Indoor Recess
Discussion of ideas for students when it is necessary for Indoor Recess
Rachel will be tasking the Student Council for ideas and solutions

III. Conclusion/Next Steps:
Exec Board Meeting April 9, 2019 following Gen Board Meeting, Conference Room

In Attendance:

MaryAnne O'Keefe
Alli Frazier
Casey Brown
Elizabeth Candido
Nathan Harada
Heather Metz
Amy Falkowski
Rachel Filippi