

**PTA Meeting:General Membership**  
**September 11th, 2018**  
**Commons room**  
**7:00 PM**

**I.7:07pm- Meeting called to order by Jill Stark**  
**Welcomes everyone to first PTA meeting of the year.**  
**Asks Principal Fabrizio to lead us in pledge of allegiance**

**Introductions given by executive board members**

**II. Approval of Minutes**

**Secretary:** Samantha Sheehan

-Correspondence- We received two thank you notes from Christina Dastice for the staff lunch during institute day and Gail Komarek for lunch on the first day back for teachers.

-Jill Stark motioned to approve April, May and August 2018 minutes; motioned to approve by PTA member #1. Seconded by Maureen Stukenberg

**III. Reports of Officers**

**Treasurer:** Sarah Anderson

-Sarah Anderson asks for motion to approve the treasure report for May, June, July and August. Heather Lepold moved to approve, PTA member #2 seconds.

-Presentation of the audit report.

-Thanks 3 individuals who volunteered to be on the Audit Committee to do the Audit Report (Carolyn Ullegue, Fabi Delgado, and Heather Lepold).

-Windsor PTA Audit Report dated July 31, 2018, the balance on hand as of June 30, 2018 was \$15,326.17. There were no deposits in transit. There was a total of \$4535.06 in checks in transit, making the ending balance in the checkbook as of June 30, 2018 at \$10,791.12

-Sarah Anderson moves the Audit Report date July 31, 2018 be accepted

-Angie Hamada seconds.

-Motion carries to accept the audit report.

**President Report:** Jill Stark

-Reads Statement about goals for the 2018/19 school focusing on restoring and encouraging harmony and inclusion.

**Treasurer:** Sarah Anderson

-2018/19 Proposed Budget

-Sarah Anderson: In our Proposed Budget, the Windsor PTA will have an income of \$16,342 primarily driven by Fall Harvest, Spirit Wear, Run-A-Palooza and the Book Fair. In the Proposed Budget, the PTA has expenses of the same amount (\$16,342) which will fund such activities as Cultural Arts Events, the Back to School Social, Birthday Books, Fifth Grade Committee events, Family Fun Night, and the Windsor Dance night.

-Sarah Anderson moves that the Proposed Windsor PTA Budget for the 2018-2019 year be adopted.

-Julie Unger Seconds this motion

Approval for budget carries

-Excess Funds: There are no excess funds

-Reimbursement Process - Complete Form and turn in within 30 Days of event. Please allow 1 week for reimbursement.

**President Report:** Heather Lepold

-PTA Meeting Schedule for 2018/19

- o 2nd Tue of the month except for Jan (3rd Tue)
- o **Our Next Meeting... Tues, Oct 9 @ 7pm**
- o Nov 13 @ 9:10am, Dec 11 @ 9:10am, Jan 15 @ 7pm, Feb 12 @ 9:10am, Mar 12 @ 7pm, Apr 9 @ 9:10am, May 14 @ 7pm

**President:** Jill Stark

-Discusses updates to Illinois PTA Requirements/Remedies (see handout)

**STATE OF IL PTA REMEDIES:**

1. All Board & Committee Chairs to Sign Ethical Conduct Agreement. All board and committee chairs need to sign an Ethical Conduct Agreement and turn in by August 15th.
2. All Board & Committee Chairs to Take Cultural Competency & Ethical Leadership Online trainings. All board and committee chairs must complete the National PTA online training courses for Cultural Competency and Ethical Leadership. They must turn in certificates of completion to Jill Stark and Heather Lepold by August 15th. They in turn to Region Director Jen Ratkovich by August 17th.
3. Create Social Media Policy for Windsor PTA. A Social Media Policy must be created by November 1st. Jill Stark and Heather Lepold to work with the Executive Committee to create and submit a rough draft to Jen Ratkovich by October 1st for her review and cc to Principal Fabrizio for review as well. Pick one person to review all FB, website posts and email blasts before they are published.
4. All communications from Board & Committee Chairs need to CC their Region Director Jen Ratkovich ([jratkovich@ilpta-d37.org](mailto:jratkovich@ilpta-d37.org)). These will be placed in a file and only used if an issue arises.
5. All Board members need to complete their training by September. Please recommend that all committee chairs take the PTA 101 course.
6. Complete the National PTA School of Excellence Program.

-School of excellence committee will provide more details on the School of Excellence program.

-Heather Lepold gives update regarding procedure guide stating it will be updated this year 2018; will include steps in delivering new programs/ fundraisers from new ideas, what it means to have plans of work, and approvals that are required, and the vote what we need to follow for delivering a new program into our PTA.

-Flyers and forms- Send to president and president elect 4 weeks prior to event. Always copy your VP, President, President Elect and Jennifer Ratkovich

**Principal's Report**

-Shelley Fabrizio reminds everyone to get the flyers in as quickly as possible.

-Thanks PTA for the first day back teachers lunch.

-Thanks PTA board for working hard behind the scenes.

-Updates around school: We are done with AIMSWEB, and we are in the process of doing MAP test for some students, Fountas and Pinnell Benchmarking Assessments for grades 1-5 and ESGI for Kinder.

-I have been in classrooms reading books about Growth Mindset as this is one of our SIP goals.

-Thanks Amy Harder for being at the meeting to translate for our Spanish speaking families and Gail Komarek who will be the PTA staff rep.

- Blog focusing on growth mind-set will be written/sent once a month.

-Mindfulness Mondays starts in October which focuses on breathing and listening.

**Committee Chair Reports****Membership:** Kristin Keil

-292 PTA members, including Windsor staff and teachers

-New page on Windsor PTA page which allows you to electronically join the PTA

-Memberships are \$12, and this allows for 1 Windsor PTA card and vote, and two directory spot logins.

-Kristen Keil will be in contact with those affected by the system glitch regarding family and individual memberships

**Legislation/School Board:** Kristin Keil

- Next school board meeting 9/20 @Westgate 7:30 PM. Final budget adoption will take place during this meeting.

-New elementary school report card meetings: 9/13 @ South Middle School, 9/18 Thomas Middle School  
-3 board meetings over the summer. One highlight included a new board member being sworn in (Scott Filipek), Patton Elem. Father and Mount Prospect police officer.

-If you cannot attend board meetings, our district communications coordinator Adam Harris sends out a board buzz PDF highlighting the main agenda items a few days after the meeting. Any questions about the school board, please go to [SD25.0rg](http://SD25.0rg) or talk to Kristin Keil

**ABC25 Foundation:** Ann Poyer/ Elyse Coval - video presentation

- Elyse Coval (Windsor Liaison for ABC25 foundation) discussed what ABC25 is and the intended purpose.
- ABC25.org to register as a member, make donations or to find additional information
- Just Move It challenge (5K and 1 mile fun run) is scheduled for April 13, 2019.
- Presented a video of children in the classroom using items purchased with funds from ABC25.
- Please feel free to reach out to Elyse Coval or Ann Poyer with additional questions

**Completed Events/Programs (update required):**

**Teacher/Staff Luncheon (Hospitality):** Dana Riedel, Denise Galanis, Sarah Anderson - 8/16

- Sarah Anderson provided feedback stating it went great and thanking those who volunteered and brought items.

**School Supplies:** Courtney Childs & Casey Deja - 8/16

- Courtney Childs stated everything went smooth this year. We will continue w/ this vendor for next year as well.

**Back to School Social:** Erin Miller, Maureen Stukenberg, Sara Beyna - 8/20

- Maureen Stukenberg provided update that despite the rain and power outage, it was a success.

**Spirit Wear:** Kelly Stevens & Krista Warnstedt - ended 9/4

- Kristine Gruzewski stated the spirit wear should be delivered to school next week.

**Volunteer Coordinator:** Kristine Gruzewski - forms due 8/31

- Kristine Gruzewski stated she received a ton of volunteer forms which is wonderful. We have a lot of volunteers this year. There is an online form if you did not get a chance to fill one out, or if you need to turn the form late.

**In Progress or Soon to be Delivered (update required):**

**2018/19 IL State Remedies:** Heather Lepold & Jill Stark

- On the agenda you can find Jen Ratkovich's email to CC on all emails. Always copy Jen Ratkovich with any PTA related emails/correspondence.

- Date of PTA 101 training will be 9/25.

**Calendar:** Heather Lepold

- Heather Lepold presented new 2018/19 Quick Reference Windsor PTA calendar.

**Room Reps:** Elyse Coval & Sarah Anderson

- Everything is going great. All individuals who have been assigned to be a room rep have been notified via email. We are in the process of getting confirmation back from those individuals confirming if they will accept the position or not. In the next day or two a mass email will go out with instructions, roles and responsibilities, and resources available to them.

**LMC Volunteer Coordinator:** Jennifer Black-Foltin

- Sign up genius will be going out tomorrow (9/12)

**Directory Spot:** Ann Williams, John Prejzner, Radhika Yechangunja - Targeting delivery of 2018/19 app data for the end of the week of 9/17. Directory Spot is an online student directory tool that is a great resource.

- Available to members of the Windsor PTA only. This is app is a great resource where you can find class lists, parent emails, home addresses, teachers and staff emails.

**Portillo's Restaurant Night:** Kristin Keil & Gina Tourtelot - 9/13 - Portillo's on Dundee Rd in Arlington Heights.

**Fall Harvest:** Ed Gadberry & Becky Polley - Sale Ends 9/17, Pick-up 9/27

**Green Team:** Samantha Sheehan & Gina Tourtelot - first meeting of the year is 9/17.

**School of Excellence:** Susan Dawson & Heidi Walczak - surveys due 9/21

- One our our requirements handed down from the IL PTA. A survey will be going out soon, and is available on the website in english and spanish. This is a survey to the school regarding your feelings about how the school is run and different aspects of the school. It is really important we get as many responses as possible so please fill this out. After responses have been received, the committee will determine one area to focus on. Objectives and goals will be determined for the year based on the focus area, and then implemented. An end of the year survey will be sent out and if our results went up, we could potentially be listed as a school of excellence.

**Chess Club:** Katy Wendt & Cristina Small - Session I starts 9/21

- First meeting is 9/21. An email will be going out for an invitation for volunteers to join once a list of participants is received.

**Student Pictures:** Laura Palm - 9/25 (retakes 11/6)

- This year a flier was sent home, but it is recommended that you order them online. A link and code will be posted on the PTA website.

**5<sup>th</sup> Grade Committee:** Cristina Small, Ann Williams, Jenny Heber - 10/10 (Camp Duncan)

-Things are going well. They are all set for Camp Duncan. 83 kids going, 10 will be staff. We are looking for a Middle School Liason to attend South MS PTA meetings and report back to Windsor. More information and planning will happen later in the year.

**Kindergarten Activity Night:** Casey Deja - 10/23

-Tuesday, October 23rd.

**Runapalooza:** Sarah Anderson & Lauren Stump - 10/25

-This year it has been moved to the fall. Everyone who participates will receive a medal. Additional changes include a couple of different start times (k-2 starting line and 3-5 starting line) and a modified race lane for students who might prefer that, and possibly the option to run with an adult. Information should be coming out in the next couple of weeks.

**PTA Reflections:** Lisa Soro & Heather Lepold - Projects due 10/26

-The theme this year is 'heroes around me'. More information will be posted on the website and sent out via email.

**Veterans Breakfast:** Katy Wendt, Jen Anderson, Ann Poyer - 11/8

-Plans have started and a flier will be created this week and sent to Mrs. Fabrizio.

**Student Variety Show:** OPEN - 12/10 (need committee chairs by Oct 1st!)

-This committee (for 4th and 5th graders) is in risk of not happening. We need to secure 3 committee chairs by October 1st

**Other programs in need of chairs include:** jumpathon (Spring time), family fun night (needs a thorough plan of work

**Cultural Arts:** Erin Blackburn

-Will not be until later this year. Erin is working to secure a motivational speaker. Theme will be ability and awareness. There will be a k-2 session, and 3-5.

#### **Happening Later in the Year (NO update required at this time):**

**1<sup>st</sup> Grade Activity Night:** Kathy Dieringer - 11/15

**Wildcat Dance Party w/ Sensory Time:** Kathy Dieringer - 1/25

**Junior Great Books:** Jenn Licato & Leah Ross - starts 1/28

**Nominating Committee:** Carrie Conley - Feb 2019

**Book Fair:** Julianna Cucci & Jacqueline Raitano - 2/20

**Science & Engineering Fair:** Kevin Ford, Jon Hendrickson & John Hamada - 2/20

**AH Council Scholarships:** Angie Hamada & Jacqueline Raitano - Feb 2019

**Jumpathon:** OPEN - TBD March (need committee chairs by Dec)

**JMI Fun Run (ABC25):** Daniella Griffiths - 4/13

**Free Fun Event on No School Day:** Kathy Dieringer - 4/22

**Teacher Appreciation Week:** Danielle Rubel, Becky Polley & Tammy Peon - week of 5/6

**World of Work:** Ann Williams & Ed Gadberry - 5/22

**Family Fun Night/Multicultural Night:** OPEN, WIP need to finalize plan of work & committee chairs

**Yearbook:** Suzanne Grund, Bretta Hammerstrom, Robyn Russo, Becky Polley, & Laura Palm

#### **VI. Unfinished Business**

#### **VII. New Business**

#### **VIII. Announcements**

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Jan 15, 7pm

Feb 12, 9:10am

Mar 12, 7pm

Apr 9, 9:10am

May 14 7pm

**8:18pm meeting adjourned**

**Respectfully submitted by Samantha Sheehan**