

PTA Meeting:General Membership

October 9th, 2018

LMC

7:00 PM

I. 7:01pm- Meeting called to order by Jill Stark

-Pledge of allegiance lead by Mrs. Anastacio

II. Approval of Minutes

Secretary: Samantha Sheehan

-Correspondence- No correspondence at this time

- Samantha Sheehan motions to approve September minutes; seconded by Kristen Keil.

III. Reports of Officers

Treasurer: Sarah Anderson

-In beginning of September balance was \$13, 696.49

-Total receipts were \$7,500.47

-Checks payable totaled to \$10,637.98 which included things such as directory spot, fall harvest, and membership dues.

-Balance on hand is \$10, 558.98

-Sarah Andersen moves to approve treasurer report. Seconded by Kristen Keil.

1st VP/Means & Ways: Kristine Gruzewski

-Procedure Guide to be updated this year; to include details on social media approvals & the pathway a new idea should take - including required approvals - to become a PTA program/event.)

2nd VP/Student Programs - Lauren Stump

-No Update at this time

President Report: Jill Stark & Heather Lepold

IL PTA 2018/19 Remedies/Requirements (per May 7th letter):

#1 COMPLETE - Ethical Conduct (all board and committee chairs to sign agreement by 8.15.18)

#2 COMPLETE - Cultural Competency & Ethical Leadership training (all board and committee chairs to complete online training by 8.17.18)

#3 WIP - Social Media Policy(submit rough draft by 10/1, final draft due by 11/1)

#4 WIP - cc: Jen Ratkovich (jratkovich@ilpta-37.org) (thank you to all for continuing to do this throughout our school year!)

#5 COMPLETE - PTA 101 training (all board to complete PTA 101 course by Sept)

#6 WIP - School of Excellence (complete SOE program)

AH Council Update: Mary DeMaria serving as President, we are still searching for a President Elect for this year. Looking for four (4) chairs total; two (2) for Scholarship Application/Event and two (2) for Fundraising.

NWC Region/District 37 Update: NWCR/D37 Annual Meeting/Dinner on 10/15 (Cotillion in Palatine)

President-Elect: Heather Leopold:

Committee Chairs Still Needed:

-Jump-a-thon (1st & 2nd chair), Sarah Andersen has started plan of work.

-Marquee (2nd chair needed)

-Book Fair (3rd chair to learn the ropes)

-1st Grade Activity Night (3rd chair)

-Middle School Liaison (1st chair)

-Publicity (1st chair), WordPress Advisor/Guru (1st chair)

-4th & 5th Grade Variety Show: Not enough volunteer support this year; will revisit for next school year.

Principal's Report - Shelley Fabrizio & Lindsay Anastacio (Assistant Principal to give report)

-Data day was Friday, October 8:26 seconds

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... Tuesday November 13th, 9:10am**
- o 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). 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.Org 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.

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

-(Laura Palm and Jessica Ford): Picture Day went very smoothly! Laura had organized it very well, and the photographers were efficient and friendly. All our volunteers showed up and helped out, though next year we probably don't need an "Assemble Proofs" volunteer. But the Runners did a great job of getting classes to the gym on time, other volunteers stood near the lines and helped with hair and last-minute grooming. As far as I know, all Buddies made it into main classroom pictures. And the group photographer even took some of the Communications /Foundations class pictures in their rooms, by teacher request, though she warned that the lighting won't be quite as good.

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

-Pop up shop revenue \$1,064.00

-Total revenue \$6,679.89

-Paypal fees (\$208.86)

-Tom's Invoice (\$3,296.25)

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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.

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.

5th 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):

1st 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

-Our Next Meeting... Tues, Oct 9 @ 7pm

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

8:18pm meeting adjourned

Respectfully submitted by Samantha Sheehan