

El Sierra PTA Meeting Agenda 2025-2026 School year
10/28/25 at 6:45 PM @ the El Sierra Library

1. Welcome

a. Mission Statement

- The El Sierra PTA (Parent Teacher Association) is a partnership between the families and El Sierra staff. Our mission is to work together to provide quality programs, including both educational and social activities, to help enrich our students' experiences at El Sierra.

b. Norms

- Honor the agenda and time limits.
- Treat one another with dignity and respect.
- Make sure everyone's voice is heard.
- Celebrate accomplishments and each other.

c. Attendance

- Alysa Koczek, Meghan Litko, Brienne Harris, Alison Cagle, Jason Lynde, Maura Hesness, Liz Shields, Annie Ernst, Andrea Ford, Emma Cecchin, Rachel Blume, Laura Curry, Christina Radun, Catharine Kafka, Erika Robeck, Alicia Holmes, Elena DiVenti, Kaitlyn Schubert, Michael Monte, MJ Kowert, Gina Swabowski

2. Principal Report

- a. Making sure families are aware of safety via parentsquare but also PTA agendas. It's important. He is on the safety team of administrators for the district. You can never be complacent with safety. Things that were safe 10 years ago are no longer that way. When you know better, we do better.
- b. Partnerships work with local law enforcement, fire department and other local public facilities to keep our school safe. They're here within a couple of minutes.
 - 3 Fire drills (1 with DGFD)
 - 1 Active threat (1 with DGFD)
 - 1 Severe weather (in Spring)
 - 1 Bus evacuation (in Fall)
- c. Without walls, we are able to utilize all our exterior doors when we need to evacuate, and it's done in under 30 seconds.
- d. One thing across the district, what if there's a gas leak and we all return it's after school hours. We are working on this reunification plan. The front of the school would have to turn into a one-way street. We will communicate once this is in place.
- e. What do I say to my children if they're nervous? Be honest. We practice these things in case we're in these situations we know what to do. There are resources in the school for help.
- f. Partnerships with families: Parents will be notified when drills are occurring as well as when our protocols are activated, regardless of the reason, when a schedule disruption or other unusual event has occurred. While we aim to communicate ahead of our students returning home, and are usually successful, please know the timing of the event may prevent us from doing so. Sometimes it must be vague to protect privacy. Timing is also a factor.
 - Please make sure we have 2 current emergency contacts for your child. This would be the only other contact we could reach out to. You can call the office to add or amend these emergency contacts

- g. Parent Square: Emergency alerts will automatically be sent to all parents/guardians and emergency contacts via ParentSquare, the district's new communications platform.
- Alerts are sent by email, text and robocall.
 - You do not need to opt-in or opt-out.
 - Next year, teachers will use more (Seesaw will also be used).
 - School procedures: Visiting the building, each person asked their purpose and buzzed in, if building access is warranted. Be ready to present your ID to be scanned (Raptor System), typically once a year and then you're in the system. Visitors receive yellow lanyards, orange is used by buildings and grounds, and green is staff.
 - Mr. Lynde will check with Sarah about the people scanning in/coming to Halloween parties.
- h. Safety enhancements: Brand new doors at outside entrances, gym doors, and front door/vestibule. We are currently so vigilant for safety for the kids. Every single door is locked, checked, and repaired constantly.
- Never open the door for anyone, even people you might know.
 - Cameras? Not currently on the referendum, but the public is very vocal that we need it. Mr. Lynde believes they will be available in the future at ES. Cameras are often used to monitor vandalism. Dr. Russell is very adamant that all the schools are on the same platforms.
 - Secure vestibules will feature a window for Sarah/Beth and people will be buzzed into the actual school building. They will move the door for the art/music room around to the inside.
 - Safe2Help, ALICE (alert, lockdown, inform, counter, evacuate) and "If you hear something say something" are some tools we use to keep everyone safe. (preparedness is power!) We investigate every threat, every time. Even if things are said jokingly, we take it all seriously.
- i. The biggest thing is just to keep our kids safe. Ways you can support
- Refrain from calling/texting your kids —, we want them to focus on their teacher.
 - Do not rush to the school — we need to leave roadways for emergency response.
 - Confirm your emergency contacts — to ensure we can reach you.
 - Reassure children that the adults are there to help them stay safe.
 - Validate feelings
 - Make time to talk on their level.
 - Correct misinformation
 - Maintain the normal routine.
- j. Who's in charge of school safety at our school? It's Mr. Lynde, all the teachers, all the students, all the families. It's all of us!
- k. Reach out to Mr. Lynde with any questions or concerns.
- l. Thank you to the PTA for Freaky Friday, it was the best we've had! Thank you also for the conference food.
- m. Questions for Mr. Lynde
- ICE presence: No one would take a student without us knowing. We are demanding paperwork from anyone, calling the police, etc.
 - Halloween costumes: Most kids are wearing their costumes to school, but it will depend on the costume if they need to change.

3. Teacher Talk

a. Mrs. Dupass (reading specialist)

- Thank you for the parent-teacher conference food!
- Family reading night: Nov. 13, 6:30-7:30p "Roll out the red carpet" – Movie theme! We will be performing skits, kids can write their own storyboards, create a craft, read books with families in the LRC, photo opp in the gym, "candy" creation competition (grade levels create their own candy bar and then the kids can vote on the best created). Thank you for funding it, PTA! Lots of staff members will be staffing, please tell the kids to come! Last year there were 150 kids (biggest ever)!
- Question on a book swap: Can be hard with wrong age ranges or a really, really used book (pages ripped out, kids left sad, etc.) and lead to a surplus of books. It's a lot to manage, and challenging. Perhaps a parent could oversee it?

4. Officer Reports

a. President (Brienne Harris)

- 2025/26 PTA Meeting Dates (6:45PM): 3rd Tuesday of the month
 - 11/18, 12/16, 2/17, 3/17, 4/21, 5/19
 - Executive Meeting January 2026 (no regular meeting)
- Maura Hesness has stepped up to be the El Sierra PTA President next school year, 2026-27!
- The School Directory was sent out last week. Congratulations to the cover art winners!! - Henry Carlson & Penny Blume
 - Thank You Directory Chair Alison Cagle!!!

b. Treasurer Report (Alison Cagle)

- Bank Balances as of 10/27/25
 - Checking → \$4,661.80 (does not include Get Movin' check \$16.5K)
 - Savings → \$18,444.67
- Monthly Bank Reconciliation Report (**see last page of minutes**)
- Savings has overage of \$13,500 (from 2024/2025 school year) that needs to be earmarked
 - *Come with ideas October PTA Meeting; will vote November PTA Meeting*
 - Distribution of funds depends on how many ideas are brought forth
 - Why can't we spread our excess funds over the current budget? We need to spend the same amount of money per year as we raise. The \$13,000 is excess from 2024-2025

c. 1st VP Family Programing (Alicia Holmes & Elena DiVenti)

- Freaky Friday was AWESOME!! 🎃👻🧛
 - Thank You Volunteers! Thank you Annie (shadow)!
- Breakfast with Santa - Dec 6th, 9-11am
 - Donuts, photos with Santa, crafts
 - Use ParentSquare for RSVP
 - Return of Buddy the Elf for the gift card event!
- Bowling/Pool Party/? TBD in spring (April 19)

d. 2nd VP Fundraising (Leticia Porter & Gina Swabowski)

- Fall Fundraiser (Fall Into Fun) was a HUGE Success!! - \$16,310 Net after expenses
 - We still have some employee matches coming in

- Thank You Volunteers!
- Next year we will go back to by grade
- Downtown DG Girls Night 🎁
 - We WON!!
- Spring Adult Fundraiser SAVE THE DATE: March 7, 2026 @ The MOOSE
 - Dueling 🎹🎹Pianos!
 - Send Gina/Leticia ideas

e. 3rd VP Membership (Sharyn Mihalik)

- 163 current members (more than 17% than last year and perhaps the most ever!)
- If you have not yet registered, please go to the website. You can also donate to the PTA through the site too. <https://elsierraschool.givebacks.com/>

5. Additional Topics from Committee Chairs

- a. Year book order by Oct. 31 for 10% off (\$25.37 regular price)
 - Last day to order is April 7.
- b. Fun Lunch Dates (all Fridays):
 - November 21, we usually skip December, January 23, February 20, March 27, April 24, May 22, Field Day TBD
 - Interested in shadowing? Rachel will be here next year, but someone will take over 2027-2028.
 - Jan-March sign up coming in December via MemberHub.
- c. Restaurant Night Fundraising Dates- a portion of sales goes to our PTA, information will be in newsletter:
 - September: Cozzi corner (earned \$200)
 - Oct. (10/13): 3 Corners Grill and Tap (earned \$354.55)
 - Nov. (11/6): Gia Mia
 - Dec. (12/16): Panera (4-8pm)
 - Jan. - May TBD
 - Rethinking McTeacher night this year. Talked to 3 Corners about hosting a special fundraiser. Ideas include: having teachers act as hostess and greet El Sierra families, have El Sierra families sit in the back party room and have teachers bring the food to the table, have the tables in the back decorated and have special "prizes" (el Sierra stickers or coloring sheets for kids to color). The manager is going to think on ideas and get back to me.
 - Perhaps do a regular fundraiser for McDonalds instead of McTeacher Night?
 - Do-Rite Doughnuts 🍩 again the morning after our Adult fundraiser 🎹
- d. Author Fest
 - April 22 - 24, 2026
 - Authors confirmed: Maddie Frost, Dev Petty, Matthew Eicheldinger
 - Author Fest is for grades 1, 3, & 5
- e. Assembly:
 - Wheel of Wisdom 2/24/26 at 1:30pm
- f. International Night Date- May 12
 - Families volunteer to represent a country (whether they have origin with that country or not)
 - Often bring a trifold board with info or photos to tell about their country
 - Provide a snack from that country
- g. Field day Date - 6/3

- Rain Date?
- h. 5th/6th grades Updates
 - Medieval Times- only for 6th grade
 - Need a separate but equal idea for outgoing 5th grade class this year
 - Still working on this
 - Breakfast Party
 - Volleyball 🏐 vs. Teachers
 - Outdoor Ed for 5th grade in October; Outdoor Ed for 6th grade in May
- i. Ice Cream 🍦 Social
 - 2026 Date: September 1
- j. Parent Teacher Conferences / Teacher Appreciation (Casey Betourney, Jen Abraham, Jen Hamilton with Shadow: MJ Kowert)
 - We were able to provide dinner on Tuesday and Thursday for PTCs
 - Thank you Rachel for donating the salads! Thank you to all who signed up / donated items to round out meals
 - Provided sandwiches and taco bar for teacher dinner
 - Total spent: ~\$301
- k. Reading games - Nov. 14 is the last day to sign up
 - Sign up is happening now for 3rd-6th grade students
 - Set up teams of 6-8 with a parent coach
 - Look for more info in Mr. Lynde's Friday email

6. Old Business

- a. Need to spend \$13,000 in excess funds from last school year
 - Ideas for these funds include:
 - Jen Abraham: 2 additional trees
 - Gina Swabowski: Mascot costume (Bobby the Bobcat)
 - Brienne Harris: more Long tables
 - Mary Ellen Walker:
 - Reptile Assembly (\$425 ea.)
 - Airpod Pro 3 (\$249 ea.)
 - Additional Bike Rack (\$1K)
 - i. Mr. Lynde will see if we can recycle one from another school
 - One Book One School Program
 - i. Mr. Lynde will look into if we may be able to rotate from another school; perhaps more research needs to happen
 - Afterschool event on bike safety for kids
 - Sun structure
 - Bobcat badge keychains
 - Field trips for K-2nd (or bring in someone for a come-to-our-school event)
 - Partitions for the classrooms or hallways
 - Bigger ice cream social event
 - More library books
 - Forming a committee to research ideas was suggested. *Per the El Sierra PTA Bylaws, only the Executive Board (all PTA positions that are voted into place) can decide to form new committees. They are currently discussing the next steps.
- b. PTA Storage
 - Freezer - it's been unplugged, but we have the space to keep it

- Thank you to our new Custodian, Dan!! 🙌 He's been working hard to clean out El Sierra and make room for our PTA storage
- c. Need a person per grade level to help take photos for the yearbook
 - Room parents, please take pics!
- d. Halloween costume drive among our families (Christina Radun will help collect)
 - Donate costumes, give away to students (for next year). Costume swap open to any and all students
 - Add in donations of El Sierra merchandise that families want to donate

7. New Business

- a. Teacher Grant Approval: Jason Lynde - Blue Tooth Speakers ~\$250
 - Motion to approve Maura Hesness, seconded by MJ Kowert. Passed unanimously!
- b. Proposal for Incoming K PTA sponsored playdates (Annie Ernst)
- c. Request to increase Parent Teacher Conference / Teacher Appreciation Budget for 25/26 School Year (MJ Kowert)
- d. Ronald McDonald House pop-top donations (Andrea Ford)

8. Adjourn 9:25 pm

El Sierra PTA
9/30/25
Treasurer's Report

Balance per Bank as of August 30, 2025 **\$8,346.79**

Receipts:

9/5/2025	Givebacks Payout	\$743.81
9/8/2025	Transfer from Savings - Earmark #2 Soccer Rebounder	\$77.52
9/12/2025	Givebacks Payout	\$1,426.77
9/19/2025	Givebacks Payout	\$304.84
9/26/2025	Givebacks Payout	\$124.93
9/29/2025	Transfer from Savings - Earmark #3 5th Grade T-shirts	\$637.00

Total Receipts	\$3,314.87
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Expenses:

9/2/2025	Bank Fees	\$13.00
9/3/25	Givebacks Payment (Membership Dues)	\$254.00
9/5/25	Check 4030 - Alison Cagle (State Tax Payment)	\$85.00
9/10/25	Check 4031 - Kodiak Contractors (DJ for Ice Cream Social)	\$500.00
9/11/25	Check 4027 - Alicia Holmes (Freaky Friday)	\$20.00
9/11/25	Check 4029 - Alicia Holmes (Freaky Friday)	\$24.84
9/17/25	Check 4033 - Jason Lynde (Plinko Game)	\$139.06
9/17/25	Check 4034 - Jason Lynde (Soccer Rebounder)	\$77.52
9/19/25	Check 4036 - Brienne Harris (Ice Cream for Ice Cream Social)	\$491.40
9/22/25	Check 4035 - Amanda Zimolzak (Teacher Supplies)	\$50.00
9/22/25	Check 4038 - Ana Guihan (Teacher Supplies)	\$50.00
9/24/25	Check 4032 - Maximum Printing & Graphics (Yard Signs)	\$614.00
9/24/25	Check 4037 - Julie Iaquinto (Teacher Supplies)	\$50.00
9/25/25	Check 4045 - Rachel Blume (Fun Lunch)	\$50.37
9/29/25	Givebacks Payment (Membership Dues)	\$692.00
9/29/25	Check 4044 - Cozzi Corner (Fun Lunch)	\$814.00

Total Expenses	\$3,925.19
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Adjusted Balance @ 9/30/25	\$7,736.47
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Our balance	\$3,705.65
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Difference	\$4,030.82
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Check 4039 - Wheel of Wisdom Assembly	\$895.00
Check 4040 - Secretary of State	\$10.00
Check 4041 - Jessica Sima Teacher Grant	\$119.99
Check 4042 - Downers Grove Area Council of PTA's	\$100.00
Check 4043 - Gianna Smith Teacher Grant	\$137.88
Check 4046 - Leticia Porter Fall Fest	\$325.00
Check 4047 - Jennifer Abraham Teacher Grant	\$129.50
Check 4048 - Holy Cow Sports	\$637.00
Check 4049 - Chicago Moonwalks	\$1,676.45

Total Uncashed Checks	\$4,030.82
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Bank Balance + Uncashed Checks	\$7,736.47
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Balance per Bank as of September 30, 2025 **\$7,736.47**

El Sierra PTA 2025-2026 Budget Proposal				
		BUDGET		
Category	Line Item	Expenses	Revenue	Income
-	Start Up Balance Previous Year		\$8,000.00	\$ 8,000
Graduating Class	6th Grade Send Off Celebration	\$650.00	\$0.00	\$ (650)
Graduating Class	6th Grade T-Shirts	\$500.00	\$0.00	\$ (500)
Administrative	Bank/System Fees	\$175.00	\$0.00	\$ (175)
Administrative	Insurance	\$160.00	\$0	\$ (160)
Administrative	Legal/Accounting/Legislation	\$150.00	\$0.00	\$ (150)
Administrative	Membership	\$1,200.00	\$2,500.00	\$ 1,300
Administrative	Office Supplies	\$75.00	\$0.00	\$ (75)
Administrative	Sunshine Fund	\$150.00	\$0.00	\$ (150)
Family Fun	Family Connection	\$600.00	\$0.00	\$ (600)
Family Fun	Freaky Friday Halloween Party	\$1,750.00	\$0.00	\$ (1,750)
Family Fun	Ice Cream Social	\$1,200.00	\$0.00	\$ (1,200)
Family Fun	International Night	\$500.00	\$0.00	\$ (500)
Family Fun	Math Night	\$500.00	\$0.00	\$ (500)
Family Fun	Reading Night	\$500.00	\$0.00	\$ (500)
Family Fun	Spring Family Event (ie. Bowling)	\$1,200.00	\$0.00	\$ (1,200)
Family Fun	Winter Holiday Party (Breakfast with Santa)	\$1,500.00	\$0.00	\$ (1,500)
Field Trips	Chicago History Museum Field Trip (3rd Grade)	\$650.00	\$0.00	\$ (650)
Field Trips	Graduating Class Field Trip (ie. Medieval Times)	\$2,000.00	\$0.00	\$ (2,000)
Field Trips	Naperville Settlement (4th Grade)	\$850.00	\$0.00	\$ (850)
Field Trips	Student Clubs EOY Bowling Party (4th, 5th & 6th)	\$1,000.00	\$0.00	\$ (1,000)
Field Trips	Wendela Boat Trip (3rd Grade)	\$1,500.00	\$0.00	\$ (1,500)
Fundraising	Big Fall Fundraiser	\$2,000.00	\$19,200.00	\$ 17,200
Fundraising	Big Spring Fundraiser	\$5,000.00	\$23,285.00	\$ 18,285
Fundraising	Downtown DG Girls' Night Out	\$0.00	\$150.00	\$ 150
Fundraising	Restaurant Nights	\$0.00	\$2,800.00	\$ 2,800
Fundraising	Pickleball Tournament	\$0.00	\$400.00	\$ 400
Fundraising	Spirit Wear	\$0.00	\$250.00	\$ 250
Fundraising	Supply Kits	\$0.00	\$250.00	\$ 250
School Fun	Art Appreciation	\$250.00	\$0.00	\$ (250)
School Fun	Assemblies	\$1,500.00	\$0.00	\$ (1,500)
School Fun	Author Fest	\$850.00	\$0.00	\$ (850)
School Fun	Birthday Book Club	\$1,000.00	\$0.00	\$ (1,000)
School Fun	D.O.G.S Pizza Party	\$700.00	\$0.00	\$ (700)
School Fun	Field Day	\$1,250.00	\$0.00	\$ (1,250)
School Fun	Fun Lunch	\$7,700.00	\$0.00	\$ (7,700)
School Fun	Summer Math Club	\$200.00	\$0.00	\$ (200)
School Fun	Penguin Patch	\$0.00	\$0.00	\$ -
School Fun	Reflections	\$150.00	\$0.00	\$ (150)
School Fun	Class Parties (Halloween + Winter)	\$1,200.00	\$0.00	\$ (1,200)
School Fun	Class Picnics	\$700.00	\$0.00	\$ (700)
School Fun	Welcome Back Sign	\$300.00	\$0.00	\$ (300)
School Development	Grade level books \$200 per class K-2	\$1,000.00	\$0.00	\$ (1,000)
School Development	Learning Resource Center	\$750.00	\$0.00	\$ (750)
School Development	Principal	\$500.00	\$0.00	\$ (500)
School Development	Recess Equipment	\$500.00	\$0.00	\$ (500)
School Development	Teacher & Staff Annual Grant Fund	\$4,000.00	\$0.00	\$ (4,000)
School Development	Teacher Supplies (\$50.00 each)	\$1,600.00	\$0.00	\$ (1,600)
Miscellaneous	P/T Conferences	\$500.00	\$250.00	\$ (250)
Miscellaneous	Parent Education (Council)	\$50.00	\$0.00	\$ (50)
Miscellaneous	PTA Convention	\$75.00	\$0.00	\$ (75)
Miscellaneous	Teacher Appreciation	\$500.00	\$0.00	\$ (500)
-	Start up Next Year	\$8,000.00		\$ (8,000)
Totals		\$57,085.00	\$57,085.00	\$0.00

*District Field Trips 2025/2026

Grade	Trip	Time of Year
Kindergarten	Brookfield Zoo	Spring Scheduling
Grade 1	Lyman Woods	Spring Scheduling
Grade 1	StarLab (in-school program)	Winter/Spring
Grade 2	Morton Arboretum	Fall Scheduling
Grade 2	Blodgett House, Cemetery Tour, Bus Tour	Spring Scheduling
Grade 3	Virtual Architectural Tour	Spring Scheduling
Grade 3	Museum of Science and Industry	January-March
Grade 4	Brookfield Zoo	Spring Scheduling
Grade 5	SCARCE (in-school program)	TBD
Grade 5	Covenant Harbor Outdoor Education	Fall Scheduling
Grade 6	Covenant Harbor Outdoor Education	Spring Scheduling

*Message from our Treasurer, Alison Cagle:

The El Sierra PTA operates on a zero-based budget meaning income minus expenses equals zero. Any funds raised during the school year should be spent within the same school year. The El Sierra PTA runs the operating budget using the checking account.

The El Sierra savings account was originally started to redo our prior playground which was not only dated but unsafe. When state funds were acquired, the PTA's portion of the bill was significantly reduced thus a new plan was needed to spend the money raised for this project. Over the years, the leftover Playground Fund was used to fund many things for the school including:

- Basketball hoops
- Heavy duty paper cutters
- Fly Leaf reading materials
- Decodable readers
- Library tables
- Library shelving
- Garden project
- Trees to provide shade for the playground
- Soccer rebounder
- 5th grade t-shirts for '25/26 (to cover a second graduating class, 1x expense)

Additionally, there are funds in the savings account currently earmarked which will deplete the final funds leftover from the Playground Fund. The earmarked items are:

- Playground paint \$500 (cannot be completed until Summer/Fall 2026 when construction is complete)
- STEM materials \$1000
- 5th grade grad expenses \$3,000 (to cover second graduating class, 1x expense)
 - Includes party, field trip & year book expenses

During 2024/2025 school year, the El Sierra PTA fundraisers raised significantly more money than originally budgeted. This left us with excess funds of \$13,400 that need to be allocated as soon as possible.

At the November PTA meeting we will discuss how to allocate these funds:

1. SHORT TERM EXPENSE: Spend money on one-time purchase(s) now
2. LONG TERM SAVINGS: Earmark for a future purchase
3. INCREASE EMERGENCY FUND: Increase carryover for future years
(Illinois PTA recommends 50% of annual operating expenses)

*El Sierra PTA Bylaws:

ARTICLE I - NAME

The name of this association is the El Sierra Parent-Teacher Association (El Sierra PTA) or Parent-Teacher-Student Association of Downers Grove. It is a local PTA unit organized under the authority of the Illinois Congress of Parents and Teachers (Illinois PTA), a branch of the National Congress of Parents and Teachers (National PTA). These bylaws shall be deemed to be a part of the Articles of Organization (NOTE: When a PTA or PTSA has incorporated, it must amend its bylaws by inserting this sentence at the end of this section: This PTA is incorporated under the laws of the State of Illinois.)

**** ARTICLE II - ARTICLES OF ORGANIZATION**

The articles of organization of this local PTA unit include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of organization by whatever name (in cases in which the association exists as an unincorporated association).

ARTICLE III – PURPOSES

#Section 1.

The Purposes of the Illinois PTA and the El Sierra PTA, in common with the purposes of National PTA are:

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community.
- b. To advocate for laws that further the education, health, welfare and safety of children and youth.
- c. To raise the standards of home life.
- d. To advocate for fiscal responsibility regarding public tax dollars in public education funding.
- e. To promote the collaboration and engagement of families and educators in the education of children and youth; and
- f. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.

Section 2.

The Purposes of the Illinois PTA and El Sierra PTA are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

**Section 3.

The association is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

ARTICLE IV - BASIC POLICIES

The following are basic policies of the El Sierra PTA in common with those of National PTA and Illinois PTA:

- **a.** The association shall be noncommercial, nonsectarian, and nonpartisan.
- **b.** The association or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Purposes of the association.
- **c.** The association or members in their official capacities shall not - directly or indirectly – participate or

intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of or in opposition to any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

- d. The association shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- #e. The Illinois PTA or any of its divisions may cooperate with organizations and agencies concerned with child welfare, but a PTA representative shall make no commitments as an individual that bind the group represented.
- **f. No part of the net earnings of the association shall inure to the benefit of or be distributable to its members, directors, trustees, officers, or other private individuals except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the ARTICLE—PURPOSES as contained herein.
- **g. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- **h. Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of the association the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Upon dissolution and withdrawal of the charter, each local PTA unit shall be required to follow procedures as directed in the ARTICLE—RELATIONSHIP WITH NATIONAL PTA AND ILLINOIS PTA as contained herein.

ARTICLE V - MEMBERSHIP AND DUES

#Section 1.

Every individual who is a member of a local PTA unit is, by virtue of that fact, a member of National PTA and of the Illinois PTA by which a local PTA unit is chartered and is entitled to all the benefits of membership.

#Section 2.

Membership in each local PTA unit shall be made available by the local PTA unit to all who believe in the Mission and Vision statements of National PTA and the Purposes of Illinois PTA inclusively.

#Section 3.

Each local PTA unit shall conduct an annual enrollment of members but may admit individuals to membership at any time.

#Section 4.

- a. Every local unit will establish a membership year.
- b. The membership year of the El Sierra PTA shall begin July 1 and end on June 30.
- c. Persons who join during the membership year shall pay dues for that year. Persons may hold membership in one (1) or more local PTA units upon payment of all-inclusive dues as required by the bylaws of each local PTA unit. Newly chartered local PTA unit members shall be issued charter membership cards valid for a determined period of time.
- d. The membership year of the Illinois PTA shall be July 1 through June 30.

#Section 5.

Each member of a local PTA unit shall pay annual dues to said association as may be prescribed by the association. The amount of dues shall include the portion payable to the Illinois PTA (the "state portion") and the portion payable to National PTA (the "national portion").

Section 10.

- a. The national portion of each member's dues shall be determined by the delegates to the National PTA annual convention.
- #b. The amount of the state portion of each member's dues shall be determined by the Illinois PTA. The annual dues to the Illinois PTA shall be two dollars and twenty-five cents (\$2.25) per capita for every member of each local PTA unit.
- c. The amount of the local membership dues shall be determined by the members of the local PTA unit.

Section 11.

- #a. The state and national portions of the dues paid by each member of a local PTA unit shall be set aside by the local PTA unit and remitted to the Illinois PTA through channels and at times as the state PTA bylaws may provide. The Illinois PTA shall remit to National PTA the amount of the national portion of dues paid by all members of local PTA units in its area.
- #b. The initial state and national portion of the dues paid by each member to a local PTA unit shall be set aside by the local PTA unit and remitted to the Illinois PTA postmarked no later than October 1. Dues should be submitted monthly thereafter.

#Section 12.

- a. A local PTA unit shall be considered delinquent if by December 31 it has failed to send to the Illinois PTA the state and national portion of dues paid by no less than twenty-five (25) individual members, or no less than ten (10) individual members for a new local PTA unit or for an existing local PTA unit where the school enrollment is less than one hundred seventy five (175) students.
- b. A local PTA unit not affiliated with a school shall be considered delinquent if by December 31 it has failed to send to the Illinois PTA the state and national portions of dues paid by no less than ten (10) individual members.
- c. Local PTA units which fail to send to the state office of the Illinois PTA by June 30 the national and state portions of dues paid by individual members shall be discontinued as local PTA units and their charters shall be withdrawn, as provided in the Article on Relationship with National PTA and Illinois PTA herein.
- d. Reinstatement procedures and reinstatement fees shall be in such manner as prescribed by the state board of directors.

ARTICLE VI - OFFICERS AND THEIR ELECTION

#Section 1.

Each officer or board member of a local PTA unit shall be a member of the local PTA unit.

Section 2.

- a. The officers of this association shall be a president, three vice presidents, a secretary, and a treasurer.
- b. Officers shall be elected by ballot annually at the May meeting. However, if there is only one (1) candidate for any office upon adoption of a motion from the floor the election for that office (or offices) may be by voice.
- c. Officers shall assume their official duties at the beginning of the new fiscal year and shall serve for a term of one year or until their successors are elected and assume their duties.
- d. A person shall not be eligible to serve more than four (4) consecutive terms in the same office.

#Section 3.

The members of the nominating committee for officers of a local PTA unit shall be elected

feeder school for at least thirty (30) days.

- e. To be eligible to vote in any election a person must have been a member for at least thirty (30) days.

Section 5.

- a. In case a vacancy occurs in the office of president, the vice president shall serve as president for the un-expired term. A vacancy occurring in any other office shall be filled for the un-expired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given.
- b. In case a vacancy occurs in both the office of president and vice president, the secretary shall call a special general membership meeting for the purpose of filling the vacant officer positions, prior notice having been given.

ARTICLE VII - DUTIES OF OFFICERS

Section 1.

The president shall:

- a. preside at all meetings of this association, the executive board, and the executive committee;
- #b. be a member ex-officio of all committees except the nominating committee and, if authorized to sign checks, the audit committee;
- c. sign all legal documents, including contracts;
- d. appoint members to special committees;
- e. be responsible for other duties as may be assigned to him by the association, the executive board, or the executive committee;
- f. delegate the work of the association to other officers or chairmen as may be appropriate;
- g. coordinate the work of the officers and committees in order that the Purposes may be promoted; and
- h. have completed an Illinois PTA recognized President's Course before election or within six (6) months of election.

Section 2.

The vice president(s) shall act as aide(s) to the president, and shall in their designated order perform the duties of the president in the absence or inability of that officer to serve. (Suggestion: list titles and duties of vice president(s). If you only have one (1) vice president, strike "in their designated order").

Section 3.

The secretary shall

- a. record the minutes of all meetings of this association, the executive board, and the executive committee;
- b. have a current copy of the bylaws;
- c. have a current membership list;
- d. conduct correspondence of the association as directed; and
- e. perform such other duties as may be delegated.

Section 4.

The treasurer shall:

- a. receive all monies of this association and keep an accurate record of receipts and expenditures;
- b. place all monies in a depository approved by the executive board;

feeder school for at least thirty (30) days.

- e. To be eligible to vote in any election a person must have been a member for at least thirty (30) days.

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Section 4.

The treasurer shall:

- a. receive all monies of this association and keep an accurate record of receipts and expenditures;
- b. place all monies in a depository approved by the executive board;

g. elect an audit committee.

Section 5.

Regular meetings of the executive board shall be held twice during the year, the time to be fixed by the board at its first meeting of the year. At least three (3) days notice shall be given if there is a change of the regular meeting date. Three (3) members including at least two (2) officers shall constitute a quorum.

Section 6.

Special meetings of the executive board may be called by the president or by a quorum of the board provided that members receive three (3) days notice.

Section 7.

Any appointed board member not performing duties as outlined in the bylaws or procedures may be removed by the affirmative vote of two-thirds (2/3) of the board members present and voting prior notice having been given. Any appointed board member absent for three (3) consecutive meetings without prior notice shall automatically forfeit his place on the board and be so notified.

Section 8.

The executive board shall upon the recommendation of the executive committee consider the removal of any officer not performing duties as outlined in the bylaws. An affirmative vote of two-thirds (2/3) of the board members present and voting shall be necessary for removal of an officer prior notice having been given.

ARTICLE X - EXECUTIVE COMMITTEE

Section 1.

The executive committee shall consist of elected officers.

Section 2.

Meetings shall be held at the call of the president or a majority of the executive committee. Three (3) days notice shall have been given. A majority shall constitute a quorum.

Section 3.

The committee shall meet as soon as the officers have been duly elected for the purpose of selecting the chairmen of standing committees and formulating tentative plans for their term of office.

Section 4.

The committee may transact business of this association in an emergency; however, no action shall be in conflict with that taken by the voting body of this association or the executive board.

ARTICLE XI - STANDING AND SPECIAL COMMITTEES

Section 1.

The executive board shall create such standing committees as it may deem necessary to promote the Purposes and carry on the work of this association. The chairman of standing committees shall be selected by the executive committee for a term of one (1) year.

Section 2.

The chairman of each standing committee shall present a written plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 3.

Special committees may be created by the executive board or the membership as the need arises.

#Section 4.

The local PTA unit financial records must be audited annually at the close of the fiscal year and upon change of treasurer during the term of office.

pay dues and be represented as provided in the council bylaws. (This is only applicable if the PTA unit is part of a council.)

ARTICLE XIII - RELATIONSHIP WITH NATIONAL PTA AND ILLINOIS PTA

#Section 1.

This local PTA unit shall be organized and chartered under the authority of the Illinois PTA in the area in which this local PTA unit functions in conformity with rules and regulations not in conflict with the Bylaws of National PTA as the Illinois PTA may in its bylaws prescribe. The Illinois PTA shall issue to this local PTA unit an appropriate charter evidencing the due organization and good standing of this local PTA unit.

A local PTA in good standing is one that:

- a. adheres to the Purposes and basic policies of the PTA;
- b. remits the national portion of the dues through the Illinois PTA to reach the national office by dates designated by National PTA;
- c. has bylaws approved according to the procedures of the Illinois PTA; and
- d. meets other criteria as may be prescribed by the Illinois PTA.

#Section 2.

This local PTA shall adopt bylaws for the governance of the association as may be approved by the Illinois PTA. Such bylaws shall not be in conflict with the Bylaws of National PTA or the Bylaws of the Illinois PTA.

#Section 3.

Bylaws of this local PTA unit shall include an article on amendments.

#Section 4.

- a. All local PTA units' bylaws and amendments thereto shall be approved by the district director or the designated representative of the state board of directors. Bylaws shall be submitted for review upon request and/or every two (2) years.
- b. If approved bylaws do not exist, the current ILLINOIS PTA BYLAWS FOR LOCAL PTA UNITS shall be in effect.

#Section 5.

This local PTA unit shall collect dues from its members and shall remit a portion of such dues to the Illinois PTA as provided in the ARTICLE on Membership and Dues contained herein.

Section 6.

This local PTA unit shall keep permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of its members, the dues collected from its members and the amount of dues remitted to the Illinois PTA. Permanent books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Illinois PTA.

#Section 7.

The charter of this local PTA unit shall be subject to withdrawal and the status of such association as a local PTA unit shall be subject to termination in the manner and under the circumstances provided in the bylaws of the Illinois PTA.

DISSOLUTION: Voluntary End of Affiliation with PTA

#Section 8.

- A. To end affiliation with the State and National PTA, a local unit must legally dissolve in accordance with the process established in these Bylaws. Seeking legal counsel may be advisable.

present and voting; and

f) conduct a ballot vote, and declare the results of such vote.

3. Minutes of the meeting must include:

a) membership roster used to verify eligibility to vote, and presence of quorum;

b) declaration of ballot results, including votes in the affirmative, negative or abstentions;

c) effective date of dissolution;

d) distribution of funds remaining following the payment of all outstanding legal obligations, in accordance with established IRS rules and regulations;

e) verification of tax status of any organization receiving funds; and

f) signature of certifying officers and date submitted.

B. Dissolution of the local unit ends all rights and privileges associated with affiliation with State and National PTA, and the local unit:

1. must cease and desist from any further use of a name that implies or connotes association with the National PTA and the Illinois PTA;

2. must cease and desist from using the Federal Employer Identification Number (FEIN) issued to the local unit as a constituent association organized by the authority of the Illinois PTA;

3. loses federal tax-exempt status as a constituent association of the National PTA and the Illinois PTA as authorized by the Internal Revenue Service;

4. must distribute all remaining funds to a recognized and approved 501 c 3 association, in accordance with IRS requirements, within thirty (30) days or those funds shall revert to the Illinois PTA;

5. notify all necessary governmental agencies of the action taken, including but not limited to: the Illinois Department of Revenue, the Illinois Secretary of State if incorporated, the Internal Revenue Service;

6. notify all entities with whom you do business of the action taken, including but not limited to: banks, suppliers/vendors, insurance provider and school district;

7. perform a complete audit of the financial records of the local unit; and

8. provide the Illinois PTA via the state office, the following:

a) copy of the final audit;

b) copy of final report filed with the Internal Revenue Service;

c) copy of IRS Schedule N, distribution of remaining funds;

d) Copy of notification of dissolution to governmental agencies as required in B5 above.

C. The Illinois PTA, as the authority under whom the local unit was granted tax-exempt status, has the right as the holder of the group exemption to approve any organization receiving funds from the dissolved local unit.

#ARTICLE XIV - FISCAL YEAR

The fiscal year of this association shall begin on July 1 and end on the following June 30.

#ARTICLE XV - PARLIAMENTARY AUTHORITY

- c. Two (2) copies of all proposed amendments or revisions shall be submitted to the district director or the designated representative of the state board of directors for review prior to presentation at a general membership meeting of the association for its consideration and action.
- d. After approval by a two-thirds (2/3) vote at a general membership meeting of the association, two (2) copies of all amendments or revisions shall be sent for approval to the district director or designated representative of the state board of directors.
- e. Submission of amendments or revised bylaws for approval by the Illinois PTA shall be in accordance with the Bylaws of the Illinois PTA.

#Section 2.

This local PTA unit shall include in its bylaws provisions corresponding to the Illinois PTA Bylaws as are identified herein by a double star (**).

#Section 3.

The adoption of an amendment to any provision of the Illinois PTA Bylaws identified by a double star (**) shall serve automatically and without the requirement of further action by the El Sierra PTA to amend their corresponding bylaws. Notwithstanding the automatic character of the amending process, local PTA units shall promptly incorporate such amendments in their respective bylaws.

#Section 4.

Each local PTA unit shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the number symbol (#).

#Section 5.

The adoption of an amendment to any provision of the bylaws of the Illinois PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by El Sierra PTA to amend their corresponding bylaws.