

McKenzie PTA  
General and Executive Board Meeting Notes  
November 10, 2022, 8:45 am

Welcome - Kim Lieb

- Call to Order
- In attendance - Kim Lieb, Luanne Atkinson, Michelle Yeh, Michele Coffey, Stephanie Strano, Sara Kennedy, Kate Schmitt, Jeff Toth, CJ Leahy, Eric Bertram, Jeremy Gold, Rachel Gold, Lora Amigo, Ryann Olson, Gretchen Cappiello, Missy Stambor, Dana Nasiakos
- Approval of Minutes: A motion to approve the minutes from the October meeting
  - Approved!

Principal's Report – Dana Nasiakos

- Dana will be joining at 9:15am after a student meeting.
- Thank you for staff breakfast
- Author visit was great - kids loved it
- Conferences next week, zoom or in-person
- Project with sister school - first portion just wrapping up
  - Each classroom made videos to introduce themselves and what they are thankful for
  - McKenzie will receive similar videos from Carman-Buckner
  - Ryann Olson leading this project, working with Dana and school
- Teacher report will be at 9:45am with Colleen Mooney
  - Copy of report posted on PTA website

**VP Reports and Follow-Up/Next Steps – All**

President – Kim Lieb

- Promoting the playground project - new thermometer chart for visual display of donations to date and fundraising goal
- Print directories are in!

Communication — Missy Mares Stambor

- Communication channel update
- Passed out communication channels for PTA
- There have been increased requests for communications beyond the Monitor
- Trying to keep the Monitor more brief with link to PTA website

- Question about how often emails get sent to parents and how to effectively communicate to parents - could we schedule a more grade specific weekly email?
- Missy will get the community news contact and add to PTA website, the community news in the Monitor comes from this contact
- Missy will put together a recommendation for Monitor improvements, including friendly recaps and thank yous, timing of the email
- Per Dana, the district likes to keep the timing of the Monitor consistent across schools
- Kim to update event guidelines to submit a 'thank you' to the monitor after event
- Idea of separating PTA specific or room parent weekly email?
- Decided that room parent emails will stay as is because there are weeks with no communication so no need for weekly room parent emails
- PTA quarterly - more visuals, content to be submitted to website and Kim will assemble, use it for more information on programs in blog form, add more context to events

#### Webmaster - Lora Amigo

- Review procedures and timeline to submit a communication request for website
- Review new communications form
  - Lora sending out, let her know any feedback, please remember when submitting communication request for PTA website it will take one week from submission, so plan accordingly

#### Enrichment – Kate Schmitt

- Author visit was a great success, wonderful day - kids loved it, feedback from teachers said it was great visit, went to all Wilmette schools
- Garden update - wrapping up, kids had a great time, sending out through room parents was most successful for parent volunteers
- Programming underway
  - Field Trips - Enrichment reached out to teachers to help with field trips, finding it is more a 'reset' year for field trips, etc.
- Ignite funds for students not in the regular classroom
  - we want to make sure those students are also benefiting from the funding
  - talk to Dana about how to allocate funds to ensure fairness

#### Treasurer – Gretchen Cappiello

- Changing payment processor from PayPal to LumaPay. Booking activity into quickbooks is significantly more work using LumaPay.

- Will have to separate items if purchased together
- Not much financial updates. Book fair and fall frenzy income will be in November, most expenses came through in October. We have final profits in November.
- Bought new auditorium screen with money from VS, district never cashed VS check, the correction will show up in the P&L
- Proposal for sprinklers? \$7,500 for garden budget, Spring project?

#### Room Parents – Michele Coffey

- Teacher/Staff Gift Fund - 206 families have donated so far!
- Teacher gift cards - AMEX does not charge fees, potential to design card

#### Fundraising – CJ Leahy

- Click Bid launches this Sunday at 8pm
- Parties are still being updated
- Spring Fundraiser- McKenzie Cookbook - families submit recipes, print to order from Amazon (takes a high % but very easy and print to order), May / June time frame
- Playground
  - Playground committee meeting with vendor and installer from Great Lakes Landscaping
  - Decided to remove “boogie board” from design plan and add a new swing set with two more swings, one more typical and one more assisted swing-total 6 swings
  - Discussed adding a concrete curb around the rubber surfacing
  - Surface will be at ground level so ADA compliant access from all sides of the playground
  - Revisited drainage issue and may include pvc piping underneath rubber to ensure extra drainage

#### Community Building – Michelle Yeh

- Staff Spotlight underway - main hallway weekly
- Lend A Paw Coalition - Sign ups open for Project Linus day! Dec 10
- Possible bigger event in Spring, maybe around Earth Day
- Looking into smaller projects throughout the year
- Open Gym nights: Dec 7, Jan 24, Feb 15, ads will be in Monitor for sign ups
- Carman-Buckner update from Ryann
  - Thank you for Share the Love donations - delivered 15 boxes of donations
  - \$2500 Jewel cards to be delivered

- Holiday hearts that kids decorated will be delivered
- Toy drive - sign up genius out, ~100 kids still need a sponsor

#### Diversity and Inclusion – Rachel Gold

- Kindness *Month* - rename because the duration is two weeks? Idea of naming “Kindness Mission”
- Looking for speaker for Red Week

#### Conclusion/Next Steps

- Next Meeting, December 8, 2022