

April PTA Meeting Minutes: April 5th 2017

Meeting called to order at 7:05pm

- The following members were present:
 - Stacey Porter
 - Darlena Simmons
 - Keith Robinson
 - John Hernandez
 - Erin Sacluti
 - Junette Moseley
 - Inbal Fraiman
 - Jen Lewin (guest)
 - Erik Friedman
 - Kathy Ryan
 - Stephanie Kimmel
 - Marie-Paule Carpenter
 - Liliana Baluteanu
 - Rina Campbell (guest)
- Approval of Last Month's minutes
 - Moved to approve by Stephanie Kimmel, then seconded by Erik Friedman - minutes were approved

Invention Convention – Marie-Paule Carpenter

- Part of STEM, Invention Convention program is spreading throughout the district and nation – becoming the growing trend of switching from a science fair
- Jen Lewin is our liaison with Northwestern for this project
- It's an engineering activity
- Trying to keep it simple, more of a celebration than a competition
- Important to focus on engineering and fun aspect. Let failure be ok. Have an equity piece – make it a community effort
- It will be a cardboard challenge, easy, simple supplies (cardboard, tape, scissors, etc.) It's about creativity, collaborating and then showcasing the work.
- The kids will have time at lunch to work so the burden is not on the teachers and parents
- An intro to the project has been made to the kids
- There's a supportive piece for the teachers and mentors to refer to.
- The setup of the event is flexible – can have judges or just have people walk around and ask questions
- Looking into with Y.O.U. program to give kids more time to work on their project
- It's an 8 week lesson plan for the teachers (1 hr. per week)
- The kids will come up with an idea, make a plan/sketch their idea out, then build it
- Teachers will possibly be able to give more time to work on it, but that should be agreed upon by all the teachers doing the project so it's equitable
- There will be a parent flyer to go out with info about the project
- The commitment of the project is mostly at school, but can be worked on at home
- We will need volunteers (have 2-3 adults) to help 2 times per week during the extra work time at lunch. We need to find the space to do it in and then in the next week or so start on it. We'll make a sheet or orientation for the volunteers so they know what to do – the teacher sheet could be used
- Erik will get the dates for the volunteers out in the coming week.
- The event will be held on May 18th – we will have the Invention Convention showcase, and possibly Girls Coding, Robotics (lego activities), and some math games (see if Math Club can do something) to include all grades in the event (have something for everyone) – make it a STEM Celebration.
- Can we find a way to structure the event to make a flow – maybe make a type of “passport” activity to lead the audience through the event.
- \$175 in the budget (Science and Math Nights combined) to cover the costs of materials, plus Jenn has room in her budget to match.

Old business

Committee Updates

- Exec Committee Announcements
 - Parent meeting with D65 administration to help in develop Candidate profile for filling Mr. Friedman's position – April 12, 6pm-7pm @ Walker – a flyer to go out this week
 - Courageous Conversations, Tuesday April 18, 6:30-8:00pm (Walker) – good turnout for the first one
 - PTA Council Meeting Tuesday, April 18, 7:00pm (Park School)
- Engagement
 - Yearbook is underway; Amina is working on release forms. We have 24 orders already

- Can't say if we have the funds to gift yearbooks to the 5th graders (need to see how much we make from Walkerfest)
- Teacher Appreciation Week:
 - Gift cards come from the teacher support budget, not from the \$1500 budget for Appreciation Week
 - We should add plates and napkins, etc. to the donation signup – maybe even use the office supplies budget to purchase
 - We can't issue checks to teachers, that's why we do gift cards. Maybe we can give Target or Amazon cards this year so we can purchase them at one time. Erin to coordinate with John to purchase the cards. Possibly include the lunch staff in gifts (not necessarily a gift card, but def the other gift idea)
- 5th Grade Assembly/Farewell – going to be combined with their picnic day (June 2nd) as a way to have all kids participate since it will be during the school day. The ceremony will be at noon, then the picnic will follow afterwards.
- Education – None at this time
- Fundraising – None at this time
- STEM – See Invention Convention info from above
- School & Community Partnerships – None at this time

Budget

- Currently at \$16,847
- We issued the last reimbursement for Battle of the Books
- We have collected all PNO purchases and are still bringing in more for the buy-ins that are still available
- The restaurant night have been doing well, bringing in around \$574 so far.
- Chess club is over budget right now, but some of the dues are still being collected so all of it should even out (it's just a timing issue of the cash flow)
- Yearbook will even out because we are only charging what we are making, so we will break even.
- Move to accept the updated budget file of 2016-2017 by Stephanie Kimmel, Keith Robinson 2nd, and it was accepted.
- John has made a new form to show profit and loss of expenses. It's easier to read and look over quickly
 - Bold items mean that they have taken place
 - Plan text show current items
 - Italic items show future items
 - The Net Assets gives an idea of how much wiggle room there is in the budget
- The primary target for Walkerfest is the Angel Fund and then the rest goes to the bottom line. Maybe next year we should break it down even more specifically, maybe use a visual thermometer to show each funding goal.
- There will be planning over the summer, so we can include the breakdown of what funds what in each fundraiser
- Discussion & vote on amending budget to incorporate addition of dunk tank for Field Day this year (Wednesday May 31)
 - Ms. Gomez wants to know if we can increase the Field Day budget so she can rent a dunk tank along with the usual blow up obstacle course; the total rental could be \$550
 - We have budgeted \$250 (what we have done in the past)
 - There are 2 different types of tanks, so the cost can change
 - Seems like a lot of money, we'd like more info before we approve
 - Motion to let the exec committee to review and then approve/deny by Keith Robinson, 2nd by Kathy Ryan, vote approved.
- Discussion & vote on proposed budget for FY 2017-2018
 - The new budget was presented, please look it over. We will vote on approval at the May meeting.
 - Lined out items under Fundraising are things that didn't make sense to list out – we took the smaller items and put them together in a bigger pot, called Year-Round Fundraising
 - Cut Expenses:
 - Teacher Ed Fund Contribution: we haven't had a request for this in years – should be a district responsibility
 - Tune Out TV Event: we haven't done it in years
 - Bookstore: we're in the process of reining in the funds from this. Andrew and Erin have been talking about purchasing a better cart for the store, using the money made from the book sales (they have \$300 currently). They are also discussing maybe moving towards not charging for books (just do birthdays and have as teacher rewards to the kids). Proceeds from the book fair can help fund this if needed.

Volunteer needs

- Sell Spiritwear @ Moms & Muffins: Thursday April 13, 8:15-9:00am
- Walkerfest: Saturday, April 29
 - [Volunteers needed for setup Friday April 28 & for event Saturday April 29](#) contact [Kathy Ryan \(volunteers\)](#) or [Karen Gordon](#)
- Teacher Appreciation Week: May 1-5, contact [Erin Sacluti](#) volunteers needed to donate food and/or setup/cleanup
 - [Tuesday Tea](#)
 - [Wednesday Salad Lunch](#) - Since this is a half day, we will set up in the cafeteria or gym. Drop off at 11:30. We will get all the teachers together
 - [Thursday Potluck Breakfast](#) - Set up in gym
- International Night: Thursday, May 11, contact [Laura Glenn](#) or [Isabel Machado-Vickers](#) (we don't know the specific needs yet)
- Invention convention: Thursday May 18, contact [Marie-Paule Carpenter](#) or [Stephanie Kimmel](#)

Open Discussion

- **Guest Speaker: Rina Campbell - Bullying**

Adjournment