

September PTA Meeting Minutes: Sept 14th 2016

Meeting called to order

- Passed out sign in sheet
- The following members were present:
 - Kim Wobick
 - Lori Coombs
 - Melissa & Erin Sacluti
 - Jenny Walsh
 - Stephanie Kimmel
 - Annie Millman
 - Ashanti Henderson
 - Carla Green
 - Inbal Fraiman
 - Michelle Henley
 - Laura D. Glenn
 - Patty Shepherd
 - Erin Rams
 - Becky Wolf
 - Alecia Wartowski
 - Elyse Fineman
 - Liliana Baheteam
 - Stacey Masliansky
 - Stephanie L Stas
 - Karen Gordon
 - Paula Maldonado
 - Erik Friedman
 - John Hernandez
 - Stacey & Jeremy Porter
 - Darlena Simmons
 - Keith Robinson

New Business

- Update on Membership
 - 95 people are members! An increase from 36 last year.
 - Our goal is 100 members
 - 10 members are staff – we aim to include staff more and get their input
 - We need to spread the word about all that the PTA does and try to grow our community
 - *Idea – have the option to join the PTA at all our events
- Budget
 - Review 2016-2017 Proposed Budget (see budget documents for more details)
 - The Budget column is what we estimate, Actual is what we have, and the Difference column is the difference between the two
 - We had end of year expenses from the last fiscal year
 - Last year's budget will be submitted to audit – we need to get a group together to do the audit (a check and balance of the numbers – a one-time event)
 - The District wants audit reports – they're starting to be stricter about it
 - We usually pass a budget in late Spring, for next year we should aim to do it in April
 - Fundraising is the biggest income generator
 - The big change for the year, is that the committees get to drive the events for the year (they don't have to keep doing what has been done in the past)
 - We need to have a clear sense of the income/expenses from each committee
 - When we do an event, we want to be specific about what the raised money goes towards and have specific fundraising targets
 - We'll be gathering requests for teacher needs or parent ideas – people can make a case for things/an idea, then the PTA can decide if we can fund it
 - Stacey will put together a form for the teachers to let us know if they need anything (Erik can then distribute it to staff)
 - The budget can change and be flexible. If it is to change, it will be re-voted on.
 - **Vote on approval of 2016-2017 Budget**
 - John Hernandez submitted the budget and moved to pass
 - Laura Glen seconded the motion
 - Motion passed with a majority vote
- Committees
 - We're moving to 5 committees to shift work off of one person to teams, so the burden isn't too big on a single person
 - We also want the PTA group to shape what we do and give everyone a better view of what's happening – creating more transparency
 - It's a way to be progressive and tailor make our school offerings for our community – like bringing robotics to our school this year
 - Committees are just getting started

- You don't have to be involved in every event that your committee puts on
- We want each committee to have one head person. There should be true collaboration of the group, then the head is the liaison to all the PTA members and E-Board (give updates – 2-3 sentences and gather info from the other committee members to see what they are interested in doing).
- Committees can meet in any way they choose (email, conference calls, in person – whatever works for the group)
- We still need heads for the Education group, Fundraising group & School and Community Partnerships group.
- Reimbursement Procedure: When you spend money for the organization, we need to know ahead of time so it can be budgeted. There will be a short form to be filled out beforehand.
- Proposal Format:
 - An email will be sent out soon with guidelines of what is needed
 - Need an idea of what the group wants to do for the year
 - Breakdown the general idea of when events will happen – timelines
 - Include any income estimates
 - Include any expenditures
 - Consider the sustainability of events
 - How many people will you need to make the event happen
 - Do you have any people interested in doing it
- Each committee has at least 7 people on it currently, but we would always love more to join
- We want to utilize our PTA website as much as possible
- Each committee can/should open a gmail account to let people easily connect to the committee

Volunteer Needs

- This will always be on the agenda
- Let us know if you have any ideas on how to reach out to more people
- Fluency Tutors for Everybody Reads & Reading is FUNDamental and Math are still looking for volunteers (contact Stacey Masliansky)
- Bookstore – Ongoing, needs more volunteers – the more we have, the more it can be open to the students
- Scholastic Book Fair (Oct 14th, 17th-20th) will need volunteer help. A sign-up email will be sent out
- Parents Night Out – Date TBD
- Stephanie talked about the STEM Committee:
 - Looking into getting volunteers to help with science projects/tutoring
 - Thinking of combining Math, Science Fair, etc. into one big event – a STEM Night
 - Maybe do a STEM activity at Walkerfest
 - Working on sharing info with teachers to use resources at the Science Museums in Chicago
 - Looking into an Environmental extra-curriculum class for next year
 - If anyone has any science/STEM contacts, please share with the committee

Open Discussion

- Topics of interest for meetings
 - We want to have interactive discussions – not just where the audience is talked at – more of an open discussion
 - Maybe have a school board rep come and talk – let us know what is happening at that level
 - Ask the director of EvanSTEM program to come and talk
- Comments from general group
 - Maybe build in/add on 30 min of social time before the meetings
- Next meeting will be Thursday, October 14, 2016 at Starbucks (Dempster & Karlov in Skokie)
 - The topic will be Safety, Melissa Sacluti will be our guest speaker, she has a 14 yr career in police work

Meeting Adjourned