

# Jane Stenson PTA

# FINAL

## Minutes of the Monthly Meeting on Tuesday, September 8, 2015

**Attendees:** Keval Amin, Priya Amin, Steph Azen, Rochelle Brown, Ana Bryant, Carrie Butera, Tony Chinnappan, Diana Dizon, Sevan Elmayen, Wannapa Eubanks, Christian Fitzpatrick, Nicki Fitzpatrick, Lisa Flood, Wendy Gahm, Jim Harris, Trina Janes, Lois Kim, Karen Kohler-Davis, Jason Malina, Lisa Malina, Katie McNelley, Lucie Nonah, Jeff Novarro, Lorraine Novarro, Bonnie Ognisanti, Michael Ognisanti, Julie Oh, Sue O'Neil, Yashini Rana, Jen Ruffner, Joe Ruffner, Vanessa Schneider and Cyndi Stevens.

1. **Call to Order:** Jen Ruffner opened the first PTA meeting of the 2015-2016 school year at 6:47 p.m. Attendees introduced themselves.
2. **Secretary's Report:** The minutes from the May 2015 meeting were adopted unanimously as amended.
3. **Treasurer's Report:** Julie Oh reviewed the YTD financial statements to July 31. The report was approved after Stephanie Azen moved and Wendy Gahm seconded the motion.
4. **Audit Report:** Keval Amin presented the report from the Audit Committee. The Audit Committee comprised of Keval Amin, Michelle Harris and Karen Koehler-Davis audited the financials from August 1, 2014 to July 31, 2014 and found them to be correct. The audit showed total receipts of \$21,402.77 with disbursements totaling \$21,162.19. There was \$13,914.01 in the checking account. Carrie Butera moved and Stephanie Azen seconded the motion to approve the audit report. The motion carried unanimously.
5. **Budget Report:** Julie Oh presented the 2015-2016 budget. She circulated the historic budget vs. the actual budget. Bonnie Ognisanti moved and Jason Malina seconded the motion. The 2015-2016 budget was unanimously approved.
6. **President's Report:** Jen Ruffner provided her report.
  - a. She thanked the attendees for volunteering and explained the mission of the PTA as bridging school and home.
  - b. Members were encouraged to visit the PTA website and Facebook page.
  - c. Volunteers are still needed, so please sign up through Volunteer Spot. Several activities still need a co-chair.
  - d. The PTA is not given parents' email addresses, so please send yours to Jen to be kept informed.
  - e. Lisa Malina read a press release from the District 219 board about the administrators placed on paid leave.
7. **Principal's Report:** Sue O'Neil shared her updates and thanked the PTA for enhancing the school community through the activities and communications they provide. There are currently 382 students at Stenson (vs. 418 last year). There are only 2 sections of kindergarten, but 4 sections of second grade. Sue asked for feedback from parents about the new format for the Open House.
8. **Committee Reports:**
  - a. **Membership:** Wendy Gahm reported that this year's goal is 130 PTA members. Currently there are 65 paid members (59 families registered

through the District's online school registration and 6 families joined during the Sky High event). All PTA members in the room were encouraged to pay if they haven't already. Encourage parents you meet to become members. The first Illinois PTA dues payment is due October 1. Wendy hopes to streamline the membership process and distribute membership cards in a timely manner. Carrie Butera helped redesign the membership form.

- b. **Room Parents:** Stephanie Azen has filled all her Room Parent needs. She will share the rules, duties and guidelines with them once she receives the dates for the scheduled classroom activities.
- c. **Childcare:** Karen Koehler-Davis reported that the latest version of the childcare letter states that the two child care providers will be paid \$20 per meeting regardless of the length of the meeting. Priya Amin moved to approve and Stephanie Azen seconded the motion. The motion passed unanimously.
- d. **Prepack:** Vanessa Schneider explained that there were 150 prepack orders this year. There were two issues with the order and both were quickly resolved by the vendor. Four volunteers spent two hours helping to deliver the prepacks to the classrooms before school started.
- e. **Spirit Wear:** Karalee Robb reminded the meeting that Spirit Wear sales end on Friday. The clothes will be delivered a month later.
- f. **Innisbrook:** Priya Amin is chairing Innisbrook. The catalogues were sent home in folders today and sales run through September 25. When completing the online form, the student's name should be listed as the seller so they get proper credit.
- g. **Restaurant Night:** The upcoming restaurant nights are Sept. 30 at Potbelly's and November 4 at Father and Son Pizza.
- h. **KidStuff Books:** Carrie Butera will oversee KidStuff book sales. Books will be sold from October 6 to 23 and will be available for sale at the District 68 Fall Fest. Books cost \$25 and contain a great selection of coupons. The PTA makes a nice profit on these books, so please buy and help sell the books.
- i. **Book Fair:** The Book Fair will be held during conferences on October 8 and 9 from 5 p.m. to 8 p.m. Volunteers will be needed to help with setup and pack up. Books will be delivered by October 3 and will be picked up on October 9.
- j. **Family Fun Night:** This is scheduled for October 22. Karen Koehler-Davis and Wannapa Eubanks will meet to discuss event ideas.
- k. **Cultural Arts:** Wannapa Eubanks is attending a meeting tomorrow with the other District 68 schools to coordinate the district wide cultural arts programming.
- l. **Box Tops for Education:** Diana Dizon shared that the goal is to raise \$1000 from Box Tops this year. Last year Box Tops raised \$960.17. Parents should send in their Box Tops in their child's folder.
- m. **Bulletin Boards:** Lois Kim will soon begin working on the billboards.
- n. **Library Volunteers:** Stephanie Azen has reached out to Ms. Layman and will seek library volunteers once she clearly understands the Library's needs.

- o. **Board of Education:** Michelle Harris plans to attend the next meeting and encourages other parents to attend as well.
  - p. **Digital Media:** Carrie Butera encouraged PTA members to “like” posts on the PTA’s Facebook page to give them greater visibility in the newsfeed. She has been distributing a flyer to promote the Facebook page.
  - q. **Family Dance:** Trina Janes is chairing this event on December 4.
  - r. **Family Game Night:** Jim Harris is organizing this January 27, 2016 event and will need volunteers.
  - s. **Silent Auction:** Joe Ruffner is chairing the silent auction which is scheduled for February 24, 2016.
  - t. **International Night:** Priya Amin and Michelle Harris are co-chairs of this event scheduled for April 7, 2016 at Stenson.
  - u. **5<sup>th</sup> Grade Party:** Lisa Malina, Katie Weil and Ana Bryant will organize the Fifth Grad Party on May 27, 2016.
  - v. **Ice Cream Day:** Bonnie Ognisanti has locked in Oberweis ice cream at the same prices as last year for the June 7, 2016 Ice Cream Day.
  - w. **Savers:** Trina Janes will look for a date in the spring for the Savers Clothing Drive. Our May 2015 Savers clothing drive generated \$165. Of this, 25% was donated to the Angel Fund. Stenson supporters are encouraged to collect clothing items to donate. We are paid by the pound.
9. **Other Business:**
- a. **Folders:** Folders were distributed to students the first week of school. Because the folders from GotPrint.com were not very sturdy, we used up the inventory we had on hand, purchased few extras to make sure we had enough for all students this year (at a cost of \$67.64), and will order next year’s folders from [www.schoolfolderfactory.com](http://www.schoolfolderfactory.com) in May/June of 2016. The budget for those folders is \$780 for 1000 folders. The intention is to give the office 500 folders for the 2016-17 school year, and to store the other 500 folders in the PTA closet for use in the 2017-18 school year.
  - b. **Stenson Shirts:** We placed an order through Topnotch Silkscreening for 500 shirts at a cost of \$1817.50. There are some extra shirts leftover in adult sizes, so we can sell them just above cost at \$5 each.
10. **Upcoming Events:** Jen Ruffner shared key upcoming events.
- a. Picture day: September 9
  - b. No School: September 14 and 23
  - c. Fall Fest: September 16 from 5 p.m. to 7 p.m.
  - d. Parent/Teacher Conferences: October 7 and 8
11. **Next Meeting:** The next meeting will be held on Monday, October 5 at 6:45 p.m.
12. **Adjourn:** Lisa Malina moved to adjourn and Karen Koehler-Davis seconded the motion. The motion carried unanimously and the meeting adjourned at 8:17 p.m.