

APPROVED

Jane Stenson PTA Meeting

Minutes of the Monthly Meeting on Monday, December 5, 2016

Attendees: Ope Aturu, Stephanie Azen, Sevan Elmayan, Wannapa Eubanks, Wendy Gahm, Jim Harris, Bucky Hempen, Trina Janes, Sue O'Neil, Merrill Peterson, Karalee Robb, Jennifer Ruffner, Joe Ruffner, Vanessa Schneider.

1. **Call to Order:** Jen Ruffner opened the meeting in the Stenson School library at 6:47 p.m.
2. **Secretary's Report:** Trina Janes asked the members to review the minutes from the November 7, 2016 meeting. Jim motioned for approval and Sev seconded. The minutes were then adopted unanimously.
3. **Treasurer's Report:** Vanessa Schneider presented the November Treasurer's report. The final craft fair numbers will be reflected in the December budget once the PayPal payments are processed. We estimate that we'll make \$500 from Spiritwear, but it will show as a loss until we sell the remaining water bottles. Wendy motioned to approve the report and Jim seconded the motion. The motion was unanimously approved.
4. **President's Report:** Jen Ruffner gave her President's report:
 - a. **Cub Scouts:** The new Stenson Cub Scout pack will be chartered by the Skokie Valley Rotary Club instead of the Stenson PTA. The Illinois PTA expressed legal concerns about PTAs chartering another organization.
 - b. **Craft Fair:** Kandace and Stephanie did an awesome job planning the craft fair and exceeded their revenue goals.
 - c. **Registered Agent:** Jen is waiting for the paperwork from our current attorney to transfer the registered agent from him to Wendy Gahm.
 - d. **PTA Officers:** The two year terms of the current president, vice president and secretary end this school year. Let us know if you are interested in one of these roles or would like to nominate someone for one of these roles.
5. **Principal's Report:** Sue O'Neil provided her report.
 - a. **New ELL Teacher:** Stenson hired a new part time ELL teacher. She joins a team of two other EL teachers. There are currently 80 students in the ELL program. Students graduate from the ELL program once they achieve a specified score on a standardized test.
 - b. **Report Cards:** Report cards will be sent home with the students on Wednesday. The grades will show students' progress towards meeting learning targets. Comments will focus on student progress rather than student behavior.
 - c. **School Improvement Plan:** Stenson is about to write the Parent Involvement section of the school improvement plan. They will seek volunteers to participate on the committee.
 - d. **Maker Space:** A committee will be forming soon to help plan the transformation of the new maker space. The committee will be comprised of teachers, students and parents.

6. Committee Reports:

- a. **Membership Committee (Wendy Gahm, Chair):** We currently have 117 members. We would love to gain a few more members throughout the year at PTA events. We need to engage the new Stenson families. Perhaps the PTA can write a welcome note to clip on to the t-shirt that each new student receives. PTA membership cards will be sent home before winter break. Wendy needs a volunteer to handwrite member names on the cards.
- b. **Restaurant Night (Keval Amin, Chair):** The next event is December 22. Stay tuned for the location.
- c. **Spirit Wear (Karalee Robb, Chair):** The spirit wear items were recently distributed. Because the sales started later, they were able to promote the items at conferences. The company has been very responsive for any concerns. There are still many water bottles that need to be sold.
- d. **Original Works (Wendy Gahm, Chair):** We are on target to exceed our goal and make a profit of \$742, an increase of about \$260 over last year. We had 56 students participate, up from 44 last year. Of these, 14 were manual orders. The items will be delivered before winter break. The goal for next year is to get all the orders submitted online. A huge thanks goes to Ms. Feit for all her support with the kids in art class.
- e. **Cultural Arts (Wannapa Eubanks, Chair):** We have received the Cultural Arts grant for this school year. The assembly will be held before April 2017.
- f. **Box Tops (Amy Van Aelst, Chair):** Please send in your box tops. The next contest ends Feb. 21.
- g. **Library Volunteers (Steph Azen):** More volunteers are needed. Let Steph know if you are able to volunteer.
- h. **Board of Education (Bucky Hempen, Chair):** At the November board meeting, they discussed: the district's 4.0 rating, new student report cards that show progress towards learning targets, new teacher rating system that factors in both student growth and teacher performance, the well done veterans day assemblies, change in conferences to day long events and the approved the OOHJH band shell.
- i. **Craft Fair (Stephanie Geissler and Kandace Luskin):** The craft fair was very successful in securing vendors. It exceeded its goal of \$1050. There was positive feedback in the post-event survey sent to all vendors.
- j. **Family Dance (Trina Janes, Chair):** The dance is this Friday. We will ask the DJ to plug PTA membership. Several volunteers are needed.
- k. **Family Game Night (Jim Harris, Chair):** There will be pizza followed by bingo at the January 26 event. Many volunteers are needed that day to assist. Jim is seeking prizes to give to bingo winners.
- l. **Savers (Trina Janes, Chair):** Promotion will be starting to remind people to save the items they plan to donate on March 18. All profits over \$100 are given to the Stenson Angel Fund.
- m. **Silent Auction (Joe Ruffner, Chair):** The silent action and movie will be shown on April 6. This year's movie is Big Hero 6. The committee has created a letter to parents asking for help in securing donated items. The committee has received items valued at \$4000 thus far. The online bidding will start one week prior to the event. They will have food available for

purchase.

7. New Business:

- a. Vanessa requested an additional \$215 in the Treasurer's budget to purchase blank checks, deposit slips and stamps. This supply should last for several years. Wendy moved and Joe seconded the motion which carried unanimously.

8. Upcoming Events: The following are key upcoming events.

- a. Outdoor Ed Parents meeting – Dec. 7
- b. Family dance – Dec. 9
- c. Board of Education Meeting – Dec. 15
- d. Restaurant Night: Dec. 22 at location TBD
- e. No school Dec. 23 to Jan. 6

9. Next Meeting: The next PTA meeting will be held on January 9 at 6:45 p.m.

10. Adjourn: The meeting was adjourned at 7:53 p.m. after Sev moved and Joe seconded a motion that was approved unanimously.

Minutes prepared by Trina Janes.