

Jane Stenson PTA

Minutes of the Monthly Meeting on Tuesday, September 6, 2016

Attendees: Nouran Altiti, Keval Amin, Priya Amin, Hamida Aziz Asrani, Stephanie Azen, Deborah Beyenne, Marlene Castro, Sevan Elmayan, Stephan Erdelyi, Wannapa Eubanks, Lisa Flood, Wendy Gahm, Stephanie Geissler, Todd Geissler, Bucky Hempen, Trina Janes, Jenny Kane, Anna Kramer, Kandace Luskin, Sol Luskin, Oladunni McCullough, Katie McNelley, Rondell Merrill, Julie Oh, Sue O'Neil, Aliya Patel, Merrill Peterson, Cheryl Quijano, Jennifer Ruffner, Joe Ruffner, Vanessa Schneider and Cyndi Stevens.

1. **Call to Order:** Jen Ruffner opened the meeting in the Stenson School library at 6:53 p.m. All attendees introduced themselves as there were many new attendees including parents of new kindergarteners.
2. **Secretary's Report:** Trina Janes asked the members to review the minutes from the May 2, 2016 meeting. Sev motioned for approval and Stephanie Azen seconded. The minutes were then adopted unanimously.
3. **Treasurer's Report:** Vanessa Schneider presented the July treasurer's report. Wendy moved and Sev seconded to approve the report. The treasurer's report was approved unanimously. Due to the questions raised during the presentation of the annual audit, the July treasurer's report will be revised and will need to be approved by the membership at the next meeting.
4. **Audit Report:** Keval Amin presented the report from the Audit Committee. The committee also included Wendy Gahm and Joe Ruffner. There were some outstanding issues that the committee needs to resolve before the audit can be submitted to the membership for a vote. It will be presented at the next meeting.
5. **Budget Report:** Vanessa Schneider reviewed the proposed budget for the 2016-17 school year. Sev motioned to approve the budget and Rondell seconded the motion. The motion was unanimously approved.
6. **Principal's Report:** Sue O'Neil provided her report.
 - a. School communication is done primarily by email.
 - b. The District 68 Fall fest is on Thursday, September 8. There will be many carnival games with prizes for the kids. She will be distributing free cotton candy.
 - c. District 68 has distributed a survey to parents to gauge interest in the types of afterschool programs to offer students. Programs may begin in October.
 - d. Stenson has a new Health Clerk, Alejandra Luna and a new art teacher, Ms. Feit. Mr. J will hopefully return to school next week.
7. **President's Report:** Jen Ruffner gave her President's Report:
 - a. Jen provided an overview of the mission of the PTA. We are a volunteer organization of parents and teachers who work together to support the school, students and teachers. Our website is janestensonpta.org. We also have a Facebook page.
 - b. One way to support the school is by registering with Amazon Smile and using their link when you order goods from Amazon.com. Visit smile.amazon.com

and select the Jane Stenson PTA.

- c. People need to provide their email address to receive communications from the PTA. Those on our email list will receive updates and requests to volunteer.
- d. We still need a committee chair to attend School Board meetings. Kandace Luskin and Stephanie Geissler agreed during the meeting to co-chair the Holiday Craft Fair.
- e. We are working to migrate from committee binders to all digital committee records.
- f. The Standing Rules Committee needs to review the rules and recommend changes by December 1. Wendy Gahm, Trina Janes, Kandance Luskin and Jen Ruffner agreed to serve on the committee.
- g. The PTA Coordinating Committee, comprised of PTA and school leaders from each District 68 school, will meet tomorrow.

8. Committee Reports:

- a. **Membership Committee (Wendy Gahm, Chair):** Our membership goal for this year is 115 families. There were 72 families who joined by way of their registration with the district office. Another four members were added at Open House. McNelley and Ms. Stevens will help collect staff memberships. All committee chairs should be members. Membership forms should be available at any major school event.
- b. **Original Works (Wendy Gahm, Chair):** This is the second year doing Original Works as a fundraiser. This will start in October. Last year our profit was \$503. Our goal for this year is to increase that by about 18% to \$595. New Art teacher, Ms. Feit, will incorporate it into her class activities. Students will use a piece of artwork already created in class with our new art teacher. The company will scan it and create an online gallery so people can see their artwork sampled on each of the various items. Orders can be collected online. We will still have a manual order option for families without internet access. Orders can also be placed through a phone internet browser.
- c. **Room Parents (Steph Azen, Chair):** Stephanie is still looking for a Room Parent for Ms. Rubin's class.
- d. **Child Care (Lisa Flood, Chair):** Lisa conducted interviews and hired three Niles North students as the team of child caregivers during PTA meetings. There will be two caregivers on duty during each meeting.
- e. **PrePack (Jenny Kane, Chair):** Vanessa, Jenny and Steph handled the distribution. Vanessa has the contract for next year and will forward to Jen for signature so we can get the discounted rate next year. Prepack for the next school year will be available in May of 2017.
- f. **Restaurant Night (Keval Amin, Chair):** We raised \$75 from Jump Sky High last week. The next event is September 22 at Oberweis. Up to 30% of sales will go to the PTA.
- g. **Spirit Wear (Karalee Robb, Chair):** Spirit wear sales will be a PTA fundraiser for the first time. Sales will run from September 23 to October 14. There will be new logoed clothes and accessories this year.
- h. **Book Fair (Rondell Merrill, Chair):** The book fair will be held during teacher conferences on October 5 and 6. Rondell will need extra volunteers this year to help with the lifting because she is injured. She would also like to train a successor to run the book fair in upcoming years.

- i. **Family Fun Night (Yashwini Rana and Raz Claudon, co-chairs):** The event will be held on October 19. They are currently selecting the performer.
- j. **Cultural Arts (Wannapa Eubanks, Chair):** Wannapa is working with the other D68 schools on the Cultural Arts grant. They will need to select the performer soon.
- k. **Box Tops (Amy Van Aelst, Chair):** The current box top contest runs through October 21. The winning class receives a party with pizza donated by Village Inn. This year's goal is to raise \$800 from Box Tops.
- l. **Bulletin Board (Amy Noonan and Hilda Ayala, Co-Chairs):** Mr. Hancock designed a great new board. Amy and Hilda will keep it updated.
- m. **Library Volunteers (Stephanie Azen, Chair):** Let Stephanie know if you have time to volunteer in the school library and assist the librarians. The commitment time is very flexible.
- n. **Board of Education:** Jen Ruffner attended the August board meeting. They discussed:
 - Devonshire's makerspace/library remodel. This was part of the building budget plus a \$3500 donation from their PTA. There are now Reading spaces for grade levels, theatre space, makerspace
 - Lead testing was conducted around the district. Everything tested well.
 - The track at OOJH may not be ready until couple days after school.

At the conclusion of the meeting, Bucky Hempen agreed to serve as chair of this committee.
- o. **Craft Fair (Kandance Luskin and Stephanie Geissler, new Co-chairs):** The new co-chairs will meet with last year's chair, Jenny Kane, to start planning for the November 12 event.
- p. **Family Dance (Trina Janes, Chair):** The DJ is reserved for the December 9 dance.
- q. **Family Game Night (Jim Harris, Chair):** The event will be on January 26.
- r. **Savers (Trina Janes, Chair):** Please save the items you plan to donate. We get paid by the pound for soft and hard items. The Savers truck will be in the parking lot on March 18, 2017.
- s. **Silent Auction (Joe Ruffner, Chair):** Volunteers are needed to help plan the event and collect donated items.
- t. **Teacher Appreciation (Michelle Harris, Chair):** Let Michelle know if you are interested in being a part of the planning as teacher gift decisions will be made soon.
- u. **Crossing Guard Appreciation (Bonnie & Michael Ognisanti, Co-Chairs):** This will be held on May 16.
- v. **5th Grade Party (Priya Amin & Jen Ruffner, Co-Chairs):** The co-chairs will soon plan a date.
- w. **Ice Cream Day (Bonnie Ognisanti, Chair):** They are looking for a date for this event that does not coincide with any religious holidays.
- x. **New Fundraisers (Sev Elmayan, Chair):** Sev has some new fundraiser ideas. One involves an app. Share with him any suggestions you have for new ways to raise money.

- y. **Teachers Report (Katie McNelley & Cindi Stevens, Teacher Reps):** The teachers appreciate the support received from parents.

Ms. McNelley and Ms. Stevens were commended for the work they did over the summer on the school garden. The garden has new raised beds that were donated and worked on by the Ognisantis and Sev Elmayan.
- 9. **New Business:** Volunteers are needed to help organize the students on picture day. Let Stephanie know if you can help.
- 10. **Upcoming Events:** The following are key upcoming events.
 - a. Fall Fest – September 8
 - b. No school – September 13
 - c. School picture day – September 15
 - d. Board of Education Meeting: September 15 at 7 p.m.
 - e. Restaurant Night: September 22 at Oberweis
 - f. Lou Malnati's order due – September 23
 - g. Spirit wear orders start – September 26
- 11. **Next Meeting:** The next PTA meeting will be held on September 27 at 6:45 p.m.
- 12. **Adjourn:** The meeting was adjourned at 8:09 p.m. after Rondell moved and Sev seconded a motion that was approved unanimously.

Minutes prepared by Trina Janes.