

Jane Stenson PTA Meeting

Minutes of the Monthly Meeting on Tuesday, September 27, 2016

Attendees: Femi Arutu, Ope Aturu, Keval Amin, Stephanie Azen, Deborah Beyenne, Sevan Elmayan, Wannapa Eubanks, Lisa Flood, Wendy Gahm, Stephanie Geissler, Bucky Hempen, Irina Iacobut, Trina Janes, Stacy Joyce, Kandace Luskin, Katie McNelley, Sue O'Neil, Merrill Peterson, Jennifer Ruffner, Vanessa Schneider and Cyndi Stevens.

1. **Call to Order:** Jen Ruffner opened the meeting in the Stenson School library at 6:50 p.m. All attendees introduced themselves.
2. **Secretary's Report:** Trina Janes asked the members to review the minutes from the September 7, 2016 meeting. Wendy motioned for approval and Sev seconded. The minutes were then adopted unanimously.
3. **Treasurer's Report - July:** Vanessa Schneider presented the revised July Treasurer's report. Some rounding errors had occurred when exporting the previously approved version of this report from Quick Books into Excel. Sev moved and Wendy seconded to approve the revised report. The revised July Treasurer's report was approved unanimously.
4. **Audit Report:** Keval Amin presented the revised report from the Audit Committee. The current audit figures show \$16,107.91 vs. \$16, 109 on the Quick Books report. The difference is due to rounding and formulas in the spreadsheet. Moving forward, the Treasurer's spreadsheet will be changed to prevent rounding the dollar amounts so it will reflect exact figures. The PTA Treasurer will use the audited figures to begin her accounts for the 2016-17 school year. The Audit Committee also included Wendy Gahm and Joe Ruffner. Sev moved to approve the Audit Committee's report and Wendy seconded the motion. The report was unanimously approved.
5. **Treasurer's Report - August:** Vanessa Schneider presented the August Treasurer's report that used the audited figure of \$16,107.91 to start the new school year. Sev motioned to approve the report and Stephanie seconded the motion. The motion was unanimously approved.
6. **President's Report:** Jen Ruffner gave her President's report:
 - a. **Amazon Smile:** We can raise money when people order through Amazon Smile. There is a one-time registration to connect your Amazon account to the Stenson PTA. A portion of your sales will be returned to the PTA. Visit smil.amazon.com to register.
 - b. **PTA CC Meeting** Jen reported on this meeting with the local PTA presidents, principals and the superintendent. Dr. Garwood agreed to modify the district registration on the website to increase the number of students listed in the annual district directory. People will need to opt-out instead of opt-in to the directory. After school enrichment programs will hopefully begin in October based on feedback from the recent parent survey. Programs will primarily be run by TAs and some teachers, but the district is willing to explore outside vendors if there are interests that can't be fulfilled internally. The format of student report cards has been modified. The district is distributing information to parents explaining the changes. Garwood will be holding morning coffees and will attend PTA meetings in the evenings.

- c. **Self-Help Workshops:** Richard Katz, a Skokie clinical psychologist, has offered to run several self-help type workshops on various topics at no cost. The list of potential courses was circulated to gauge interest.
7. **Principal's Report:** Sue O'Neil provided her report.
- a. The district is piloting an online registration system for conferences. Please share your feedback and experiences with her.
 - b. She is hosting a coffee after morning drop off on September 29. Parents who cannot attend at that time are encouraged to call or email her if they have questions or issues.
 - c. Flu shots will be given at school. Watch for a flyer.
 - d. Pride tickets are given to students who have done something positive that exemplifies the school's three R's. A Pride Assembly with all students is held periodically to publicly acknowledge some of the good behaviors in front of the whole student body.
 - e. The new Buddy Bench is being installed for kids to find others to play and talk with during recess. The school needs to replace the container of balls used during recess.
8. **Committee Reports:**
- a. **Membership Committee (Wendy Gahm, Chair):** Our membership goal for this year is 115 families. We are now at 111. There were 79 members and the teachers added 32 members. Membership should be promoted at each event that the PTA hosts.
 - b. **Craft Fair (Kandance Luskin and Stephanie Geissler, Co-chairs):** There is a flyer to recruit vendors for the November 12 event. Signup will be done on line. There is a gmail address for the event. Please forward the information to people who may be interested in participating.
 - c. **Lou Malnati's Fundraiser (Priya Amin, Chair):** We have sold 200 pizza coupons thus far which exceeded our goal. The PTA makes \$5 per \$13 pizza coupon sold.
 - d. **Restaurant Night (Keval Amin, Chair):** We are awaiting word of the profit from the recent restaurant night at Oberweis. The next event is October 13 most likely at Poochie's.
 - e. **Spirit Wear (Karalee Robb, Chair):** Spirit wear sales will begin later this week and continue through October 14. This is a PTA fundraiser for the first time and will include several new items including a jacket and water bottles. We have a color flyer which will be posted on the website. Samples will be on display.
 - f. **Book Fair (Rondell Merrill, Chair):** Volunteers are needed to help at the book fair during teacher conferences on October 5 and 6. Rondell will need extra volunteers this year to help with the lifting because she is injured. We need a co-chair to take this over next year.
 - g. **Family Fun Night (Yashwini Rana and Raz Claudon, Co-chairs):** The Bubble Guy is performing on October 19. Doors open at 6:15. The free show starts at 6:30 and runs for 45 minutes.
 - h. **Original Works (Wendy Gahm, Chair):** Parents can purchase their child's artwork printed on different items. This fundraiser will start on November 4.

Ms. Feit is working with the students to create artwork during class. Parents will be able to view their child's artwork online on different items to see what they would look like. Orders are due by November 22 so the items arrive before winter break. Parents who have items ordered last year are encouraged to bring them to display on the PTA table at conferences.

- i. **Cultural Arts (Wannapa Eubanks, Chair):** Shakespeare All Stars will be performing on October 28 and Top Note Music will come in the spring. This is funded through the Village's cultural arts grant.
 - j. **Box Tops (Amy Van Aelst, Chair):** The current box top contest runs through October 21. There will be a mid-contest update, so send in Box Tops now. Parents are encouraged to download the Box Top Bonus app - <http://www.boxtops4education.com/bonusapp>. By scanning grocery receipts, we can earn extra money.
 - k. **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.
 - l. **Board of Education (Bucky Hempen, Chair):** At the September Board of Education meeting, they approved the budget, introduced eight new teachers, shared enrollment which is almost the same as last year and presented the School Improvement Plan.
 - m. **New Fundraisers (Sev Elmayan, Chair):** Sev is exploring using an app with coupons for local businesses. Additionally, it was suggested that we organize a 5K walk/run.
 - n. **Teachers Report (Katie McNelley & Cindi Stevens, Teacher Reps):** Ms. Stevens and Ms. McNelley are encouraging more teachers to attend the PTA functions.
9. **Upcoming Events:** The following are key upcoming events.
- a. Spirit wear orders – Sept. 26 to Oct. 14
 - b. No school – October 3, 10 and 12
 - c. Conferences & Book Fair - Oct. 5 and 6
 - d. Restaurant Night: October 13 – Poochie's
 - e. Family Fun Night – October 19
 - f. Board of Education Meeting: October 20 at 7 p.m.
 - g. Box Tops deadline – Oct. 21
 - h. Classroom Halloween Party – Oct. 31
 - i. Craft Fair – November 12
10. **Next Meeting:** The next PTA meeting will be held on November 7 at 6:45 p.m.
11. **Adjourn:** The meeting was adjourned at 7:54 p.m. after Wendy moved and Sev seconded a motion that was approved unanimously.

Minutes prepared by Trina Janes.