



Westgate Elementary School

PTA General Board Meeting Minutes

September 21, 2016

-Second General Meeting of the 2016-2017 Fiscal Year-

The meeting was called to order at 7:05pm, by Julie Carlson, Westgate PTA President.

Roll Call & Attendance

1. There were thirteen (13) members, four (4) officers, one (1) teacher representatives, the principal, and the assistant principal in attendance at this month's meeting.

President's Welcome - Julie Carlson

1. Julie welcomed everyone, touched briefly on the agenda of the meeting, and asked attendees to introduce themselves.

Principal's Report - Brad Carter

1. Back to School Block Party: Gave special thanks to the Back to School Block Party committee for a very successful event.
2. Staff: Three Westgate staff members receiving tenure will be recognized at the upcoming District 25 School Board meeting (on September 22, 2016). Those staff members are: Jeff Pawelski, Annie MacDowell, and Kristen Gattuso.
3. Student Recognition: Fifth grade student Hailie Barone will also be acknowledged at the School Board meeting for being Westgate's top typer in the District's summer typing competition.
3. Testing: PARCC Scores for 4th and 5th grade students, from the spring 2016 assessment, will be sent home on Friday, September 23rd in students' backpacks.
4. Halloween: Information about Halloween parties will be coming out soon. Food for parties will be provided by Food Services and will be consistent throughout the district this year.

Teacher Representative - Paula Sullivan

1. Teacher Breakfast: Special thanks to the Sunshine Committee and all who donated food for the Teachers' breakfast, put on by the PTA on August 26, 2016.
2. Parent Night: Parent Night was successful and very well attended this year.
3. Excess Funds: Staff is excited about the items purchased with excess funds from the PTA, and appreciate the document they received, showing them how excess funds were spent.

Treasurer's Report - Jessica Buchholz

1. Audit Report: The Audit Committee met over the summer to review the financials from the 2015-16 school year. We have adopted the audit and added it to the official record.
2. Monthly Report: See attached.
3. 2016-17 PTA Budget: The budget was posted for thirty (30) days. Jessica explained that this budget was based on Plan of Work reports which were submitted in the spring. Tina Finch made a motion to approve the budget. Alexa Marchinski seconded the motion. There was no discussion. All were in favor, no one opposed. Motion passed to approve the budget.

Secretary's Report - Lissa Wengronowitz

1. Minutes: Minutes from last May's meetings were posted on the PTA website. Christine Naunheimer made a motion to approve both meetings' minutes. Lisa Kusumpa seconded the motion. There was no discussion. All were in favor, no one opposed. Motion passed to approve the minutes.
2. Correspondence: No correspondence to report.
3. By-Laws: The PTA By-Laws must be reviewed this school year. Christine Naunheimer and Lisa Peters volunteered to be on the By-Laws review committee, along with the Secretary and President.



“Administrative” Committee Reports

Communications and Publicity Committee-

1. Calendar - Julie Carlson
 - a. Calendar Update: The PTA calendar for the 2016-17 school year is up on the website. Please review and let Julie know if you have any changes or additions to report.
 - b. Lynn Szabo will merge the PTA calendar with the Westgate School calendar.
2. Website - Nicole Escobedo
 - a. New PTA Website: Nicole Escobedo created a new website for the PTA, located at: www.westgatepta.com. She requested that people visit the site and report back to her with feedback and opinions.
3. Wolverine Weekly - Janet Freyberg
 - a. Wolverine Weekly Submission Process: Send Wolverine Weekly blurbs and links to Julie Carlson for approval by noon on Thursdays. Once she has approved the material, she will submit it to Janet Freyberg, who will compile all submissions and forward them on to Dr. Carter to be emailed to the Westgate community on Fridays.

Membership Committee -

1. Magnets: Julie brought a sample of the Westgate paw car magnet that will be given out with membership cards to PTA members.
2. DirectorySpot App - Melody Pekarek
 - a. The DirectorySpot App will be updated in October.

First Vice-President's Report - Tracey Petrusonis

“Ways & Means and Service” Committee Reports

Book Fair Committee-

1. Birthday Books - Alexa Marchinski
 - a. All students will be getting a personalized coupon from their teacher in their birthday month. August and September coupons have already been distributed to teachers. The committee's primary goal this year is to make sure that every student gets a book.
 - b. Tina Finch mentioned that there has been some confusion between the PTA Birthday Books and the LMC Birthday Book Club. Alexa asked that if we encounter confusion, we help explain that this is a free book given to all students for their birthday and not affiliated with the LMC program.

Sunshine Committee- Michelle Harris

1. Teachers' Breakfast: Thank you to all who donated food to the Teachers' Breakfast on August 26th.

Westgate Cares Committee - Lauren Cruz

1. Registration : Registration took place over a three day period this year. Everyone who registered was accepted. The club members are: 34 1st and 2nd graders and 39 3rd, 4th and 5th graders.
2. Website: The club has a new website, located at: www.westgatecares.wordpress.com.
3. Sock Hop Event: The club will be putting on a new event - a “Sock Hop”, which will take place on Saturday, October 22nd from 3-5pm. Entry to the event will be a donated item, which will benefit PADS and the Wheeling Township Food Pantry. This is a family - not a drop-off - event.

Additional Ways and Means/Service Subcommittees:

1. School Pictures - Lauren Rogers
 - a. Picture Day: Picture Day went very smoothly this year. They managed to get through taking all pictures in 2 1/2 hours. Retakes are Tuesday, October 18th. Next year's picture day will be September 12, 2017.
2. Spirit Wear - Alexa Marchinski
 - a. Spirit Wear: They are using a new vendor this year, the same vendor that South Middle School used last year. They are trying to do paperless ordering this year. As soon as samples arrived, they will be on display in the front hallway display case.

Second Vice- President's Report - Gina Hammond

“Enrichment and Social” Committee Reports

Art Appreciation Committee - Kelly O'Brien

1. Volunteer Update: They have 70+ parent volunteers, filling 85 spots. More than half of the classrooms have 3 or more volunteers, 8 of the classrooms have 5 or more volunteers. 3 rooms do not have volunteers currently, she is reaching out to the classrooms to see if they want the program to run, and if so, how we can meet their needs.
2. Scheduling Presentations: The committee is asking volunteers to reach out to their teachers to see how many times they'd like the program to run in their classroom this year.
3. Upcoming Orientation: There will be an orientation for volunteers on Thursday, September 29th at 9:15am. Please attend for further information, or check the website, which has been updated for the current school year:
www.westgateartappreciation.weebly.com.

Art Club Committee - Christine Naunheimer

1. Registration: The club had over 190 kids register, but they can only accommodate about 170 students. They tried to accommodate as many students as possible but have space restrictions in the art room and can't take everyone. Spots in other grade levels were offered to the majority of kids on the wait list. Priority registration was given to students who were on the wait list last year, and will be offered next year to this year's wait-listed kids.
2. Website: www.westgateartclub.wordpress.com
3. Reflections - Lissa Wengronowitz
 - a. Reflections Contest: The theme for the 2016-17 year is “What's Your Story?” We have begun promoting the contest via posters put up around the school, and blurbs in the Wolverine Weekly. The contest is also being promoted within art club - flyers are being distributed to all club members and art lessons for the year are all tied in to the Reflections theme.

Back to School Block Party Committee -

1. Report: Our committee felt the 2016 Back to School Block Party was a HUGE success! With over 1,200 people in attendance and over 600 meals ordered, we could not be happier with the way everything turned out. We are especially happy with our entertainment this year...DJ-50, Randy the Magician and Jason the man on stilts. We also found the photo booth to be a big hit. Next year, we would only like to hit repeat! The only change we are working on is getting food out more quickly. We did

not care for the lines at the food tables and will work on fixing this for next year!
We've heard many talk about how much fun they had, and we couldn't agree more!

Chess Club Committee - Dolores Georg

1. Registration: Registration will open on Monday, October 17th. The club is open for 3rd-5th graders.
2. Meetings: Will take place on the 1st and 3rd Wednesday of each month, from November - April. They have increased meetings from last year, when they only met once per month.
3. Volunteers: The committee is looking for high school volunteers to assist the students during the meetings.

Ecology Committee - Daniella Sents

1. Shoe Drive: Ecology Committee is teaming up with the AHPD in a community wide charity shoe drive. The collection will benefit the Share Your Soles: Children Caring-Children Sharing organization that serves children in the Chicagoland area. They are asking for donations of gently worn shoes that are in good condition. (Any shoes are fine: cleats, sandals, boots, slippers, etc.) There will be a drop box outside of the main office. They'll be collecting the shoes from September 19th - September 30th. For more info about Share Your Soles go to www.shareyoursoles.org.

Juvenile Protection and Safety Committee -

1. Traffic - Lisa Peters
 - a. Parking Lot Closure: The front parking lot will now be closed during morning drop off, from 8:35-9:05am. This will limit the number of kids who need to be crossed from the lot to the school No other school in the district allows kids to cross the drop off line, and all schools with front parking lots close them during morning drop off.
 - b. Upcoming Meetings: The committee will meet with Officer Veenstra the week of September 26th. Lisa will also meet with the Patton PTA Traffic representative the week of September 26th, to discuss changes Patton implemented to their drop off. Patton is the only other school in the district that has PTA involvement in the traffic procedures, and their drop off runs very smoothly.
 - c. Cards for Crossing Guard: Tina Finch would like to gather and deliver cards for Bill, the former crossing guard at Grove and Dwyer. He has retired. Anyone who would like to give him a thank you card may send them via backpack mail to Tina.

Enrichment and Cultural Arts Committee-

1. Cultural Arts Assembly - Tina Finch
 - a. Schoolhouse Rock Live Show: Will take place on Tuesday, October 25th. There will be two shows, both in the morning. PM kindergarteners will be invited to attend with a parent. There will be a “talk back session”, similar to the Author Visit, in which the creator will briefly introduce the show and himself, and answer questions from the students.

President’s Report - Julie Carlson

1. Council Dinner Banquet: The banquet is taking place on Monday, October 17th at 6pm. We would like to fill a table with representatives from Westgate. We have 2 open spots at our table of 10. Please let Julie know if you would like to attend.
2. Update from PTA Council Meeting: The Assistant Superintendent of Student Learning, Eric Olson, would like to attend an upcoming Westgate PTA meeting to talk about the assessment process, explain the various tests, and how they use the data. Julie is coordinating a date with him. Julie is also coordinating with Dr. Bein to find a date for her to visit a PTA meeting and give an update about construction timeline for the school.
3. Open Committee Chairs: We are still looking for people to fill the Membership and Teacher Appreciation Committee Chairs.

“Liaison” Committee Reports

ABC/25 Liaison - Dana Foley

1. Yankee Candle Fundraiser: Will be happening this year, and information will be sent out shortly.

Rolling Meadows High School Liaison - Colleen Schoessling

1. RMHS Football Game: Westgate Night at the RMHS football game will be Friday, September 30 at 7:30pm. Rolling Meadows will be playing against the Prospect Knights.

Room Representative Committee - Lisa Kusumpa

1. Room Rep Update: We have approximately 70 room reps in the classrooms. This year we tried streamlining the process of collecting the parent's information and classroom volunteer preferences by sending out a google form school wide. As of Wednesday, Sept 21st, we have had 445 entries on the Parent Contact/Volunteer form out of 606 students! Next up are the Halloween Parties. More to come!



South Middle School Liaison - Tracy Recklaus

1. South spirit wear will be sold online this year, and will be shipped directly to purchasers' homes. The online sale will possibly run all year. Samples will be available soon in the South office.

Adjournment

Meeting was adjourned at 8:42pm by Julie Carlson.

Secretary: _____ Lissa Wengronowitz*

Reviewed by President on: 9/26/16 Approved by General Board on: _____

Secretary: _____

**Denotes that the original signatures are provided on the hard copy of the monthly PTA minutes.*

Note: Electronic versions of minutes can be found on the Westgate PTA Website- www.westgatepta.com And Google Drive- <https://goo.gl/0pnNeg>

Calendar Highlights

See Calendar: <http://www.sd25.org/Page/24>

September

Art Appreciation Volunteer Orientation - Thursday, September 29

Art Club 4th Grade - Thursday, September 29

Westgate Night at the RMHS Football Game - Friday, September 30

October

International Walk to School Day - Wednesday, October 5

Skate Night - Thursday, October 6

Westgate Cares - Wednesday, October 12

PTA General Meeting - Wednesday, October 12

Art Club 2nd Grade - Thursday, October 13

Spirit Day - Friday, October 14

Chess Club Registration opens - Monday, October 17

PTA District 37 Council Awards Banquet - Monday, October 17

Picture Re-Take Day - Tuesday, October 18

Socktober Sock Hop - Saturday, October 22

Schoolhouse Rock Live Assembly - Tuesday, October 25

Classroom Halloween Parties - Monday, October 31