



Westgate Elementary School

PTA General Board Meeting Minutes

February 8, 2017

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

The meeting was called to order at 7:02pm, by Julie Carlson, Westgate PTA President.

Roll Call & Attendance

There were fifteen (15) members, four (4) officers, one (1) teacher representatives, the principal and assistant principal in attendance at this month's meeting.

President's Welcome - Julie Carlson

1. Julie welcomed everyone to the meeting.

Guest Speakers - Dr. Eric Olson and Ms. Jennifer Adams, Department of Student Learning

1. Dr. Olson and Ms. Adams explained the various tests required by the State and District throughout the school year, how the data is reported and the purpose of each test.

State Assessments: PARCC Test, Illinois Science Assessment, ACCESS for English Learners.

District Assessments: AIMSweb, Fountas & Pinnell Benchmark Assessment, Measures of Academic Process (MAP), Cognitive Abilities Test (CogAT)

Principal's Report - Brad Carter

1. Project Linus: Thank you to Westgate Cares for Project Linus. Dr. Carter appreciates the opportunities Westgate Cares provides for families to give back.
2. PARCC Testing: PARCC testing begins on March 6th and will last 2.5 weeks. Parents will be notified of testing schedule before it begins.
3. Spring Conferences: Spring conferences will be held on March 23rd and 24th. They will be 15 minute time slots, and are optional. More information about conferences will be sent out in a few weeks.
4. Family Reading Night: Family Reading Night will be held on February 15th, for kindergarten-3rd graders and their families. Anyone who would like to volunteer is welcome to, regardless of whether or not they have a child in those grades.

5. Running Club: Running Club will be starting up for 4th grade students. Students can come to one or all practices, based on their availability. The students will run outside, weather-permitting.
6. New Westgate Logo: New logo ideas have been developed for the school. Kids will be able to vote on logo designs.
7. Rolling Meadows Basketball Night: Thank you to all of the Rolling Meadows basketball players who visited the school on February 3rd and read to the students in their classrooms.

Teacher Representative - Karen Wenzel

1. Morning Drop Off: New traffic procedures appear to be working well to teachers when they help with traffic duty.
2. Book Fair: Thanks for a great book fair this year. Teachers would like to thank everyone for book donations.
3. Open House: It was great to see so many families at Open House this year.
4. Leader in Me Update:

Action Team News - Communication Team has made posters for assemblies, Open House, Book Fair, and will be working on posters for Fun Fair. Tech Team has recently updated its student website and helped coordinate voting for Movie Nights. Habit Boosters Team just made a video about the new Buddy Bench. Hospitality Team has been giving visiting families tours of the school.

Upcoming Activities: Family Reading Night on 2/15. Jump Rope for Heart kicked off on 2/8, led by 3/4 multiage classrooms. Leadership Day will be on May 19th, focus is on families this year, and all families are invited. There will be a morning and afternoon session. Family Training Sessions are upcoming, next session is on February 13th.

Treasurer's Report - Jessica Buchholz

1. Updated Budget: Two items were changed in the budget - clarity added to Fun Fair budget, no net difference; \$350 added to Kids Social budget to hire a magician for the Ice Cream Social. Motion to approve new budget made by Lisa Kusumpa, motion was seconded by Catherine Olson. There was no discussion. All were in favor, none opposed. Motion was passed to approve updated budget.

Secretary's Report - Lissa Wengronowitz

1. Minutes: Minutes from October meeting were posted on the PTA website and the shared Google drive. Michelle Harris made a motion to approve the minutes, motion was seconded by Tina Finch. There was no discussion. All were in favor, none opposed. Motion was passed to approve the October meeting minutes.

2. Correspondence: Two pieces of correspondence were received by the PTA, on behalf of the Westgate Cares committee. The first piece of correspondence was from the Activity Staff at Manorcare, thanking Westgate Cares for the holiday door decorations. The second was from the Wheeling Township, thanking Westgate Cares for the donation of twenty birthday baskets.
3. Updated Bylaws: The Westgate PTA Bylaws have been updated, in accordance with the every-other-year schedule required by the Arlington Heights Council. The Updated Bylaws have been approved by the Arlington Heights Council representative, and will be posted electronically on the Westgate PTA website and shared Google Drive. Physical copies will be posted in the PTA office and in the glass display case outside of Westgate's front entrance. We will vote to approve the By-Laws at the next general meeting, on April 5th.

First Vice-President's Report - Tracey Petrusonis

"Ways & Means and Service" Committee Reports

Book Fair - Tracey Petrusonis and Kelly O'Brien

1. We had over 30 Parent/Staff Volunteers and 10 Student Volunteers helping us make this event successful!

Gross Sales: \$12,370.66 (including our on-line sales)

Profit Breakdown:

\$2,750.61 Cash Profit

\$ 100.00 Scholastic Dollar Profit to be used for the PTA Birthday Books

\$2,850.61 TOTAL PROFIT

Westgate Cares Committee - Lauren Cruz

1. Successful Holiday Sing at Berry-Yo.
2. December Meetings -

 1st/2nd Graders made baskets filled with diapers, wipes and baby supplies to donate to Wheeling Township Food Pantry

 3rd/4th/5th Graders made Birthday Baskets with cake making supplies and decorations to donate for families at Wheeling Township Food Pantry
3. January Meetings -

 We prepped and focused on advertising our annual Project Linus event.
4. Project Linus event was a huge success!! We hosted over 100 Westgate Students and made 140 blankets to be delivered to hospitals in our community.
3. Upcoming Meetings: service dogs will be coming, older children will make dog toys for The Buddy Foundation.
4. Feed my starving children outing upcoming. The entire Westgate community will be



invited to attend.

Spirit Wear - Alexa Marchinski

1. Spring spirit wear offerings will be coming out soon.

Manna Money - Lauren Rogers

New this year:

1. Increase in communication via Facebook and Westgate Weekly
2. Wrote a Q&A about Manna Money to answer some questions, and hoped to generate more involvement (who/what/when/where/how)

Results:

Manna Order to family (personal gift cards): sold \$7575.00 worth of cards, which we paid \$7187.31 for a profit of \$387.69

Manna Money to teachers: sold \$4660 worth of cards, which we paid \$4366.15 for a profit of \$293.85

Total profit to Westgate PTA: \$681.54

Compared to 2015 Winter sales: \$854.67 (difference of \$173.13)

Take away points:

1. Need more assistance distributing gift cards to families (before school, after school, multiple days, etc.)
2. Next order will be at end of the 2016-2017 school year; hoping to increase profits this spring (May 2016 was \$284.47)
3. Need to generate more interest in Manna Money to increase profits... any suggestions are welcome.

Second Vice- President's Report - Gina Hammond

"Enrichment and Social" Committee Reports

Trivia night - Holly Connors

1. Signups are: Feb 16th, 8PM online, and registrations will be taken on a first come first served basis. The event is on April 8th, from 6-11pm. The venue will be the same as previous two years - Rolling Meadows Community Center. There is room for 150 people, plus the Trivia Night committee.

Movie Nights - Summer Sander

1. Intermediate movie night is next Friday (2/17). A Sign Up Genius will be posted on the Facebook PTA page soon, seeking volunteers.

Fun Fair - Jeni Riley and Nadia Viken

1. Fun Fair will take place on March 10th, from 6:30-8:30pm. The theme is "Westgatepalooza". There will be games in the gym and a dj in the commons. Snacks will be available for purchase.

President's Report - Julie Carlson

1. Nominating Committee: A nominating committee must be formed to nominate candidates for the positions which will be open on the PTA Executive Committee for next school year: President, VP of Ways & Means/Service, Treasurer and Secretary. Michelle Harris will be the chair of the committee, Lisa Peters, Tina Finch, Heather Ullrick and Lauren Cruz agreed to be on the committee. Summer Sander, Lisa Fischer and Lisa Kusumpa will be alternates.

Liaison Committee Reports:

South Middle School Liaison - Tracy Recklaus

1. Seussical the Musical will be performed on March 3rd and 4th.
2. South Middle School Staff vs. Thomas Middle School Staff Basketball Showdown will be taking place on March 10th.

Adjournment

Meeting was adjourned at 8:11 pm by Julie Carlson.

Secretary: _____ Lissa Wengronowitz*

Reviewed by President on: 2/9/2017 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/OpnNeg>

Calendar Highlights

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

Leader in Me Parent Workshop - Monday, February 13

Valentine's Day Class Parties - Tuesday, February 14

Monarch Family Reading Night - Wednesday, February 15

Intermediate Movie Night - Friday, February 17

No School (President's Day) - Monday, February 20

First/Second Multi Age Music Concert - Tuesday, February 21

Primary Movie Night - Friday, February 24