



Westgate Elementary School  
PTA General Board Meeting  
*Tuesday, October 23, 2018*

*Third General Meeting of the 2018-2019 Fiscal Year*

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The meeting was called to order at 7:09 PM by Lisa Kusumpa, Westgate PTA President

**Role Call and Attendance**

Ten (10) members present, including all executive committee members, one (1) teacher and the Principal and Assistant Principal

**Principal's Report - Dr. Carter**

- Parent-Teacher Conferences went very well. The feedback has been very positive with parents liking the earlier time frame to receive a snapshot of their child's progress. This is the plan for next year as well.
- Practice lockdown drill today (10/23) with AHPD. It went smoothly. Telling teachers to run, hide, fight - teachers to make the best decision for their classrooms dependent on particular situation.
- Halloween - Emoji theme for the staff. Don't forget to fill out google forms re: going home for lunch or not and another reminder will be sent this week.
- Wish Tree Night is tomorrow night 6:30-8pm (10/24) to coincide with our One Book, One Westgate initiative.
- First Student Led assembly will be tomorrow (10/24) - Focusing on their Overall WIG (Wildly Important Goal). Each grade level tackles each month's assembly. There will be video of the assembly that will be on the Westgate Website.
- COGAT testing taking place this month - 5th, 3rd graders & 4th graders that are new or didn't take it last year.
- Walk to School Day - Very positive feedback and it was really well organized. Received compliments from the district that they felt it ran like a well-oiled machine. Next year forms will be collected from CAP as well so that all students are ensured to be able to participate.

**Teacher's Report - Karen Wenzel**

- Parent-Teacher Conferences: Teachers felt that they had a very good grasp on where their students were at grade-wise even though they didn't have "grades" to talk about because they had so much information from their assessments. If there is any feedback about conferences or items that parents wish to discuss further, please reach out to administration.

### **Teacher's Report - Karen Wenzel (Continued)**

- Orange Ruler Fundraiser - Celebration day was so much fun and exciting. The process leading up to reaching the goal was pain-free and seamless for teachers. The prizes in the classroom built excitement and everyone is so impressed by how much was raised.
- Conference Luncheon - Was so wonderful. Thank you so much to Michelle Harris for organizing! Everyone loved the pizza, salad, and desserts. So nice to have that moment during the day to come together, cheer each other on and have such a great meal.
- Kids are really excited for Monster Mash (Westgate Cares committee) this weekend! Love the video announcements (working w/Lynn Szabo on announcements).

### **Treasurer's Report - Julie Carlson**

- Review of September's Budget. No changes to budget. Reports are to make it easier for chairs to see how much in funds is left for their committee to spend.

### **Secretary's Report - Trish Kalweit**

- Review & Vote for Approval of September 11, 2018 minutes
  - Christine Naunheimer motioned to approve the minutes
  - Lauren Rogers seconded the motion
  - September 11, 2018 minutes approved
- We will be moving forward from our membership drive and looking into using Memberhub as a communication tool. Planning to review this before year's end.
- Membership update - We currently have 313 family members that have joined PTA along with 30 faculty members.

### **Vice President Ways & Means - Lauren Cruz**

- **Staff Appreciation Committee - Michelle Harris** (Lauren Cruz reporting)
- PTA provided the staff with lunch for conferences on Thursday, October 18th. Lou Malnati's pizza and salads in addition to desserts, fruit and veggies provided by Westgate families was served. Thank you to all who helped and to Debbie Wood for setting up.  
Staff Appreciation will be doing homemade holiday cookie trays again this December for staff lounge. Sign up will come out closer to time frame.
- **Orange Ruler Fundraiser - Melissa Lenski & Chrissie Erdmann**  
Thank you Melissa and Chrissie for chairing this incredible fundraising event. Raised over \$26,845 for our school! The funds will go to all of our PTA programming. Planning to offer free admission to 2019 Fun Fair since we met our goal. Incredibly pleased and grateful for the teacher's participation. We had over 70% of participation from the students which is really great to see this growth from participation in previous fundraisers.
- **Lifetouch Fall Pictures - Picture Re-takes - Lauren Rogers.**  
Only took 1-½ hours for retakes today.  
School Pictures Chair looking for a shadow to take over 2019-2020 school year.

- **Spirit Wear - Alexa Marchinski** (Lauren Cruz reporting)  
Planning another sale for Winter with items to be delivered prior to the holidays. Also looking to see if we can obtain more samples for the teachers.
- **Westgate Cares - Tracy Recklaus & Bridget Shank** (Lauren Cruz reporting)  
Westgate Cares is excited to host a Monster Mash Halloween party for National Make a Difference Day this year.  
The party is in the Westgate Commons Saturday, October 27 from 2-4pm.  
Donations for the Wheeling Food Pantry and local PADS are being collected at the door.  
Donations are also being encouraged even if you cannot attend the party.

### **Vice President Enrichment & Social - Lauren Rogers**

- **Room Rep Report - Lisa Kusumpa**  
Voluntary classroom donations toward class parties have been collected.  
Will be distributed evenly to classrooms (averaged out to approximately \$6.80 per student).  
Halloween party planning is in full swing.  
Maximum volunteers per classroom the day of the party is five (5).
  - Request 1 form per classroom for expense report (multiple receipts on one form is ok).
  - Expenses may be turned into Julie Carlson. Please keep additional requests within reason and transparent as to how the funds are being spent (for the parents).
  - Remind Room Reps that if they have children with them in the classroom during decorating, to please keep them with them and not playing in hallways, etc.
  - Follow up with Room Reps re: Volunteers and who all are for easier check-in process.
- **National Walk to School Day Report - Erin McLaughlin** (Lauren Rogers reporting)  
Thank you Erin for putting together such a fun and well-organized event on October 10th.
- **Kindergarten Fun Night - Tara Houx** (Lauren Rogers reporting)  
Final Kindergarten gathering to wrap up the welcoming committee's activities for the current school year. Pumpkin decorating party From 6 to 8 PM in the Commons on Monday, October 29th.
- **Family Activity Night - Emmy Butler** (Lauren Rogers reporting)  
WG Swim Night is Sunday, November 18th from 5-7 at the Rec Plex in Mount Prospect.  
We have partnered with WG Cares for volunteers to staff and welcome table and will be collecting donations for the Wheeling Township Food Pantry.  
Advertising for the event is targeted to begin next week via morning announcements, WG weekly and PTA calendar.  
**Looking for a shadow to take over for 2019-2020 school year.**
- **Fifth Grade Committee - Julie Carlson**  
Had their first meeting and are scheduling a follow up with those that are interested in helping with the celebration. They have the South mascot reserved for the last day of school and are checking into a need for a Thomas mascot.

- **Movie Nights - Trish Kalweit, Toulia Lipton, Jill Haggerty, Kim Hedstrom**  
The primary movie night will be on Friday, February 1st. The intermediate movie night will be on Friday, March 15th. Will be involving the Lighthouse action teams for help with advertising, choosing movies, etc. Looking at having two movies (one in Commons and one in gym) for Intermediate night.
- **Cultural Arts - Tina Finch & Lisa Peters** (Lauren Cruz reporting)  
Dec 20th, Quintet Attica (interactive wind quintet). The performance will engage the students as they finish the music for a movie and show the students how to "Set the Score".  
**Looking for a shadow to take over for 2019-2020 school year.**

### **President's Report - Lisa Kusumpa**

- Open Positions - Fun Fair Chair needed. We only need a chair - there are many people willing to help and be on committee. We have a template in place, a theme that can be used if desired (Emoji). There will not be funds to handle or admission - which is a huge plus.
- Looking for a school board liaison chair as well.
- PTA Office is getting really streamlined and organized! Clear bins in front room are labeled to be used for any event. Take a look and use the items that you can find.
- Holiday Party will be on December 18th from 6 pm to 9 pm.  
An evite can be viewed here [2018 Westgate PTA Holiday Party Evite](#)
- AH Council of PTAs Update-Mary DeMaria stepped up as President. Each year the council of PTAs offers \$10,000 in scholarships to Rolling Meadows High School students (10 each at \$1000). Looking for someone to chair this position and also look into fundraising for the scholarships in order for this to happen this year.
- ACE IT 25 Update - Our liaisons will come in and talk with us in the beginning of the new year.
- ABC/25 Update - Needs help chairing in order to keep this committee going.
- [PTA Ethical Conduct Agreement for Committee Chairs](#) - If you have not already signed one and returned, please be sure to do so.

### **New & Unfinished Business**

- Christine Naunheimer brought up that with Art Club (after regular school hours) during dismissal they have had issues with parent helpers getting locked out a few times. Ideas to resolve - Will obtain the night custodians' cell phone numbers, larger cones to help prop open the doors.

Secretary: Trish Kalweit\*

Reviewed by President on : 11/21/18

Approved by General Board on : 01/14/19

Secretary: Trish Kalweit

Note: Electronic versions of minutes can be found on the Westgate PTA Website

[www.westgatepta.com](http://www.westgatepta.com)