



Westgate Elementary School  
PTA General Board Meeting  
*Wednesday April 17th, 2019*  
*Seventh General Meeting of the 2018-2019 Fiscal Year*  
*Awaiting Official Vote Approval*

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The meeting was called to order at 7:07 pm by Lisa Kusumpa, Westgate PTA President

**Role Call and Attendance**

Seventeen (17) total present, including five (5) executive committee members, one (1) teacher, the South Middle School PTA Principal and the South Middle School PTA president.

**South Middle School Principal Welcome**

- *Piper Boston, current South Middle School principal introduces herself and makes herself available for any questions regarding the 5th to 6th grade transition.*
- *Great feedback is provided to Piper Boston regarding the SMS librarians visiting the elementary schools to get the incoming students interested in the South summer reading program.*

**Principal & Teachers Report - Both reported by Paula Sullivan**

- *Thoroughly enjoyed the movie night. Kids were well-behaved and special thanks to the PTA for this free event and to Coach K for providing extra fun.*
- *Fun Fair was awesome! Again, the fact that the evening was free to Westgate families was much appreciated. Many positive comments!*
- *All IAR (Illinois Assessment of Readiness) testing is now completed. Faculty can actually see the progress the students are making "live" while administering the test and not after the fact. Testing plans for next year? Not yet known what the exact plan is for the state. We do know there will be two less tests administered.*
- *MAP testing will continue through week of 4/22.*
- *Also administering reading assessments via Fountas & Pinnell (for reading levels) and moving over to FastBridge from AIMSWEB (for reading fluency). These tests provide faster results which the faculty spends quite a bit of time analyzing to provide the most personalized reading approach for their students.*
- *Field day is coming up on June 3rd this year with rain date on June 7th. Will be reaching out for volunteers.*
- *Inside/rainy day recess plan. Westgate is currently testing an inside/rainy day recess procedure that the other schools within the district follow. The students are all to be seated in the hallways. If they need a chair, they do have chairs provided. They can talk*

*and have games provided. This procedure allows the recess monitors to see all children at all times. Westgate has been trying this plan in the last couple of weeks and will follow this procedure through April. The plan is to then take feedback and it will be followed up with an email to parents.*

- *Heart of Japan cultural arts presentation is tomorrow!*
- *Story 1,2,3 cultural arts presentation coming later in Spring as well (Staff is very excited for this 2nd Spring cultural arts event provided by the PTA!)*
- *Junior Achievement presentations have begun this week. This is a volunteer program that engages students regarding entrepreneurship and financial readiness to all primary grades.*
- *Variety Show is approaching next Friday 4/26 and would like to extend our thanks to the staff that volunteer their time for this big event!*
- *Senior Walk will take place on 5/23. Westgate alumni that are graduating high school this year will walk the halls while the elementary students will applaud them. Thank you to Julie Nelson and Carol Nelms who are heading this event.*
- *Julie Carlson brings up the idea of the "5th grade clap out" - similar to the Senior Walk idea. The 4th graders come downstairs and fill in from the Commons to the Art Room and all other grades fill hallways for the 5th graders. The South Cardinal will lead the way for the 5th graders to be applauded and brought out to the parent tunnel. Traditionally, happens on the last day of school at other schools within the district. Dryden and Olive in particular hold this as a tradition. Would this be a possibility? Paula Sullivan takes note of this to discuss with staff.*
- *One thing to note for the clap out - explain to all kids to keep one body part on the wall in order to keep hallways clear for students parading through.*
- *Idea - if the last day of school is a concern due to teacher traditions, time constraints...can we do this the second to last day of school? This will be discussed with staff.*
- *Note from Dr. Bein - informing of the next lock down drill. It will take place the week of 4/29. This practice drill will be different in that a staff member will be given an envelope that will hold information. From this information, the staff member will need to assess and handle the situation appropriately based on the information provided. Protocol - the teacher needs to assess the situation and act appropriately (i.e. remove the students from the building if it is safer to do so). Dr. Carter will be very specific beforehand that this is a drill only.*
- *Bridget Schank asks in regards to the lock down drills - Do the teachers and staff have mandatory training in how to handle these situations. Paula Sullivan responds that yes the teachers have all had training for such situations.*
- *Last day of school will be Monday June 10th.*

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

- *March has been reconciled since the last meeting and have reconciled up through April as much as possible.*

- *In looking at the budget reports, always look to the far right column as this shows what is left in your budget.*
- *MemberHub - everything that we are doing that is any kind of “store” is being pushed through MemberHub. I.e. Plant Sale, Parent Game Night. When you order the plants or tickets for an event such as Parent Game Night - you are ordering through MemberHub.*
- *Glitch Errors - This week we did experience a glitch with MemberHub that has since been rectified. The error was causing customers to receive two receipts along with an error message that caused some customers to place orders twice. MemberHub immediately looked into the situation and saw that it was a global error across their platform and it was fixed promptly. Anyone’s plant orders where this occurred has been fixed as the orders/sales were not doubled.*
- *Room rep funds - any leftovers will be used for the entire student body, evenly. Ideas? Suggestions from assembly were a logo water bottle or T-shirts for Field Day. We can talk to Rich Stienstra's Company as well regarding these products.*
- *In a previous school year with excess PTA funds, a Gaga Pit was purchased for the student body. However, the Gaga Pit required an ADA accessible door. We have been advised by school staff that we now have the ADA accessible door and Westgate staff is looking into having the Gaga Pit set up as soon as possible.*

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

- *Review & Approval of March 5, 2019 minutes - Bridget Schank Motions, Michelle Harris 2nd’s - Minutes Approved for March 2019*
- *Bylaws Update - Bylaw Subcommittee reviewed bylaws, made updates (created exec vp position, changed quorum from 9 to 7), Updates have been approved by IL PTA Council, will be voted on by Westgate PTA in May - Please review (available on Westgate PTA Website & Wolverine Weekly)*
- *Memberhub Update - Katie Campbell and Trish Kalweit currently entering family contact information from Directory Spot into MemberHub. Looking at creating grade level “hubs” to send out messages through this portal; this would take away from asking Dr. Carter to send out messengers to the community.*

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

##### **Spring Pictures - Lauren Rogers reporting**

- *Took place on 3/12/19.*
- *Return all pictures by Thursday, 4/18/19. Or keep and pay for the pictures you want & return the rest. Or keep all pictures and pay for all.*
- *Company will contact you if you do not return them.*
- *Can they send digital or thumbnail instead of printing all the pictures? Probably works best in the photo company’s favor to send actual pictures.*
- *Who is the picture chair going to be for next year? Bridget Schank has someone in mind!*

##### **Staff Appreciation Committee - Michelle Harris reporting**

- *This year’s theme for teacher/staff appreciation week is Westgate's motto,*

*Celebrate. Grow. Lead.*

- *Calendar of week's events went out in Westgate Weekly.*
- *Lots of opportunities to sign up to provide for the week and help plan.*
- *Need people to make Egg Casseroles!!!*
- *Staff appreciation hub will take place in the office this year - a little less decorating*
- *Monday 5/6 - donuts, Tuesday - Breakfast in the LMC, Wed - Snack Day, Thurs - Popcorn bar along with thank yous and succulent gifts, Friday - lunch with sandwiches and salads.*
- *Michelle is using her budget and utilizing plants from the plant sale for decorations during teacher appreciation week. She will then raffle them off to staff.*
- *Please reach out to Michelle at [mkoulias@comcast.net](mailto:mkoulias@comcast.net) if any questions.*
- *Michelle has also been speaking with Dr. Carter about honoring Ana Hrtanek. After the planting of a tree in her honor, PTA will be helping by hosting a reception in the LMC.*

**Plant Sale - Tracy Marchetti, Meghan Tiedge & Kelly Dudle (Lauren Cruz reporting)**

- *Jenni Heffernan and Sandra Albu are shadows for next year*
- *Will take place on 5/6/19.*
- *Virtual store with photos created on MemberHub this year. Hopefully this will encourage more plant sales. The online photos really help! Orders due Friday 4/26.*

**Variety Show Concessions - Christine Conway reporting**

- *V-show is on 4/26 and committee is currently putting together volunteers for the sale.*
- *Sign up genius to be sent out for volunteers sent out tomorrow - middle schoolers/high schoolers.*
- *Concessions for the sale will be ordered through District 25 by 4/18/19. Very easy to work with and can have the concessions delivered direct to South. Along with any non-perishable snacks from the Fun Fair, these will be available for sale as well.*

**School Supply Kits - Jaime Parkhouse, Heather Ullrick (Lauren Cruz reporting)**

- *Grade level school supply kits are now available for ordering*
- *[//www.educationalproducts.com/ShopPacks/](http://www.educationalproducts.com/ShopPacks/) and use Code - WES344*
- *Input from South PTA president, Mary DeMaria - due to the variety of products and the specific needs of students, South Middle School does not offer the school supply packs.*

**Westgate Cares - Bridget Schank reporting**

- *Made dog toys and brought them to Orphans of the Storm (made with leftover fleece from Project Linus)*
- *Thinking it would be nice to be able to deliver items in the future with some of the kids along.*

- *May 1st - Earth Day themed Trees and Bees event. Working with Morton Arboretum (or similar) to talk to the kids about how important our trees and our honey bees are to our environment. Will be planting a tree along with a plaque. Also doing more beautification around the school.*
- *Committee - for next year already have 5 people to work with on the committee. Always looking for more help - join us and have fun while helping!*
- *Tracy Recklaus and Bridget had a fantastic time this year!!*

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

#### **Room Rep Report - Lisa Kusumpa reporting**

- *Would like to plan for room rep funds to be a budget line item for next year.*

#### **Fifth Grade Celebration Committee - Julie Carlson reporting**

- *Celebration will take place on May 30th from 6:30-8:30 pm.*
- *Logo is chosen and t-shirts ordered.*
- *V-show act has been practicing and will have their last two practices on the stage.*
- *Program completed with just a couple of minor changes.*
- *Decorations are finalized and going well.*
- *Food & Beverage decisions have been made.*
- *4th grade volunteer sign up to be sent out (4th grade liaison co-chairs are Tracy Groark and Nicole Escobedo)*
- *Memory Book - Catherine Olson will add a section to this year's yearbook.*

#### **Intermediate Movie Night - Trish Kalweit & Kim Hedstrom reporting**

- *120 kids from 3rd through 5th grade. Behavior was very good!*
- *Getting popcorn donated from CMX and pre-prepping snacks in one bag was really helpful.*
- *Two movies with one in Commons and one in Gym worked out well.*
- *Movie times gap was a small glitch, but Coach K was a huge help!*
- *Busy night for 5th graders, so it was a small group; going to look at a different night next year.*
- *PTA Room had an issue with popcorn remaining on the floor as of the following Tuesday, per feedback from Catherine Olson. Trish reported that she had addressed the issue with the custodian on duty that evening and was told it would be taken care of. Next year will double check room on the following Monday.*

#### **Fun Fair - Brian Wolf reporting**

- *Per Brian - the map from last year's fun fair was imperative to the success. Thankful to the committee!*
- *Attendance approximation - Ordered 600 lanyards and had 104 left*
- *4 stylists from Forbici worked well. Suggest using them next year (contact: Charmaine 630-362-1222) and suggest two balloon artists for next year as well.*
- *Use the Art Room as a "central hub" for volunteers, or separate table to check them in, assign jobs etc. and include a volunteer coordinator for committee.*

- *Allows staff members to bring their kids for free too.*
- *Positive feedback galore!*

**Cultural Arts - Tina Finch & Lisa Peters (Lauren Rogers reporting)**

- *Upcoming cultural arts programs- would need volunteers to assist by greeting storyteller, being present for anything that may come up*
  - *Heart of Japan on 4/18 @9:15 am and 10:15am*
  - *1,2,3 Story! on 6/4 @1:45 pm and 2:45pm (need few people to assist during the program) - Bridget Schank Volunteered to help! Thank you!*

**Author Visits - Jackie Fowler (Lauren Rogers reporting)**

- *We are hosting author Suzanne Slade on May 8th. Four presentations in the LMC.*
- *Order forms went out online (4/13) and the deadline to order a personalized book is 4/29/19. MemberHub.*

**Ice Cream Social - Melanie Heiber and Stacy Stapleton (Lauren Rogers reporting)**

- *Will take place on 5/22 - Save the date!*

**Home alone safety class - Lauren Rogers reporting**

- *Officer Hajduk will run the course in the LMC on May 9th from 3:45 pm-4:45pm*
- *49- 5th graders signed up so far*
- *Presents information on how to handle home alone situations*

**President's Report - Lisa Kusumpa**

**AHC/PTA Council Update -**

- *Mary DeMaria, current AHC/PTA Council President is present and gives the report. Getting ready for the scholarship breakfast - there are 10 scholarships in all - 7 are merit and 3 are courage based. All winners have been notified. At least one is Westgate student.*
- *Upcoming for discussion - Membership meeting combined with MemberHub expansion.*
- *Webinar idea for PTA trainings (i.e. Road to Success, etc).*

**Committee Chair Positions Available Next Year**

- <https://docs.google.com/spreadsheets/d/1jn4mzFMZEI7Uy8TiLf0WPbuHFQmto4SOg111Fhgrhao/edit?usp=sharing>
- <https://docs.google.com/document/d/1TQ4umSOZu8W02dHkXRqCeAy3PbGXZvrjeD1O7WfPlm4/edit?usp=sharing>

**End of Year Reports, Timelines for Current Chairs**

- *Your advisor has sent out the EOY and Timelines documents. All current chairs are to fill these out with as much detail as possible to turn in as soon as possible.*

**Behavior Clause for PTA sponsored clubs**

- *PTA is working with Dr. Carter on this clause to be on the same page with the language used for Westgate staff run clubs.*
- *The second round of registration for clubs will include a behavior agreement.*

- *Will there be guidance for the committee chairs in regards to behavior? Yes, there will be a protocol to follow.*
- *Will be asking for feedback from the social workers to assist chairs in how to redirect in a positive way, etc.*
- *Question from committee chairs present... is asking a broad question a possibility? Such as "What can make your child's experience more enjoyable?" Will look into this possibility further with Dr. Carter.*

***Nominating Committee - Katy Murray Committee Chair (Bridget Schank reporting)***

- *Nominating Committee presents the following slate for the 2019-2020 school year*  
*For President: OPEN*  
*For Executive Vice President: OPEN*  
*For Vice President Advisor to Ways and Means and Service: OPEN*  
*For Vice President Advisor to Social and Enrichment: OPEN*  
*For Secretary: Mr. Fred Nickl*  
*For Treasurer: Mr. Jay Nelson*
- *The Nominating Committee will continue to engage with potential candidates to fill the remaining positions.*
- *Discussion point that these positions can be modified to best suit your ability to volunteer.*
- *Discussion point that Jay Nelson and Fred Nickl may have candidates in mind that they may suggest for nomination.*

**New & Unfinished Business**

- None

**Next General PTA Meeting - Wednesday, May 15th at Rep's Place (party room)**

**Adjourn**

Meeting adjourned at 8:39 pm by Lisa Kusumpa.

Secretary: Trish Kalweit\*

Reviewed by President on : 4/25/19

Approved by General Board on :

Secretary: Trish Kalweit

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

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