



Westgate Elementary School
PTA General Board Meeting
Wednesday, May 15, 2019
Eighth General Meeting of the 2018-2019 Fiscal Year
Awaiting Official Vote Approval

The meeting was called to order at 7:31 pm by Lisa Kusumpa, Westgate PTA President

Role Call and Attendance

Twenty four (24) total present, including four (4) executive committee members, two (2) teachers, (2) staff members, the Principal and the Assistant Principal.

Welcome

President Lisa Kusumpa welcomes all and begins meeting. Explains that we must form both our Audit and Excess Funds committees and would like to do so prior to any members that may need to leave. Committee needs are opened up to the floor.

- Formation of Audit Committee: 3 people minimum
(cannot have the Treasurer, President, or 1st VP on the Committee)
Committee will consist of -
 - Jay Nelson**
 - Alexa Marchinski**
 - Michelle Harris**
- Formation of our Excess Funds Committee: Treasurer, President, Principal, Teacher, & 2 PTA Exec Board Members (Chairs)
 - Offering \$1000 for excess funds. Dr. Carter will reach out with the leadership team in regards to meeting.
Committee will consist of -
 - Julie Carlson (Treasurer)**
 - Lisa Kusumpa (President)**
 - Dr. Brad Carter (Principal)**
 - Paula Sullivan (Teacher Representative)**
 - Kim Hedstrom (PTA board member)**
 - Kim Powers (PTA board member)**

We would also like to recognize and thank our graduating 5th grade PTA volunteers who have helped so much during their time at Westgate. We are so grateful to you and wish you all the best! Emmy Heiby, Catherine Olson, Julie Carlson, Susan Kopp, Lauren Rogers, Jennifer Grandberry, Colleen Schoessling, Tracy Marchetti, Lisa Peters, Gina Hammond, Jill Haggerty, Tracy Recklaus, Joan Thomas.

Dr. Carter's Report

- Thank you to the committee members and the executive board for all that you do. Love working with you and all that you do for the kids and for the school!
- Teacher Appreciation was just amazing - everyone felt so special! Thank you to Michelle Harris and her helpers.
- Classes sections for next school year -
 - We will have 5 sections of Kindergarten (three AM and 2 PM)
 - 4 straight grade and 2 multi-age (Tassi/Wenzel) for first grade
 - 3 sections of second grade
 - 4 sections of third grade
 - 5 sections of fourth grade
 - 5 sections of fifth grade
- Although there will be some movement among teachers and grade level they may teach next year - we are not losing any teachers.
- Planning for a Westgate Weekly update toward the end of the year which will detail what the grade level teams will look like.
- Advanced Placement testing is currently going on this week. And the 5th graders are testing to see if they will be placed in Advanced Math or Advanced Language Arts in middle school.
- Anderson's Book Sale taking place on May 22nd during the Ice Cream Social. 100% profits go back to the LMC for books.
- For 3rd grade, on May 23rd, Westgate will have the Great Lakes Adaptive Sports come in for wheelchair basketball. This will be a great opportunity to have different abilities showcased.
- On Monday, May 20th, we will be hosting a group of 8th graders from Japan for 2 hours. They will take a tour of Westgate with the SLT and they will work with two 5th grade classrooms as well. And then there will be a 'sayonara' party that day at South Middle School.
- Senior Walk will take place on May 23rd. This is a chance for graduating seniors that are Westgate Alumni to come back and give one final salute to Westgate. Our own Westgate students have been preparing advice for them and it's really cute to read their responses.
- 4th grade band testing is coming up - dates and time info is in the Westgate Weekly.
- Allergy Awareness Week - this Friday the 17th will be a Teal Out! If you have a teal colored shirt or piece of clothing - please go ahead and wear it. If they have tie dye for the Spirit Day - do not worry as your student can wear their tie dye on Friday May 31st during the A,B,C countdown.

Teacher's Report - Paula Sullivan reporting

- Thank you very much for everything for teacher appreciation week!! It was just amazing!!! Thank you to Michelle Harris and team.

Treasurer's Report - Julie Carlson

- April has been reconciled and although we have two more large invoices to pay for the plant sale and for cultural arts... we are in very good fiscal shape going into next year.
- In looking at the budget reports, always look to the far right column as this shows what is left in your budget.

Secretary's Report - Trish Kalweit

- **Review & Approval of April 17, 2019 minutes -**
 - Copies available at meeting
 - Minutes have been posted on PTA Website and e-mailed to all Committee Chairs
 - Paula Sullivan Motions, Kim Powers Seconds - Minutes Approved for April 2019
- **Bylaws Update -**
 - Bylaw Subcommittee consisting of Trish Kalweit (chairperson), Lisa Kusumpa, Lauren Cruz and Bridget Schank reviewed Westgate PTA bylaws and made recommended updates for the 2019-2020 school year. Updates have been approved by IL PTA Council and have been posted and advertised via Westgate Weekly, the PTA Website and sent to all committee chairs since April 10th.
 - Trish Kalweit moves to adopt the bylaws as presented. Scott Walton motions.
 - 24 Ayes and 0 Nays. Westgate PTA Bylaws for 2019-2020 school year are passed and voted in.
 - Question from the floor from Fred Nickl as to how often the bylaws are reviewed. The executive committee responds that it is a committee formed to review the bylaws every other school year. Bylaws would be officially up for review again in 2021, but can always be reviewed sooner if so desired/needed.
- **MemberHub Update -**
 - MemberHub is a software and database program utilized by Westgate PTA for the PTA purchases the Westgate community makes (i.e. plant sale, book sale for author day, parent game night tickets).
 - MemberHub has a communications piece that will make it possible to send PTA related communications out to the Westgate community. Katie Campbell and Trish Kalweit have completed entering family e-mail information into the MemberHub database for all Westgate families. 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.
 - Messages will still need to be reviewed by administration and your PTA executive committee advisor for approval prior to being sent.

Vice President Ways & Means - Lauren Cruz reporting for all

- **Staff Appreciation Committee - Michelle Harris**
 - A huge thank you to Michelle Harris for organizing this year's teacher appreciation week.

Vice President Ways & Means - Lauren Cruz reporting for all (cont'd)

- **Plant Sale - Tracy Marchetti, Meghan Tiedge & Kelly Dudle**
 - Thank you so much to our long-time plant sale committee, Tracy, Meghan and Kelly.
 - Everyone loved the flowers and they all sold!
 - Raised \$1700-more than anticipated.
 - MemberHub store was awesome!
- **Variety Show Concessions - Christine Conway, Sharon Klimek & Marcy Meyer**
 - Thank you so much to our new V-Show Concession chairs for a successful sale!
- **School Supply Kits - Jaime Parkhouse, Heather Ullrick**
 - Grade level school supply kits are now available for ordering
 - [//www.educationalproducts.com/ShopPacks/](http://www.educationalproducts.com/ShopPacks/) and use Code - WES344
- **Yearbook Committee - Catherine Olson, Nicole Escobedo**
 - A special thank you goes out to Catherine Olson for all her years of dedication to the yearbook committee!
 - Looking for a shadow/co-chair for next year.

Vice President Enrichment & Social - Lauren Rogers

- **Room Rep Report - Lisa Kusumpa reporting**
 - Room Rep Funds - Westgate logo water bottle will be provided to all students the week of field day. Should be here by next Tuesday, May 21st.
 - Would like to plan for room rep funds to be a budget line item for next year.
 - Sign up Genius also went out for interested Room Reps for next year = Lots of responses so far which is great!
- **Art Club Gallery Night - Christine Naunheimer (Trish Kalweit reporting)**
 - Taking place on 5/16.
 - Could use a few more volunteers - Reach out to Christine if you can help.
- **Fifth Grade Committee - Julie Carlson reporting**
 - Taking place on the evening of 5/30.
 - Everything is coming together wonderfully!
 - Fifth grade families - registration closes on 5/17.
- **Cultural Arts - Tina Finch & Lisa Peters (Trish Kalweit reporting)**
 - *1,2,3 Story!* on 6/4 @1:45 pm and 2:45pm
 - Co-Chair Needed for Next Year!
- **Author Visits - Jackie Fowler (Trish Kalweit reporting)**
 - We hosted author Suzanne Slade on May 8th.
 - Kids loved it and were very engaged.
 - Thank you to Jackie Fowler for being our long-time author visits committee chair!
 - Looking for a chair for next year!

Vice President Enrichment & Social - Lauren Rogers (cont'd)

- **Ice Cream Social - Melanie Heiber and Stacy Stapleton (Lisa Kusumpa reporting)**
 - Will take place on 5/22 from 6:30 to 8 pm. Free for the whole family! Ice cream for all!
 - Incoming Kinders are informed and very welcome!!
 - Anderson Books will also be hosting a book sale in the LMC during this time frame.

President's Report - Lisa Kusumpa

- **AHC/PTA Council Update -**
 - Last meeting of the school year will be on 5/16
 - Scholarship breakfast took place on 5/2 and 3 Westgate Alumni received scholarships! Close to 80 scholarship essays were submitted and 10 high school seniors received a \$1000 scholarship prize
 - AHC/PTA Council elections will take place on 5/16 as well
- **Committee Chair Positions Available Next Year**
 - https://docs.google.com/document/d/1BtdSJOZSsy3r1R4pINZ3so_hveAN7aNHRfJM_PclMOE/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.
 - Very important to turn these in for next year's budget purposes.
 - If you are not returning, please let us know so that we can prepare.
- **Nominating Committee - Katy Murray Committee Chair (Lisa Kusumpa reporting)**
 - Nominating Committee presents the following slate for the 2019-2020 school year
For President: Mrs. Michelle Harris
For Executive Vice President: OPEN
For First Vice President Advisor to Ways and Means and Service: Mrs. Melissa Lenski
For Second Vice President Advisor to Social and Enrichment: Mr. Ed Henry
For Secretary: Mr. Fred Nickl
For Treasurer: Mr. Jay Nelson

New & Unfinished Business

- **Election of our 2019-2020 PTA Executive Committee - Lisa Kusumpa**
 - These are the nominations for the executive committee for the 2019-2020 school year
For President: Mrs. Michelle Harris
 - Any other nominations from the floor? No. Nominations are closed.
For First Vice President Advisor to Ways and Means and Service: Mrs. Melissa Lenski
 - Any other nominations from the floor? No. Nominations are closed.
For Second Vice President Advisor to Social and Enrichment: Mr. Ed Henry
 - Any other nominations from the floor? No. Nominations are closed.
For Secretary: Mr. Fred Nickl
 - Any other nominations from the floor? No. Nominations are closed.
For Treasurer: Mr. Jay Nelson

- Any other nominations from the floor? No. Nominations are closed.

- **Lisa Kusumpa moves for the election to be by voice**
 - Lauren Cruz motions, Alexa Marchinski seconds.
 - Election will be by voice.
- **Lisa Kusumpa presents opportunity for discussion**
 - No discussion. All in favor. 24 Ayes, 0 Nays.
- **Lisa Kusumpa moves for the nominated slate to be the elected slate**
 - Paula Sullivan motions, Debbie Wood seconds.
 - The motion passes. All in favor. 24 Ayes, 0 Nays.
 - Congratulations to our newly elected executive committee!

Adjourn

Meeting adjourned at 8:15 pm by Lisa Kusumpa.

Secretary: Trish Kalweit*

Reviewed by President on : 5/16/19

Approved by General Board on:

Secretary: Trish Kalweit

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

www.westgatepta.com