



## Meeting Minutes

PTA: Marion Jordan PTA, General PTA Business Meeting

Date: February 28, 2018

Time: 9:06 a.m.–10:06 a.m.

Place: MJ Resource Center

### I. Meeting Call to Order at 9:06am – Kelly Lapetina

- Quorum established.

### II. Approval of the General Meeting Minutes on 11/29/17

President motioned and seconded to dispense with the reading of the minutes. November 29, 2017 minutes stand as approved.

### III. Reports of Officers (try to limit to 2-3 minutes of highlights, put the rest in writing for all to see)

- VP of Legislature Report - Jenny Bartkus
    - Nominating Committee
      - Nominating Committee Report Posted in PTA Workroom on 1/31/18.  
Date January 31, 2018  
Madam President, the nominating committee submits the following nominations for officers of the Marion Jordan PTA for the 2018-2019 year.  
For President: Kelly Lapetina  
For Vice President of Legislation: Jodi Franzen  
For Vice President of Ways and Means: Kathy Czink  
Secretary: Erika Baum  
Treasurer: Jeff Franzen
  - Treasurer's Report Kim Liautaud
    - 2017 Audit Recommendations Follow up from the School Year 2016-2017
      - \$139.90 previous discrepancy from 2015-2016 has been posted in our books as a previous year adjustment. 2016-2017 treasurer books stand as correct.
    - 2017-2018 Budget has been amended
      - See attached amended budget also posted in PTA Workroom as of 1/31/18
        1. Items updated since Executive Board Meeting 1/31/18:
          - Brain Pop Jr added \$175
          - Accountant charges for \$200 (to adjust books per 2016-2017 Audit) AG990IL/Annual Report increased to \$15.
- President motioned and Katie seconded to approve amended budget for the 2017-2018 MJ PTA school year. There was no discussion. Ayes have it, motion passed.
- Treasurers Report
    - Attached Profit and Loss Statement dated 11/28/17 – 2/27/2018 filed for audit.

- We completed the new QuickBooks subscription for \$50 through a non-profit tech site, saving about \$500 this year.
- VP of Fundraising Report – Shanna Nikolic
  - Parent's Night Out
    - PNO - We have sold over 100 parent & faculty tickets so far. Third grade is in the lead for the extra recess with popsicle. We are optimistic this will be a successful fundraiser for the PTA. Anyone that cannot attend can still participate by making a donation online if they wish. We appreciate the support of all our sponsors, generous donors, committee members, and faculty that have made this event possible so far.
- Membership Report - John Hefferan
  - We added one faculty member this month.
 

Parents	157
Faculty	40
Total	197

    - All Parent and Faculty Membership Cards have been delivered to Members.
    - Membership list is updated and delivered to Secretary to file.
- Secretary Report – Erika Baum
  - Thankyous – 2 Thank you notes from Mrs. Thaker and Mrs. Grosch from the Holiday Luncheon
- President's Report – Kelly Lapetina
  - Parents Roles and Responsibilities During a School Crisis
    - On January 23, 2018, the Marion Jordan PTA invited Officer Jeff Schlee from the Palatine Police Department to present on Parent Roles and Responsibilities During a Crisis. For the benefit of Marion Jordan parents who could not attend this presentation, Officer Schlee's message consisted of the four (4) key points below:
      1. In the event of an emergency or crisis, your first instinct may be to go to the school immediately. Instead, help law enforcement and school officials to keep the parking lot clear and roadways leading to the area open so that the appropriate first responders can arrive on the scene as quickly as possible. Once onsite, the responders will require staging space for vehicles and personnel. Staying clear of the school will help ensure a swift arrival of first responders.
      2. Stay home or at your workplace to receive updates via text / phone / email OR wait to be informed of a location in community where you can go to receive real-time updates from law enforcement / district officials / designated liaisons. In conversations with District administration following our event, I learned that each municipality with schools in District 15 (Hoffman Estates, Palatine, and Rolling Meadows) have a number of locations that can be used to provide



in-person information about an emergency to parents and community members. To maintain both flexibility and to ensure security of these various sites, additional locations in each community will not be shared until the day of an incident.

3. Make sure your emergency contact information is up-to-date and includes accurate cell phone numbers and email addresses so that there is not a delay in contacting you in the event of an emergency. Also make sure you list a trusted adult who would be able to pick up your child if you are not available. \*\*Call Karen in the office to update if needed\*\*
4. Social media is a powerful communication tool, but in the event of a crisis or an emergency, rely on information provided by school officials and law enforcement, and refrain from posting incomplete or unconfirmed details that may fuel confusion and/or fear in the community.

- The District has a Safety Committee that is comprised of parents, teachers, administrators, and representatives from police and fire departments from Hoffman Estates, Palatine, and Rolling Meadows. This committee meets quarterly to review and improve on district-wide safety policies and practices. I was informed that this committee will discuss the creation of a robust communications strategy to reach parents and citizens in the community on school safety in the future.

- Email Frequency (Too Much, Just Right, U Can't Give Me Enough)
  - Everyone seemed to like the frequency of the weekly emails and information flow
- Jordanaire Frequency (Too Much, Just Right, U Can't Give Me Enough)
  - Everyone present was happy with a quarterly frequency of the Jordanaire
- Philanthropic opportunities throughout the rest of the year discussion (Too Much, Just Right, U Can't Give Me Enough)
  - Discussion about getting information to the community at the beginning of the year to let everyone know what will happen throughout the year
- IL PTA Annual Convention
  - May 4-5, 2018 at NIU Conference Center in Naperville.
  - If you are interested in going, let me know we have budgeted for 1 rep to go. Email [kellylapetina@gmail.com](mailto:kellylapetina@gmail.com) by April 1<sup>st</sup>.

#### IV. Reports of Board & Committees (same—2-3 minutes, in writing if more complicated)

- Principal's Report – Jenny Grosch
  - Always sign in at the front office when coming to the school.

- Look for text/email system update from Mrs. Grosch. If you receive the text and not the email call the school, you need to update your email. If you receive the email and not the text, call the school you need to update your text number.
- PARCC starts next week and typically lasts 2 weeks.
- Staff has been trained on Expect Respect and will be implemented next year to complement our already existing PBIS program.
- Faculty Representative Report – Gail Tomal
  - PBIS – March Madness theme
- JRFH – Mandy Kelly
  - Last Heart Hero celebration day moved to March 5<sup>th</sup>.
  - MJ has currently raised over \$7,800 to AHA.
- 6<sup>th</sup> Grade Lock-in – Tlynne Seyfarth
  - The 6th Grade Lock In on January 26th was a huge success with 6th graders enjoying large inflatable games, life size Jenga and cosmic lighting in the gym area; the MPR area held a large Twister inflatable and some wacky Minute to Win It Games! A huge thank you goes out to *Leslie Flores* who helped coordinate the event, as well as the other parents who helped 75 6th graders enjoy one of their last events at MJ! Annie Chang, Sheila Cheripka, Lisa Eshoo, John Fedus, Lisa Gordon, Archana Jagtiani, Caroline Ramos, and Danielle Smith and Rose Tader
  - 6<sup>th</sup> Graders will have concessions at the Talent Show this year.
- Valentine's Day Parties – Kim Pinkerman
  - This year our Valentine's Day party was fantastic as usual. Activities and snacks were picked out with heart health in mind. Thank you to all the room parents for all you hard work and effort in making this such a nice memorable and healthy day for our kids
- MJ Fitness at Inspyr – Robin Cohen
  - Join us for a free workout class at Inspyr Studios on Tuesday, March 13th at 11:00 am! Inspyr Studios is offering a free crossover class to Marion Jordan PTA members. This class holds 24 people so sign up quickly. For more information you can visit their website at <https://www.inspyrstudios.com> or if you have any questions about this event you can email Robin Cohen at [robindawn29@gmail.com](mailto:robindawn29@gmail.com)
- PTEC Chairperson – Katie Hart & Kelly Schmidt
  - Family Reading Night
    - Put on your pajamas and grab your favorite stuffed animal! Come join us for Family Reading Night March 14 from 6:30-7:30 PM. Listen to stories told by our wonderfully entertaining teachers and then join us for cookies in the lobby afterwards. We have 9 readers that will be reading to our students.
  - Virtual Reading Program



- Students take a picture of themselves reading in unique or unusual locations. They may then email one picture per student to their teacher. It will take place March 19th-April 1st with the last day to turn in pictures being April 4th. Teachers will run in-class contests to encourage participation. The grade with the highest percentage of participation will receive a prize (extra recess or extra rock wall time). Once approved, pictures will be displayed outside the library.
- MJ Cares Chairperson - Christy Brim
  - We have sent out the needs of two of our community families that have been suffering. Many members of our community regardless they know the families in need have generously donated time, money and love. The families are very blessed and thankful to our MJ Cares program and community. Thank you!
- Talent Show – Monica Kapoor & John Hefferan
  - Need one volunteer per group to sign up to volunteer. This is different from last year where all parent representatives had to show for rehearsals. Volunteers during rehearsals are to keep kids quiet and not running around during performers rehearsals. Volunteers during show day are various duties, like helping with lining up kids, supervising the music room while kids wait, etc....
- Run Club – Julie Maher & Kelly Beverly
  - Run Club goes from 4/9/18 - 5/9/18; Mondays & Wednesdays from 3:15pm to 4:20
  - May 9<sup>th</sup> will be our race day. Rain Date to be determined.
- Spring Book Fair
  - Tuesday, April 24-Friday, April 27
- Fun Fair – Jenny Bartkus
  - With many thanks to our volunteers and the MJ staff, Friday night's Fun Fair was a large success! As a community building event, this one is a lot of fun for students and parents! However, we could not have been so successful without the help from the Fun Fair Committee; parent, teacher, student volunteers; baked good donations; and the MJ custodians. Please know that it takes a village to run this event successfully and we could not have done it without all of you! Students had the opportunity to walk away with game experiences, yummy dinner and popcorn, a Photo Booth strip of photos, tattoos, prizes and more!

#### V. Unfinished Business

- NWSC of PTA – Grant Request
  - Each NWSC local unit is entitled to a one-time \$350 grant. The funds/grant must go towards helping a majority of student in an on-going manner. Ideally, a long-term asset that directly benefits the children of Marion Jordan. They may not be used towards, short-term, temporary items and/or disposable items.
  - MJ PTA submits to the NWSC Grant Request form for the following:

1. Horseshoe table for \$150
2. Banners and supplies for PTA events \$200

President moved and seconded that MJ PTA submits the table, banners & supply expenses for PTA events in total of \$350 to the NWSC of PTA's Grant Request Fund to receive the grant.

It was moved and seconded that we submit the table, banners & supplies for PTA events in total of \$350 to the NWSC of PTA's Grant Request Fund to receive the grant. There was no discussion. The Aye's have it and the motion passed.

#### VI. New Business

- Excess Funds Committee Update
  - Members include the following: Ways and Means Chairperson, Treasurer, Recording Secretary, Principal, Teacher Representative, 2 members, and president or co-president.
  - If we have excess fund the committee will target to convene within 2 weeks of our last fundraiser. If we do not have excess funds, the committee will not be established.
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#### VII. Announcements & Upcoming Dates

- Talent Show Rehearsal- Dance Acts Only
  - Thursday, March 1, 2018 at 3:15pm-4:30pm
- AHA Heart Hero Celebration Day
  - Monday, March 5, 2018 throughout the school day for the students.
- Parent's Night Out
  - Friday March 9, 2018
- MJ Fitness – InspyrStudios
  - Tuesday, March 13, 2018 at 11am – 12pm
- Family Reading Night
  - Wednesday, March 14, 2018 at 6:30pm-7:30pm
- Talent Show Rehearsal – Vocal/Instrumental Acts Only
  - Thursday, March 15, 2018 at 3:15pm-4:30pm
- Virtual Reading Program
  - Monday, March 19, 2018 – April 1, 2018



- SPARK – Caring for YOU!
  - Monday, March 19, 2018 at 7:00pm – 8:30pm
- Run Club starts
  - Monday, April 9, 2018 at 3:14
- Talent Show-Rehearsal
  - Thursday, April 5, 2018 at 3:15pm
- Talent Show-Mandatory Dress Rehearsal
  - Thursday, April 12, 2018 at 3:15pm-TBD
- Birthday Book Club - Last Day to Submit Form for the 2017-2018 School Year
  - Friday, April 13, 2018
- Talent Show-7pm Showtime (Acts arrive at 6pm)
  - Friday, April 13, 2018 at 6 – 9pm
- SPARK - Technology That's Good for your Kids, and other ideas for the Summer!
  - Monday, April 16 at 7 – 8:30pm
- PTA General Membership Meeting
  - Wednesday, April 18, 2018 at 7:00 – 8:00pm.
- District 15 Speech Festival
  - Saturday, April 21, 2018, time TBD
- Spring Book Fair
  - Tuesday, April 24-Friday, April 27
- Dad's and Donuts
  - Thursday, April 26-Friday, April 27, 2018

VIII. VIP Parking Spot Drawing – Katie Hart

IX. Adjourned at 10:06am

**Attendance**

Shanna N  
Erika B  
Katie H  
Robin C  
John H

Kelly L  
Christy B  
Jennifer D  
Jenny B  
Gail T  
Jenny G  
Lori B