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## Meeting Minutes

PTA: Marion Jordan PTA, Executive PTA Business Meeting 3

Date: January 31, 2018

Time: 9:00 a.m.–10:10 a.m.

Place: MJ Resource Center

- I. Call Meeting to Order – Kelly Lapetina Time: 9:00am
  - Establish a quorum (at least 7 members, including 2 officers)
    - **PRESIDENT:** “The executive board meeting for Marion Jordan PTA is called to order at 9:00am. We have at least 7 members and 2 officers present. A quorum is present.”
  - Approve last executive board minutes from October 25, 2017
    - **PRESIDENT:** Motion to dispense with the reading of the minutes. Seconded and minutes stand as approved.
- II. 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
    - Nominations Committee
      - ◆ Nominating Committee Report  
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  
\*They will be posted for 30 days
  - VP of Fundraising Report – Shanna Nikolic
    - CPK 2 step process - raised approximately \$100
    - PNO- Everything is being executed and we are on track for a successful event. All corporate sponsorship roles have been filled. A fun DJ has been reserved to get the party started in addition to a signature martini of the night. Over 50 auction items have been acquired not counting the teacher treasures! Katie Hart is running a wine donation. Please donate a red or white valued over \$15 to be sold off at the event. All of this together will give us the potential to raise a lot of funds for our PTA. Tickets are on sale now \$20pp. Attending is the best way to create a wonderful sense of community while supporting your school. Keep your eye on backpack mail as we'll give everyone a sneak peek of raffle items in the weeks prior. Final thought - Money raised from this event is what makes the PTA engine roar. Please buy your tix today and make sure you tell your friends too.
  - Membership Report - John Hefferan
    - Three parents joined in January.
    - Membership as of 1/29/2018:
      - ◆ 157 Parents



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- ◆ 39 Faculty
- ◆ 196 Total
- President's Report – Kelly Lapetina
  - Parents Roles and Responsibilities During a School Crisis Follow-up
    - ◆ Low Turnout 60 RSVPs, 40 showed, about 3/4 from MJ
      - Parents are concerned that majority of parents do not know this information even though we have been notified through the school and on the district website.
      - I am working with Officer Schlee, Mrs. Grosch and Matt Barbini to find a way to effectively communicate this information with our families.
    - ◆ Key Take away:
      - Keep your emergency contacts up-to-date and include a person that is in the area to get your child in the event of a pick up
      - Administration and kids are trained what to do, now parents need to know what to do in the event of a lock-down
      - In the event of a crisis, do not go to the school
        - ◇ It can cause serious logistical problems. For example, grid locking the roads in and out of the school for police and ambulances, which could mean life or death for someone.
      - In the event of a crisis, information is available
        - ◇ Real Time Parent Information Site is currently located at Palatine Library.
        - ◇ Website updates
        - ◇ Texting services coming soon to D15
      - Parents are used to fire drills; our kids are now used to fire drills and lock down drills. Our kids and faculty are safe and well trained.
    - ◆ PTA is looking to produce a 2 -5 minute spot on what to do in a school crisis to send to its PTA families opted into directory. Another option is to do a print piece for local magazines and newspapers.
  - Chess Club has begun as an after-school program at our school beginning 2/8/18.
    - ◆ Thank you Lisa Swedo
    - ◆ We would like to bring another club to after-school programming in the area of STEM. If anyone knows of a good vendor, please email Lisa Swedo or I.
  - We would like to use \$30 for MJ PTA Parents Night Out Banner and submit toward the NWSC Grant. This banner will be a long-term asset that directly benefits the children of MJ. Motion made to submit \$30 for MJ PTA Parents Night Out Banner and submit toward the NWSC Grant. This banner will be a long-term asset that directly benefits the children of MJ. Motion seconded and approved.
  - Assembly and Family Night Out combined
    - ◆ We are working to securing The Pro Kids Show on 4/30, a PBIS aligned, character-building and motivational program. 2 assemblies in the day and 1 or 2 Family Night Shows



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- Total Cost is in our budget under \$1000 for assemblies and \$550 in Speakers to be amended to Family Night. This is for 1 family night show. Our MPR can hold 250 people.
  - Total Cost for 2 Family Night Shows is additional \$450.
  - I believe, reflecting on past turnouts to night events, 1 Family night show is sufficient.
  - Treasurer Report – Kim Liautaud
    - Treasurer's Report
      - ◆ See attached P&L Statement Budget vs. Actuals to date for 2017-2018 School Year
      - ◆ Questions?
      - ◆ Report is filed for audit
    - Amended Budget
    - **PRESIDENT:** At this time, I will give a report regarding Approval of the Amended Budget to be presented to the General Membership for amendment. President moved we go over the budget highlights and not by line item. Motion Seconded. It was moved and seconded that the budget highlights are discussed and not by line item. All those favored. Motion Passed
      - ◆ Highlights
        - Items completed have been updated to amended budget
        - Online Financial System was \$540; amended to \$50
        - PayPal Fees amended and accounted for in Bank Charges, we budget at total of \$600 for the entire year.
        - MJ Cares was \$600; amended to \$150
        - Talent Show was \$350; amended to \$550
        - Family Night added in Family Events at \$550
    - **PRESIDENT:** I recommend, we move that the amended budget attached be presented to the general membership for adoption at the next general PTA meeting. Motion Seconded. Are there any questions or discussion about the budget? All those favored. Motion Passed.
- III. Reports of Board & Committees (same—2-3 minutes, in writing if more complicated) 9:21am
- Principal's Report – Mrs. Grosch
  - Faculty Representative Report – Gail Tomal
    - PBIS goal is to keep the school clean especially during the flu season. The celebration will coincide with JRFH the end of February.
  - Jump Rope for Heart – Kelly Lapetina/Mandy Kelley
    - February is American Heart Month and Mr. Duffy has kicked off Jump Rope for Heart with the school last Monday through an all school assembly.
    - Ways we are participating and supporting Mr. Duffy, the AHA and JRFH
      - ◆ Donate at certain levels and kids can become a part of the scare squad, get little monsters that represent healthy things and/or a t-shirt. All donations are online.
      - ◆ Keep an eye out on Weekly Updates, they will have some fun things in them.
      - ◆ RED OUT Wednesdays on 2/7, 2/14, 2/21



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- You can either wear any red shirt you already own or donate \$10 at [www.heart.org/jump](http://www.heart.org/jump) and your child will receive a red shirt.
- ◆ Pack a HERO Lunch on 2/7.
  - RED OUT and AHA rep will walk around the lunch room encouraging healthy lunches
- ◆ Valentine's Day on 2/14
  - RED OUT and encourage a heart healthy celebration
- ◆ Heart Hero Day on 2/26
  - 2/26 RED OUT and Mr. Duffy will have an action packed final day celebrating becoming heart hero and how they can live longer healthier lives.
- Fun Fair – Jenny Bartkus
  - Our FF plans are coming along very well. We should be able to save quite a bit of money this year by revamping the redemption/token system. Please use myschoolanywhere to sign up to volunteer on the evening of the Fun Fair and to donate baked goods (drop off on before school on 2/9). Middle and high school volunteers need to sign up via a Signup Genius link. Should you have a student interested in volunteering, have them email [jen.bartkus@gmail.com](mailto:jen.bartkus@gmail.com) for the link. Student signups are booking up quickly. No additional volunteers will be accepted/added on the day of the event.
  - SIP times are from 4:30 – 5:30pm. 6<sup>th</sup> grade buddies to come help.
- Room Parent Chairperson – Kim Pinkerman
  - Valentine's Day Parties
    - ◆ Falls on a RED OUT day. Wear red to school.
    - ◆ To accommodate the number of people checking in, we have asked the following
      - Room parents have been asked to submit a list of parents they are expecting to help. Please contact your child's room parent to have your name added to the list if you plan to join us.
      - From this list, the office staff will be able to pre-print visitor badges for those we know will be joining us who are already in our system. Even though we are pre-printing badges we will still need to collect ID's.
      - A badge can only be pre-printed if their license/state ID has already been scanned in our system. If you are planning to be here on Valentine's Day, you can avoid the long check in line by stopping in at school sometime between now and February 14<sup>th</sup> to have your license / state ID scanned. This will greatly expedite our school's process.
- Talent Show – Monica Kapoor & John Hefferan
  - We need to amend the budget from \$350 to \$550.
    - ◆ This includes \$490 budgeted for DJ
    - ◆ \$60 for printing and incidentals
- PCEE – Christy Brim/Raeann Shedd
  - December 12, 2017 Meeting
    - ◆ Google Expedition



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- D15 Technology Coordinators Kyle Mokakos and Kelly Mollenhauer demonstrated the possibilities of Google Expeditions available to our students. They took PCEE members through the virtual world of the body's circulatory system.
- The District has two sets of Google Expedition kits and a wealth of choices for schools to use as they partner the virtual field trips with lessons.
- ◆ Speech Festival
  - Colleen Mullins, District Literacy Coordinator, discussed the brand-new collaboration between District 15 and District 211, culminating in a Speech Festival in April 2018.
  - UPDATE: The festival has 150 students registered and will not accept further applications. Please contact Anita Jamnik ([jamnika@ccsd15.net](mailto:jamnika@ccsd15.net)) if you're interest in mentoring a student!
- ◆ Handwriting Laws
  - Colleen Mullins, District Literacy Coordinator, discussed the new handwriting law:
    - ◇ Cursive Writing. Beginning with the 2018-2019 school year, public elementary schools shall offer at least one unit of instruction in cursive writing. School districts shall, by policy, determine what grade level or levels students are to be offered cursive writing, provided that such instruction must be offered before students complete grade 5. Please see attached presentation.
- Next Meetings
  - ◆ Tuesday, February 27th - 1:00-2:00p
  - ◆ Tuesday, May 8th - 1:00-2:00p
- District One-Five Foundation – Kelly Schmidt
  - A sip and shop Fundraiser at D'Vine Wine Saturday February 3rd. You can buy tickets to sample wine or beer or both. Tickets are \$25 for a wine OR beer tasting and \$35 for a wine AND beer tasting. Also, a percentage of anything purchased that day will be donated back to the Foundation. Tickets can be purchased at one-five Foundation Wine & Beer Tasting Fundraiser.
  - Dueling Piano's event at Durty Nellies Saturday April 28th. More details to come. SO much fun last year! Also, Marion Jordan had 5 teachers recognized in the Teacher Tributes campaign in December. Congratulations to those teachers and thanks to the families who honored them. To find out more about the Foundation or to get involved visit [one-five.org](http://one-five.org) or contact Kelly Schmidt.
- Reflections Chairperson – Erica Ariagno
  - The NWSC Reflections Showcase was on January 29. Two of our students, Mahek and Jessica, was recognized during the award ceremony. All of our participating students had their work on display at the showcase.
- 6<sup>th</sup> Grade Committee Chairperson – Tlynne Seyfarth



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- Lock-in
  - ◆ 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, Archna Jagtiani, Caroline Ramos, and Danielle Smith and Rose Tader.**
- PTEC Chairperson – Katie Hart & Kelly Schmidt
  - March is National Reading month
    - ◆ Family Reading Night on 3/14
      - An evening event to come in jammies and hear teachers read; 3 rotations and cookies in the lobby
    - ◆ Virtual Reading
      - 3/19-4/4
      - Submit one picture/student
      - Prizes for classes with highest percentage participation
- MJ Cares – Christy Brim
  - Thank you to every family, community and staff member that participated in the Adopt an Angel program this season. 77 angels were blessed by your love and extremely thoughtful and generous gifts. The gifts were delivered to Shelter Inc. at the beginning of December and filled 4 SUV's top to bottom! Once they were delivered they filled a conference room and 2 private offices. We have shown children in need what the holidays are all about. The shelter was once again overwhelmed with the kindness and holiday spirit shown by our community.
  - A family in our community needs our help.
    - ◆ The Stasch family needs our help. Mid December, Mike Stasch, the father of Evan (6th grade at MJ), was diagnosed with Stage 4 Esophageal cancer and has recently underwent his 3rd chemo treatment.  
This is where we can help. Even if you don't know Mike, his wife Jill or their son Evan, helping in any way you can will make a huge difference in their daily lives. Any help, in any capacity will be greatly appreciated by this family.  
If you are interested, there are 3 ways you can help the Stasch family.
      - Helping Hands-This site includes various things the family needs from time to time. Meals (like a meal train), helping drive Evan places, etc. When you go to this site, you'll have to be approved by the family coordinator, Brandie. She's asked that you note MJ Cares in the comments section so she knows to approve the request.  
<https://my.lotsahelpinghands.com/community/the-stasch-family/home>
      - GoFund Me:  
<https://www.gofundme.com/mike-jill-battle-cancer>



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- Amazon Wish list (currently empty, but they add things as needed):  
[https://www.amazon.com/gp/f.html?C=2KVQPKQSS2V7N&M=urn:rtn:msg:201801252344028b194ae3033e41d3ae5599b33ea0p0na&R=2LO77MKF1K6HJ&T=C&U=https%3A%2F%2Fwww.amazon.com%2Fgp%2Fregistry%2Fgiftlist%2F1YC13XFYLS2R%2Fref%3Dcm\\_sw\\_em\\_r\\_z\\_g\\_\\_wb&H=J7PROI8WTGHAMAKTXFCEGSIOAQCA](https://www.amazon.com/gp/f.html?C=2KVQPKQSS2V7N&M=urn:rtn:msg:201801252344028b194ae3033e41d3ae5599b33ea0p0na&R=2LO77MKF1K6HJ&T=C&U=https%3A%2F%2Fwww.amazon.com%2Fgp%2Fregistry%2Fgiftlist%2F1YC13XFYLS2R%2Fref%3Dcm_sw_em_r_z_g__wb&H=J7PROI8WTGHAMAKTXFCEGSIOAQCA)

Please feel free to forward this to anyone you think may be interested in helping this family. If you have any questions, please reach out to Christy Brim at [christylynn95@msn.com](mailto:christylynn95@msn.com).

IV. Unfinished Business

V. New Business

- Any New Business
- Inspyrstudios, Free fit class. Robin Cohen to organize
- DrumFIT. DrumFIT school program pairs high-quality equipment with engaging digital curriculum, allowing you to play brand new videos into your classroom every month for maximum participation & learning results. Administration and teacher meetings still at work deciding if this is a good fit for our students.

VI. Announcements & Upcoming Dates

- Jump Rope For Heart all of February
- Kindergarten and New Student Registration
  - Tuesday, 2/6/18, 9:30-11:00 a.m.; 1-3pm. or 6-8pm
- 6th Grade 2 Ball Tourney
  - Wednesday, 2/7/18
- Chess Club begins
  - Thursday, 2/8/18
- Talent Show Forms Due
  - Thursday, 2/8/18
- Fun Fair
  - Friday, 2/9/18, 5:30pm - 8:30pm
- Valentine's Day Parties
  - Wednesday, 2/14/18
    - ◆ Kindergarten AM; 10am – 11am
    - ◆ Kindergarten PM and 1-6<sup>th</sup> grade; 2pm – 3pm
- Next Jordanaire released
  - Sunday, 2/25/18
- SPARK – Improve Socialization Skills and Confidence in your Child
  - Monday, 2/26/18, 7pm – 8:30pm
- PCEE meeting
  - Tuesday, 2/27/18, 1pm – 2pm
- PTA General Membership Meeting
  - Wednesday, 2/28/18, 9am – 10am in the Resource Center

VII. VIP Parking Spot



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VIII. Adjourn

Attendance:

Shanna N  
Katie H  
Kelly S  
Robin C  
John H  
Kelly L  
Kathy C  
Erika B  
Gail T  
Jenny B  
Lori B