WHITTIER ELEMENTARY SCHOOL PTA

Downers Grove, IL
GENERAL MEETING via Zoom

Meeting Date: **Tuesday, Dec 13, 2022**

Roll Call/Attendance: Maggie K Wiescinski, Susan Ourada, Britta Waszak, Patricia Miller, Katie Mlade, Mr. Krugman, Amanda Champlin, Carol Avila, Liz Stimes, Ericka Zagorski, Kari Fredrich, Ann Russell, Sarah Swanson, Di Ander, Shamra Fallon, Natalie Kleehammer, Anne Boswell, Melissa Rausch, Meghan Landers, Cindy Maquet, Lori Achilles (21 Members)

Time Meeting Called to Order: 7:03pm

Mission Statement, PTA Annual Goals, Introductions from the Board

The mission of the Whittier PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. Our mission requires that diversity, equity and inclusion be central to our work and used in our day-to-day decisions and actions. The Whittier PTA strives to create a kind, responsive culture where all feel welcome.

Approval of the Oct 25th, 2022 Minutes:

Guest Speakers: 6th Grade Teachers - Patricia Miller and Erika Zagorski

- Discussed the Life skills lessons occurring in 6th grade: Time management, cyber skills (bullying, etc.)
- Field Trips: Candor (former Robert Crown); learning about your body and also how to avoid/recognize what they should be keeping out
- Holocaust Museum visit (required by state, very powerful and impactful experience)
- Camp update: Mrs. Zagorski serving on a committee; did not go in the fall; planning for something in the spring – not sure what it will be; no overnight)
- Referendum passed; beginning to think forward about future changes for 6th grade
- Both thanked the PTA for the support

Treasurer's Report - Carol Avila

- Current Financials as of 11/30/22 were presented
  - Passive income earnings to date
  - Family Fun: great results from Home Run Inn Fundraiser
  - Fall Fundraiser: great job to committee
  - Miscellaneous income: donation to Green Team, passive income (Amazon Smile, Ladies' Day out, Givebacks, RaiseRight)
  - Variety Show: Deposit for videographer
  - Teacher Wish List: All purchased and complete
  - Approx $56K Net Available
- Revised Budget for SY 2022-2023
  - Expenses have increased; sought input from Committees and discussed with Exec Board; must sit for 30 days; we are 501C3 so expenses must support our mission
  - Exec Board seeking to move $400 from Website to Exec Board expenditures: parent education events, membership incentives, volunteer appreciation – things meant to keep our non-profit going; down the road may split these out
  - Hospitality and Staff Appreciation: Covers some of the family contributions to holiday event, conference week meals, gift cards, staff appreciation week activities – meant so requests aren't going back to parents for contributions, and also so committee chairs aren't being asked to cover
  - Field Day Lunch Committee: To cover inflationary price increases – mainly for food

- Monthly Masterpiece: One-time request for supplies (oil pastels) to be used by all classrooms
- Reflections: Covers portfolio required for submission – will be re-used
- Variety Show: Tivoli rental fee up by $250; Committee also purchasing video rights so that there will be no charge back to families
- Look at larger, outdoor projects; Mr. K will start discussion with staff
- Total increase ~$1900; ~5% but still keeps in range; no changes to income items

- Motion and seconded to allow budget revisions to sit for 30-days. Will vote/approve at Jan 17th Meeting

Secretary's Report - Cindy Maquet - No updates

Co-Vice Presidents' Report - Britta Waszak and Sarah Swanson - No updates

Co-Presidents' Report - Susan Ourada and Maggie Kurcz Wiescinski

- Membership number updates
  - 189 members; last count between 189-192 families; about 72% are members; historically highest in Memberhub; staff ~62% and includes some not FT; Board is brainstorming how to incentivize; better we do this year, easier to re-recruit next year
- National PTA School of Excellence Update: - PTA accepted into National School of Excellence; applied and we were accepted; we are in stage three of survey review; goes back to National and this will help set goals for coming year – more info after Winter Break
- 2022-2023 Volunteers (Committees and Board): -23/24 volunteers: Starting to think about next year's Board; Secretary position will be opening, plus Co-VP roles; Board would be happy to speak with anyone interested – please reach out; Sarah Swanson noted her husband has accepted position in Charleston, SC and will be vacating position in June

Principal's Report - Mr. Krugman

- School Improvement projects: Trash cans installed; looking at a few additional items; will put up a new backstop to replace old backstop in place in the spring
- Winter Holiday Fun Day on Friday at the Tivoli; buses board at 845 for 930 show with snacks; back to school for Fun Lunch, then to classrooms for fun activities; all school holiday Scattergories and close with holiday sing
- Angel Mittens Program has been very successful; 11 families and 35 individuals helped via the drive; ready to be distributed to families
- Science Fair is back; Sat, Jan 21st, grades 1-8; deadline for reg is this Friday; link in WU@W
- Scholarship Program: Mr. K in contact with Committee; finalizing forms and applications; will be reviewed a final time by Mr. K and the Board before it is shared out more broadly
- Happy Holidays! Back on Tuesday, Jan 3rd

Committee Reports

- **Variety Show** - Melissa Rausch: Appreciation for considering increase to budget; 6th graders can do: emcee, stage crew or an act
  - Hoping to see more act submissions come in; about 10 acts right now – many will come in at the last minute; can use Google form or printed act form
  - Looking for someone music-savvy to help with this during the show (you just need to push a button)
- **Welcome & Support** (Mittens Program) - shared in Mr. K's report
- **Reflections** - 5 students advanced to regionals, congrats!
- **Spring Fundraiser** - Save-the-date, adult evening event on Saturday April 29th at the Tivoli! Jenn McDonald and Meghan Landers will begin forming (fundraising, etc.) committees in the New Year
- **Family Fun Update** - Meghan Landers: Next event is Winter Family Fun skate night at Lombard Roller Rink. Saturday, January 7th, 2023 from 4:30-6:30pm. Entry is free, skate rental is $4 (or bring own)

- **Hospitality Committee**: Tomorrow is Teacher Holiday luncheon. Cindy and Addie expressed thanks for contributions
- **Green Team: -**Butterfly Garden funded and will be moving forward. Work should begin in April, and per Kelly, “don’t expect much for the first couple of years”, but will be an amazing addition to the Whittier landscape that all can enjoy. Kelly worked hard to get private donations and competitive pricing and is also working on a grant to cover cost for a lunchroom audit. Would like to start milk carton recycling – more details to come
- **Other Committee Updates** - None

New Business - None
Questions or Comments - None

Announcements:
- Next Meeting: January 17th at 7pm
- Thanks to all for generosity and participation
- Happy holidays!

Time Adjourned: **7:54pm**

Please see the following pages for supporting documents:

(1) November Financials
(2) Proposed Budget Revisions

Whittier Elementary School PTA

Financial Statement 07/01/2022 - 11/30/2022

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INCOME	11/30/2022	2022 - 2023 BUDGET	DIFFERENCE	NOTES
FUNDRAISING				
FAMILY FUN NIGHTS	410.15	0.00	410.15	Income from Family Fun less Expenses (e.g. Back to School Event)
FALL FUNDRAISER	14,386.23	10,000.00	4,386.23	
SPRING FUNDRAISER	(120.00)	10,000.00	(10,120.00)	
TOTAL FUNDRAISING	**14,676.38**	**20,000.00**	**(5,323.62)**	
DONATIONS				
GENERAL DONATION	85.00	0.00	85.00	
WHITTIER ANGEL	296.00	0.00	296.00	
TOTAL DONATIONS	**381.00**	**0.00**	**381.00**	
OTHER INCOME				
EXTRA DIRECTORIES & ADS	155.00	400.00	(245.00)	
FUN LUNCH	3,726.30		3,726.30	
INTEREST INCOME	43.04		43.04	
~~MAGAZINE SUBSCRIPTIONS~~				Removed from 2022-2023 Budget. Remove from F.S. 2023-2024.
MISC INCOME	2,817.04		2,817.04	Donation for Green Team / Butterfly Garden, Amazon Smile, Givebacks
PTA DUES	2,046.00	1,500.00	546.00	
SCHOOL IMPROVEMENT PROJECTS INCOME			0.00	
TOTAL OTHER INCOME	**8,787.38**	**1,900.00**	**6,887.38**	
CARRYOVER FROM PRIOR YEAR		16,200.00	(16,200.00)	
TOTAL INCOME	**23,844.76**	**38,100.00**	**(14,255.24)**	

EXPENSES	11/30/2022	2022 - 2023 BUDGET	DIFFERENCE	NOTES
ORGANIZATIONAL EXPENSES				
ACCOUNTING & BANK CHARGES	38.81	150.00	(111.19)	
ANNUAL INCORPORATION DUES		135.00	(135.00)	
DG PTA COUNCIL DUES		100.00	(100.00)	
DIRECTORY	450.00	700.00	(250.00)	
ELECTRONIC INVOICING	(12.26)	200.00	(212.26)	
EXECUTIVE BOARD EXPENDITURES	0.00	300.00	(300.00)	
ILLINOIS CHARITABLE STATUS FEE	15.00	15.00	0.00	
ILLINOIS PTA PORTION OF DUES COLLECTED	848.00	950.00	(102.00)	
PTA BONDING & LIABILITY INSURANCE	355.00	375.00	(20.00)	
PTA COUNCIL DINNER		100.00	(100.00)	
PTA SUPPLIES	67.00	200.00	(133.00)	
SITTING		250.00	(250.00)	
TAX PREPARATION	506.16	525.00	(18.84)	
WEBSITE	350.00	750.00	(400.00)	10/25/2022 motion passed to move $450 to Misc. Student Expenses
WELCOME AND SUPPORT		500.00	(500.00)	
TOTAL ORGANIZATIONAL EXPENSES	**2,617.71**	**5,250.00**	**(2,632.29)**	
SCHOOL EXPENSES				
~~CLASSROOM MAGAZINE~~				Removed from 2022-2023 Budget. Remove from F.S. 2023-2024.
~~COMMUNICATIONS AND DIRECTORY~~				Removed from 2022-2023 Budget. Remove from F.S. 2023-2024.
GREEN TEAM		1,500.00	(1,500.00)	
GUIDED READING		1,500.00	(1,500.00)	
HOSPITALITY		500.00	(500.00)	
PRINCIPALS FUND		500.00	(500.00)	
STAFF APPRECIATION WEEK		500.00	(500.00)	
TEACHER & STAFF RECOGNITION		3,000.00	(3,000.00)	
TOTAL SCHOOL EXPENSES	**0.00**	**7,500.00**	**(7,500.00)**	
STUDENT EXPENSES				
AUTHOR FEST		1,000.00	(1,000.00)	
BIRTHDAY BOOKS		800.00	(800.00)	
CLASSROOM PLAYGROUND EQUIPMENT	354.31	400.00	(45.69)	
FALL FUNDRAISER 2023		1,000.00	(1,000.00)	
FIELD DAY		100.00	(100.00)	
FIELD DAY LUNCH		1,200.00	(1,200.00)	
FIELD TRIPS		4,000.00	(4,000.00)	
FINE ARTS FIELD TRIP		4,000.00	(4,000.00)	
FUN FAIR		1,500.00	(1,500.00)	
ICE CREAM SOCIAL	46.26	150.00	(103.74)	
LRC MAGAZINE SUBSCRIPTIONS		500.00	(500.00)	

	MATH & SCIENCE NIGHTS		300.00	(300.00)	
	MISCELLANEOUS STUDENT EXPENSES	78.17	450.00	(371.83)	10/25/2022 motion passed to move $450 to Misc. Student Expenses
	MONTHLY MASTERPIECE	183.20	200.00	(16.80)	
	PROGRAMS & ASSEMBLIES		4,000.00	(4,000.00)	
	REFLECTIONS	23.75	50.00	(26.25)	
	SAFETY PATROL		1,000.00	(1,000.00)	
	SCHOLARSHIP		2,000.00	(2,000.00)	
	~~STUDENT PLANNERS 3RD - 6TH GRADE~~				Removed from 2022-2023 Budget. Remove from F.S. 2023-2024.
	SUMMER MATH CLUB		200.00	(200.00)	
	TAKE HOME FOLDERS K-6	464.00	700.00	(236.00)	
	VARIETY SHOW	300.00	1,500.00	(1,200.00)	
	WALKING CLUB		300.00	(300.00)	
	WRECK		0.00	0.00	
TOTAL STUDENT EXPENSES		**1,449.69**	**25,350.00**	**(23,900.31)**	
UNBUDGETED EXPENSES					
	SCHOOL IMPROVEMENT PROJECTS	10,141.45	0.00	10,141.45	
	TEACHER WISH LIST	2,592.99	0.00	2,592.99	
	WHITTIER ANGEL EXPENSES	886.33	0.00	886.33	School supplies
TOTAL UNBUDGETED EXPENSES		**13,620.77**	**0.00**	**13,620.77**	
TOTAL EXPENSES		**17,688.17**	**38,100.00**	**(20,411.83)**	
NET INCOME		**6,156.59**	**0.00**	**6,156.59**	

97,884.48	**Cash Balance 11/30/2022**
(3,954.07)	*Less Family Fun*
(472.62)	*Less Wreck*
(13,030.95)	*Less Money earmarked for School Improvement Projects*
(2,500.00)	*Less Money earmarked for Green Team / Butterfly Garden*
(750.00)	*Fun Fair - Carryover 2021 - 2022*
(170.07)	*Teacher Wish List Approved*
(20,411.83)	*Less Approved 2022 - 2023 Expenses not yet paid*
56,594.94	**Net Available Cash Balance 11/30/2022**

Whittier Elementary School PTA

Approved Budget 2022-2023

INCOME	2022 - 2023 CURRENT BUDGET	2022 - 2023 PROPOSED BUDGET	DIFFERENCE	NOTES
FUNDRAISING				
FAMILY FUN NIGHTS				
FALL FUNDRAISER	10,000.00	10,000.00	0.00	
SPRING FUNDRAISER	10,000.00	10,000.00	0.00	
TOTAL FUNDRAISING	**20,000.00**	**20,000.00**	**0.00**	
DONATIONS				
GENERAL DONATION				
WHITTIER ANGEL				
TOTAL DONATIONS	**0.00**	**0.00**	**0.00**	
OTHER INCOME				
EXTRA DIRECTORIES & ADS	400.00	400.00	0.00	
FUN LUNCH				
INTEREST INCOME				
~~MAGAZINE SUBSCRIPTIONS~~				Removed from 2022-2023 Budget. Remove from F.S. 2023-2024.
MISC INCOME				
PTA DUES	1,500.00	1,500.00	0.00	
SCHOOL IMPROVEMENT PROJECTS INCOME				
TOTAL OTHER INCOME	**1,900.00**	**1,900.00**	**0.00**	
**CARRYOVER FROM PRIOR YEAR	16,200.00	18,080.00	1,880.00	Change due to increased budget
TOTAL INCOME	**38,100.00**	**39,980.00**	**1,880.00**	

EXPENSES	2022 - 2023 CURRENT BUDGET	2022 - 2023 PROPOSED BUDGET	DIFFERENCE	NOTES
ORGANIZATIONAL EXPENSES				
ACCOUNTING & BANK CHARGES	150.00	150.00	0.00	
ANNUAL INCORPORATION DUES	135.00	135.00	0.00	
DG PTA COUNCIL DUES	100.00	100.00	0.00	
DIRECTORY	700.00	700.00	0.00	
ELECTRONIC INVOICING	200.00	200.00	0.00	
EXECUTIVE BOARD EXPENDITURES	300.00	700.00	400.00	Ongoing budget: Reallocate from Website for parent education events, membership incentives and/or volunteer appreciation
ILLINOIS CHARITABLE STATUS FEE	15.00	15.00	0.00	
ILLINOIS PTA PORTION OF DUES COLLECTED	950.00	950.00	0.00	
PTA BONDING & LIABILITY INSURANCE	375.00	375.00	0.00	
PTA COUNCIL DINNER	100.00	100.00	0.00	
PTA SUPPLIES	200.00	200.00	0.00	
SITTING	250.00	250.00	0.00	
TAX PREPARATION	525.00	525.00	0.00	
WEBSITE	750.00	350.00	(400.00)	Ongoing budget: $350 spent to-date and do not expect anything further
WELCOME AND SUPPORT	500.00	500.00	0.00	
TOTAL ORGANIZATIONAL EXPENSES	**5,250.00**	**5,250.00**	**0.00**	
SCHOOL EXPENSES				
~~CLASSROOM MAGAZINE~~	0.00	0.00	0.00	Removed from 2022-2023 Budget. Remove from F.S. 2023-2024
~~COMMUNICATIONS AND DIRECTORY~~	0.00	0.00	0.00	Removed from 2022-2023 Budget. Remove from F.S. 2023-2024
GREEN TEAM	1,500.00	1,500.00	0.00	Note: Green Team can spend up to $4,000 this year given $2,500 private donation for the Butterfly Garden
GUIDED READING	1,500.00	1,500.00	0.00	
HOSPITALITY	500.00	650.00	150.00	Ongoing budget: Covers additional family contributions and committee chairs' out-of-pocket expenses
PRINCIPALS FUND	500.00	500.00	0.00	
STAFF APPRECIATION WEEK	500.00	1,250.00	750.00	Ongoing budget: Covers additional family contributions in the Spring
TEACHER & STAFF RECOGNITION	3,000.00	3,000.00	0.00	
TOTAL SCHOOL EXPENSES	**7,500.00**	**8,400.00**	**900.00**	
STUDENT EXPENSES				
AUTHOR FEST	1,000.00	1,000.00	0.00	
BIRTHDAY BOOKS	800.00	800.00	0.00	
CLASSROOM PLAYGROUND EQUIPMENT	400.00	400.00	0.00	
FALL FUNDRAISER 2023	1,000.00	1,000.00	0.00	
FIELD DAY	100.00	100.00	0.00	
FIELD DAY LUNCH	1,200.00	1,650.00	450.00	Ongoing budget: Prices for pizza and juice increased; now providing 12 gluten free pizzas

	FIELD TRIPS	4,000.00	4,000.00	0.00	
	FINE ARTS FIELD TRIP	4,000.00	4,000.00	0.00	
	FUN FAIR	1,500.00	1,500.00	0.00	
	ICE CREAM SOCIAL	150.00	150.00	0.00	
	LRC MAGAZINE SUBSCRIPTIONS	500.00	500.00	0.00	
	MATH & SCIENCE NIGHTS	300.00	300.00	0.00	
	MISCELLANEOUS STUDENT EXPENSES	450.00	450.00	0.00	New budget line item approved at 10/25 GM
	MONTHLY MASTERPIECE	200.00	230.00	30.00	One-time request: Supplies (e.g. oil pastels) to be used by all classrooms
	PROGRAMS & ASSEMBLIES	4,000.00	4,000.00	0.00	
	REFLECTIONS	50.00	75.00	25.00	One-time request: Covers portfolio required for submission which will be re-used in future years
	SAFETY PATROL	1,000.00	1,000.00	0.00	
	SCHOLARSHIP	2,000.00	2,000.00	0.00	
	~~STUDENT PLANNERS 3RD - 6TH GRADE~~	0.00	0.00	0.00	Removed from 2022-2023 Budget. Remove from F.S. 2023-2024
	SUMMER MATH CLUB	200.00	200.00	0.00	
	TAKE HOME FOLDERS K-6	700.00	700.00	0.00	
	VARIETY SHOW	1,500.00	1,975.00	475.00	Ongoing budget: Tivoli rental fee increased by $250; higher video services fee so the PTA owns the rights to the video & the video can be equitably offered to families free of charge; suspending playbill advertising
	WALKING CLUB	300.00	300.00	0.00	
	WRECK	0.00	0.00	0.00	
TOTAL STUDENT EXPENSES		**25,350.00**	**26,330.00**	**980.00**	
UNBUDGETED EXPENSES					
	SCHOOL IMPROVEMENT PROJECTS	0.00	0.00	0.00	
	TEACHER WISH LIST	0.00	0.00	0.00	
	WHITTIER ANGEL EXPENSES	0.00	0.00	0.00	
TOTAL UNBUDGETED EXPENSES		**0.00**	**0.00**	**0.00**	
TOTAL EXPENSES		**38,100.00**	**39,980.00**	**1,880.00**	
NET INCOME		**0.00**	**0.00**	**0.00**	