★ WHITTIER ELEMENTARY SCHOOL PTA: GENERAL MEETING ★

Meeting Date: **Tuesday, Oct 24, 2023**

Roll Call/Attendance (27): Carol Avila, Britta Waszak, Micheal Krugman, Susan Ourada, Amy Van Howe, Bethany Marek, Caitlyn Bouton, Catherine Hazen, Christine Paulik, Debbie, Di Ander, Katie Porter, Jenny Maslowski, Kari Fredrich, Kristin Waszak, Kevin Barto, Miranda Moses, Lauren Wilson, Sarah Bogaczyk, Maggie Kurcz, Louise Modine, Christina Karius, Kerri Bartkowiak, Kelly Parrish, Jim Hoff, Shannon David, Shamra Fallon

Meeting Call to Order: 7:06

Whittier PTA Mission: 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. Learn more HERE. The Whittier PTA strives to create a kind, responsive culture where all feel welcome.

Exec Board Introductions

Call for New Business (to be added to this agenda): None

Approval of the Sept Minutes: Motioned, seconded (no edits) - approved.

Guest Speakers: All guest speakers thanked the PTA for supporting teachers, staff and students

- **Grade 3 (Miss Karius and Mrs. Modine):** Third grade just finished publishing their first writing piece with the new school-wide writing curriculum, ending with a celebration of their hard work! Third grade math just completed word problems and are starting multiplication strategies.
- **Resource Teachers (Mrs. Bartkowiak and Mrs. Porter)**: The resource room and teachers provide a variety of support throughout Whittier: reading and math; executive functioning; behavioral + social and emotional; individual scheduling/breaks and other needs. They enjoy supporting student success across all 7-grade levels - please come visit the resource room at the next school event!

Treasurer's Report - Carol Avila

- **Current Financials** - as of 9/30/23 were presented (attached to the end of these minutes)
- **Vote on Teacher Wish List** - Motioned was seconded and vote approved.
- **Author Fest Budget Increase** - District cost for this program went up after this year's budget was approved. PTA needs an additional $200 to cover copies of the books for the Whittier Library and lunch for the authors.
    - Motion to increase Author Fest budget by $200 → Motion was seconded and vote approved. This is under $500, so does not require a 30-day wait for voting.

Secretary's Report - Maggie Kurcz

- **Membership Updat**e: Currently have 213 Members (higher than last year's record); 80% of families are represented as PTA Members.
- **Newsletter information/process**: If you have something PTA-related to include in the Newsletter, please email info@whittierschoolpta.org or submit on our website HERE.

Co-Vice President's Report - Catherine Hazen & Jenny Maslowski

- **Classroom Halloween Parties**: Volunteers are getting set for next week, will be fun!

Co-Presidents Report - Christine Paulik & Britta Waszak

- **Bylaws Update**: Bylaws need to be updated every 2-years, per IL PTA guidelines. A committee was formed to review, no major changes - only cost of Membership - IL PTA dues increased, thus our dues increased. Bylaws can be reviewed on the PTA website.
    - Motion to let updated Bylaws sit for 30-days, to be voted on next meeting - seconded.
- **Open Committees**: Fun Fair (Lindsay Monco) and Variety Show (Melissa Rausch) both need people to shadow this year to take over the committee for next year.

- **Afterschool/Outside Programs**: Parent/guardian leads are covered, but we could use some back-ups in case that lead is unable to make it. This could be a nanny, grandparents, etc - someone who has a connection to the student. We also need someone to fill the liaison role - help manage the logistics and coordination between programs.

Principal's Report - Mr. Krugman

- **District 58 Safety Measures and Protocols Presentation**: This is a district-wide presentation that all principals shared with PTAs, *full presentation available* ***HERE*** . Some resources to note:
  - ALICE for Families and Communities
  - District 58 Emergency Preparedness
  - District 58 Crisis Resources (including Safe2Help - confidentially report a crisis, threat or bullying)
  - Want to receive text messages from District 58? Text YES to 68453.
  - Make sure you have emergency contacts listed for your students! Contact the front office.
- **PTA Fundraising Focus for 23-24**: As discussed at last meeting, the current library furniture was generously donated several years ago, but has run its course. A key funding focus this year will be updating the library chairs and tables to be more student-friendly and easier to move. This aligns well with the district construction schedule, as Whittier is Phase 1 for HVAC and Safety updates, furniture can be installed after construction. Providing a more modern, updated learning environment for the library will benefit all students and we are looking forward to this project!

Committee Reports

- **Intermediate Playground** (Kristin Waszak, Christine Paulik, Shannon David)**:** Planning is underway, draft renderings of the updated playground were shared (included below). This is a $221K project ($76K towards equipment) that is funded similarly as other schools in the district - through IL state grants (Whittier received $175K), District 58 funds and PTA contributions. Kevin Barto (District 58 Director of Buildings & Grounds) shared that the costs of tear down, drainage, construction/village permits, accessibility ramp, etc. are narrowing the amount available for Whittier's equipment.
  - Motion to earmark $10,000 of PTA funds to cover the remaining equipment costs - seconded, will be voted on at the December meeting.
  - Budget Note: Current estimated 'Net Available Cash Balance' in the PTA Budget is approximately $53K. This is what we estimate to have left after all planned spending occurs. Removing $10K from this amount leaves us with ~$43K, this is the minimum amount of reserves we want to have (approximately 1 year's budget) to follow best practices.
- **Fall Fundraiser** (Britta Waszak & Tera O'Malley): Pick up your packets on Thurs from 3-4pm at Whittier! Event is 4:30-6:30pm this Friday, the race starts at 5pm. Register up until race day.
- **Hospitality** (Miranda Moses & Ashley Papanikolas): Thank you to all who brought items for the Fall PTC dinner - our teachers were so appreciative!
- **Reflections (**Christine Paulik & Kelly Parrish): Entries accepted at front office through 10/27. Awards Ceremony for those advancing at O'Neill 12/5.
- **Reading Games**: Competition date 2/24. Team Registration by 11/15
- **Variety Show** (Melissa Rausch): Jan 27th at the Tivoli! Flyers will go out the first week of Nov, acts due the week before Thanksgiving. Shadow Melissa this year to lead next.
- **Whittier Wear** (Ashley Papanikolas): Thank you for all Wear & Share donations! Fall Spirit Wear virtual shop is open.
- **Spring Fundraiser** (Jenn McDonald & Mary Namestnik): 4/27 at the Moose Lodge

Unfinished Business - None

New Business - None

Announcements

- Next Meeting: **Tuesday, December 12th at 7:00pm**
- Notice: Date change for April Meeting (April 9th at 7pm) due to a district orchestra conflict

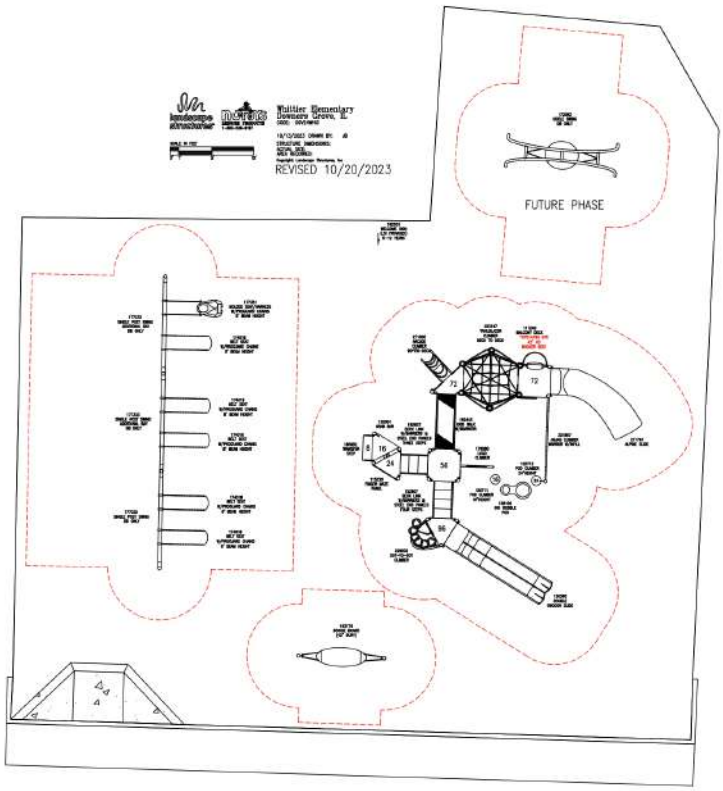
Time Adjourned: **8:32**

Whittier Elementary School PTA

Financial Statement 07/01/2023 - 09/30/2023

INCOME		09/30/2023	2023 - 2024 BUDGET	DIFFERENCE	NOTES
FUNDRAISING					
	FAMILY FUN NIGHTS	(243.25)		(243.25)	Back to School Bash expenses
	FALL FUNDRAISER	10,965.35	10,000.00	965.35	As of 10/13: $15,578.47
	SPRING FUNDRAISER		10,000.00	(10,000.00)	
TOTAL FUNDRAISING		**10,722.10**	**20,000.00**	**(9,277.90)**	
DONATIONS					
	GENERAL DONATION	165.00		165.00	
	WHITTIER ANGEL	735.00		735.00	
TOTAL DONATIONS		**900.00**	**0.00**	**900.00**	
OTHER INCOME					
	EXTRA DIRECTORIES & ADS	125.00	400.00	(275.00)	
	FUN LUNCH	5,155.98		5,155.98	Boonli transfer - balance will decline over time
	INTEREST INCOME	21.82		21.82	
	MISC INCOME	61.32		61.32	
	PTA DUES	2,288.50	1,500.00	788.50	
	SCHOOL IMPROVEMENT PROJECTS INCOME			0.00	
TOTAL OTHER INCOME		**7,652.62**	**1,900.00**	**5,752.62**	
**CARRYOVER FROM PRIOR YEAR			20,615.00	(20,615.00)	
TOTAL INCOME		**19,274.72**	**42,515.00**	**(23,240.28)**	
EXPENSES		**09/30/2023**	**2023 - 2024 BUDGET**	**DIFFERENCE**	**NOTES**
ORGANIZATIONAL EXPENSES					
	ACCOUNTING & BANK CHARGES	99.67	150.00	(50.33)	Annual Quicken software fee + stop payment fee
	ANNUAL INCORPORATION DUES		150.00	(150.00)	
	DG PTA COUNCIL DUES		100.00	(100.00)	
	DIRECTORY	450.00	600.00	(150.00)	DirectorySpot subscription
	~~ELECTRONIC INVOICING~~				Removed from 2023 - 2024 Budget. Remove from F.S. 2024 - 2025
	EXECUTIVE BOARD EXPENDITURES	133.88	300.00	(166.12)	Zoom account + Kindergarten playdate popsicles
	ILLINOIS CHARITABLE STATUS FEE	15.00	15.00	0.00	
	ILLINOIS PTA PORTION OF DUES COLLECTED	992.00	1,100.00	(108.00)	IL PTA Dues as of end-September
	MEMBERSHIP INCENTIVES & VOLUNTEER APPRECIATION	408.16	500.00	(91.84)	Car magnets and other membership items
	PARENT EDUCATION EVENTS		250.00	(250.00)	
	PTA BONDING & LIABILITY INSURANCE	355.00	375.00	(20.00)	Annual insurance premium
	PTA COUNCIL DINNER		100.00	(100.00)	
	PTA SUPPLIES	27.99	200.00	(172.01)	
	SITTING		250.00	(250.00)	
	TAX PREPARATION	506.66	550.00	(43.34)	Tax preparer for SY 2022-2023 taxes
	WEBSITE		350.00	(350.00)	
	WELCOME AND SUPPORT		500.00	(500.00)	
TOTAL ORGANIZATIONAL EXPENSES		**2,988.36**	**5,490.00**	**(2,501.64)**	
SCHOOL EXPENSES					
	GREEN TEAM		1,500.00	(1,500.00)	
	GUIDED READING		1,500.00	(1,500.00)	
	~~HOSPITALITY~~				Removed from 2023 - 2024 Budget. Remove from F.S. 2024 - 2025
	PRINCIPALS FUND		500.00	(500.00)	
	~~STAFF APPRECIATION WEEK~~				Removed from 2023 - 2024 Budget. Remove from F.S. 2024 - 2025
	HOSPITALITY & STAFF APPRECIATION	89.10	1,900.00	(1,810.90)	Yard sign for Staff Appreciation Week 2024
	TEACHER & STAFF RECOGNITION		3,000.00	(3,000.00)	
TOTAL SCHOOL EXPENSES		**89.10**	**8,400.00**	**(8,310.90)**	
STUDENT EXPENSES					
	AUTHOR FEST		1,200.00	(1,200.00)	
	BIRTHDAY BOOKS		800.00	(800.00)	
	CLASSROOM PARTIES		700.00	(700.00)	
	CLASSROOM PLAYGROUND EQUIPMENT	194.37	550.00	(355.63)	New playground equipment
	FALL FUNDRAISER 2024		1,300.00	(1,300.00)	
	FAMILY FUN	1,000.00	1,000.00	0.00	Back to School Bash expenses
	FIELD DAY		150.00	(150.00)	
	FIELD DAY LUNCH		1,650.00	(1,650.00)	
	FIELD TRIPS	291.96	4,000.00	(3,708.04)	Field trip bus expenses
	FINE ARTS FIELD TRIP		4,000.00	(4,000.00)	

	FUN FAIR		1,500.00	(1,500.00)	
	~~ICE CREAM SOCIAL~~				Removed from 2023 - 2024 Budget. Remove from F.S. 2024-2025
	LRC MAGAZINE SUBSCRIPTIONS		500.00	(500.00)	
	MATH & SCIENCE NIGHTS		400.00	(400.00)	
	MISCELLANEOUS STUDENT EXPENSES		450.00	(450.00)	
	MONTHLY MASTERPIECE		200.00	(200.00)	
	PROGRAMS & ASSEMBLIES		4,000.00	(4,000.00)	
	REFLECTIONS		50.00	(50.00)	
	SAFETY PATROL	119.60	1,000.00	(880.40)	Belts and badges
	SCHOLARSHIP		2,000.00	(2,000.00)	
	SUMMER MATH CLUB		200.00	(200.00)	
	TAKE HOME FOLDERS K-6	439.35	700.00	(260.65)	
	VARIETY SHOW		1,975.00	(1,975.00)	
	WALKING CLUB		300.00	(300.00)	
	WRECK		0.00	0.00	
TOTAL STUDENT EXPENSES		**2,045.28**	**28,625.00**	**(26,579.72)**	
UNBUDGETED EXPENSES					
	SCHOOL IMPROVEMENT PROJECTS	2,971.80	0.00	2,971.80	Two-way radios for staff
	TEACHER WISH LIST		0.00	0.00	
	WHITTIER ANGEL EXPENSES	1,871.61	0.00	1,871.61	School Supply Kits
TOTAL UNBUDGETED EXPENSES		**4,843.41**	**0.00**	**4,843.41**	
TOTAL EXPENSES		**9,966.15**	**42,515.00**	**(32,548.85)**	
NET INCOME		**9,308.57**	**0.00**	**9,308.57**	

94,208.39	**Cash Balance 09/30/2023**
(3,540.18)	*Less Family Fun*
(472.62)	*Less Wreck*
(3,899.16)	*Less Money earmarked for School Improvement Projects*
(320.00)	*Less Money earmarked for Green Team / Butterfly Garden*
0.00	*Teacher Wish List Approved*
(32,548.85)	*Less Approved 2023 - 2024 Expenses not yet paid*
53,427.58	**Net Available Cash Balance 09/30/2023**

Intermediate Playground Draft Renderings