★ WHITTIER ELEMENTARY SCHOOL PTA: GENERAL MEETING ★

Meeting Date: **Tuesday, April 9, 2024**

Roll Call/Attendance: Michael Krugman, Britta Waszak, Christine Paulik, Catherine Hazen, Jenny Maslowski, Carol Avila, Maggie Kurcz, Michelle Ricca, Caitlyn Bouton, Jenn McDonald, Kristin Waszak, Lisa Novak, Shamra Fallon, Sarah Veale, Ericka Zagorski, Patricia Miller, Kevin Barto, Kari Fredrich, Susan Ourada, Di Ander, Kelly Parrish, Deborah Mucciolo, Mary Namestnik, Amy Van Howe, Jim Hoff, Dan Waszak, Liz Stimes (27 attendees)

Meeting Call to Order: 7:04pm

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 Feb Minutes - Motioned, seconded (no edits) - approved.

Guest Speakers - 6th Grade Teachers, Patricia Miller and Ericka Zagorski. The 6th Graders recently finished their outdoor education experience at NIU's Loredo Taft campus. Despite inclement weather, the students had a great experience. Other happenings in 6th Grade: Candor training, IAR testing, Erin's Law presentations, a hands-on Ancient Rome Day, a Herrick Middle School presentation and a visit to the Holocaust Museum which occurs on National Holocaust Day (May 6th). The teachers thanked the PTA for their support!

Treasurer's Report - Carol Avila

- Current Financials (as of 3/31) were presented - included at the end of this document.
- 2024-2025 Budget was presented - included at the end of this document.
  - Note: expenses are basically the same as last year with a few small shifts. The major change is an increase to our expected revenue for fall/spring fundraisers to better match the actuals we have raised over the past few years. Both fundraiser income line items will be increased by $5,000 - total $10,000.
  - Motion: To submit the 2024-2025 budget for review, seconded. The budget will sit for 30 days and be voted on at the May 21st Meeting

Secretary's Report - Maggie Kurcz

- **Membership Update -** We have 220 Members, 10 more than last year's record-breaking number! We also received the IL PTA Gold Star Membership award again this year.
- **Newsletter -** If you have something PTA-related email info@whittierschoolpta.org or submit HERE.

Co-Vice President's Report - Catherine Hazen & Jenny Maslowski - No report.

Co-Presidents Report - Christine Paulik & Britta Waszak

- The Nominating Committee presented 2024-2025 Board candidates: Co-Vice Presidents (Jenn McDonald, Kristin Waszak), Treasurer (Michelle Ricca) and Secretary (Caitlyn Bouton).
  - Motion: As no other candidates were presented, it was motioned and seconded to close nominations.
  - This will sit for 30 days and nominees will be voted into office at the May 21st General Meeting.
- **Open Committees:**
  - Summer Math Club: This will be Carol's last year chairing, please contact her if you are interested in shadowing the position this summer: treasurer@whittierschoolpta.org
  - Audit Committee: We need one more person to audit this year's financials. Contact treasurer@whittierschoolpta.org

- **Intermediate Playground Committee**: Christine Paulik and Kevin Barto (Director of District 58 Buildings and Grounds and Whittier parent) provided updates on the cost estimates vs. actuals of this project. In summary, the installation costs are higher than the initial estimate, thus an additional $40,000 is needed to complete the project by Fall 2024. A detailed breakdown of funding, expenses, site work and project renderings are included at the end of this document. To Note:
    - Once this challenge was identified, the committee worked to make small changes to maximize cost savings - for example, there are now 6 swings (not 8); the size/orientation of the footprint was adjusted, etc. All playground elements that Whittier students voted on were preserved in the plans.
    - After consulting with our now Treasurer-elect (Michelle Ricca), Carol Avila (current Treasurer) presented a plan to account for this additional $40,000 of funding while ensuring the Whittier PTA continues to be financially well-positioned for future years. The suggestion is to use $20,000 from the existing PTA cash balance and fundraise the remaining $20,000. The floor was opened for questions/comments on this plan - there were none, thus a motion was made.
    - Motion: Earmark $40,000 of PTA funds towards the Intermediate Playground Project - seconded. This will sit for 30 days. This plan needs to be presented at the Board of Education Meeting on May 13th, so it will require a special meeting (on Thursday, May 9th) to go to vote.
    - A Playground Funding Committee will be formed. Please contact president@whittierschoolpta.org if you are interested in joining.

- **Principal's Report -** Mr. Krugman
    - Whittier Open House is Tuesday, April 23rd from 6:00-7:30 pm.
    - Please register for the 2024-2025 school year - we are missing 52 students.
    - IAR Tests are wrapping up - all IL public schools take these tests, producing state rankings.
    - New Library furniture estimates seem to be on track, the Library staff are reviewing renderings now.
    - Field Day is Friday, May 24th (Primary AM, Intermediate PM) - thank you to PTA for providing lunch.
    - Select teachers will begin the process of evaluating scholarship applications.

Committee Reports -

- Author Fest 4/24 & 4/26 - Planning is going well and excitement is building! The 'Meet the Author' event will be at Anderson's Bookstore on Friday, April 26th from 5-7pm.
- Experiences - Still many fun Experiences left for students and adults - sign up now!
- Field Day - Will be Friday, 5/24 - more info soon.
- Family Fun / Dine Out Nights - Ice skating event was well-attended and fun! Dine out nights are now twice a month and going well - check the newsletters and Facebook for reminders.
- Math & Science Night: 4/19 at DuPage Children's Museum, please RSVP.
- Reflections: 4 Whittier students are advancing to state!
- Spring Fundraiser: Planning is going well -133 early bird tickets sold!
- Scholarship Committee: Had 13 applicants, up from 9 last year. Michelle Ricca and Jim Hoff will be taking over the committee next year.
- Staff Appreciation: This year's theme is Whittier Staff are Rock Stars, complete with daily-themed meals/snacks, gift card raffles and additional gestures to show our appreciation for Whittier's amazing staff!
- Welcome & Support - School Kits available for ordering.
- Whittier Wear - Order window will be at the end of April, including Field Day shirts. Whittier Wear-and-Share will be during the Open House on April 23rd 6-7:30pm.

Unfinished Business - None

New Business - None

Announcements:

- Special Meeting to vote on intermediate playground funding plan: **Thursday, May 9th at 7:00pm**
- Next General Meeting: **Tuesday, May 21st at 7:00pm**

Time Adjourned: **8:08pm**

Whittier Elementary School PTA

Financial Statement 07/01/2023 - 03/31/2024

INCOME	03/31/2024	2023 - 2024 BUDGET	DIFFERENCE	NOTES
FUNDRAISING				
FAMILY FUN NIGHTS	1,266.48		1,266.48	February includes Gia Mia ($192.49) + McTeacher Night Cookies/Tips ($182.00). March includes McTeacher Night ($489.60), Lou Malnati's ($193.86) and Al's ($200.00)
FALL FUNDRAISER	16,484.82	10,000.00	6,484.82	
SPRING FUNDRAISER	14,178.51	10,000.00	4,178.51	
TOTAL FUNDRAISING	**31,929.81**	**20,000.00**	**11,929.81**	
DONATIONS				
GENERAL DONATION	5,782.30		5,782.30	
WHITTIER ANGEL	830.00		830.00	
TOTAL DONATIONS	**6,612.30**	**0.00**	**6,612.30**	
OTHER INCOME				
EXTRA DIRECTORIES & ADS	135.00	400.00	(265.00)	
FUN LUNCH	4,112.10		4,112.10	
INTEREST INCOME	67.72		67.72	
MISC INCOME	659.58		659.58	
PTA DUES	2,530.00	1,500.00	1,030.00	
SCHOOL IMPROVEMENT PROJECTS INCOME			0.00	
TOTAL OTHER INCOME	**7,504.40**	**1,900.00**	**5,604.40**	
**CARRYOVER FROM PRIOR YEAR		20,815.00	(20,815.00)	
TOTAL INCOME	**46,046.51**	**42,715.00**	**3,331.51**	

EXPENSES	03/31/2024	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	0.00	Annual dues
DIRECTORY	598.79	600.00	(1.21)	DirectorySpot subscription + Paper Directories
~~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	1,099.00	1,100.00	(1.00)	IL PTA Dues as of end-December
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	**3,344.15**	**5,490.00**	**(2,145.85)**	
SCHOOL EXPENSES				
GREEN TEAM	130.00	1,500.00	(1,370.00)	Front planters
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	569.10	1,900.00	(1,330.90)	Yard sign for Staff Appreciation Week 2024 + Holiday Luncheon
TEACHER & STAFF RECOGNITION	2,850.00	3,000.00	(150.00)	Holiday gifts
TOTAL SCHOOL EXPENSES	**3,549.10**	**8,400.00**	**(4,850.90)**	

STUDENT EXPENSES				
AUTHOR FEST	1,200.00	1,400.00	(200.00)	Budget reflects $200mm increase approved on 10/24
BIRTHDAY BOOKS		800.00	(800.00)	
CLASSROOM PARTIES	229.84	700.00	(470.16)	Halloween party reimbursements
CLASSROOM PLAYGROUND EQUIPMENT	370.06	550.00	(179.94)	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	2,212.55	4,000.00	(1,787.45)	Field trip bus expenses

	FINE ARTS FIELD TRIP	4,000.00	4,000.00	0.00	Ballet Legere Nutcracker (all school field trip)
	FUN FAIR	1,751.61	1,500.00	251.61	Fun Fair expenses. Fun Fair had additional $330 budget from Spring 2023 Experience
	~~ICE CREAM SOCIAL~~				Removed from 2023 - 2024 Budget. Remove from F.S. 2024-2025
	LRC MAGAZINE SUBSCRIPTIONS		500.00	(500.00)	
	MATH & SCIENCE NIGHTS	69.31	400.00	(330.69)	
	MISCELLANEOUS STUDENT EXPENSES	78.17	450.00	(371.83)	Stickers for Walk / Bike / Roll to School Day
	MONTHLY MASTERPIECE	186.62	200.00	(13.38)	Supplies for Masterpiece of the Month
	PROGRAMS & ASSEMBLIES	1,025.00	4,000.00	(2,975.00)	
	REFLECTIONS	50.00	50.00	0.00	
	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	1,477.89	1,975.00	(497.11)	Expenses include videographer, Tivoli rental, programs, shirts, etc.
	WALKING CLUB		300.00	(300.00)	
	WRECK		0.00	0.00	
TOTAL STUDENT EXPENSES		**14,210.00**	**28,825.00**	**(14,615.00)**	
UNBUDGETED EXPENSES					
	SCHOOL IMPROVEMENT PROJECTS	4,318.59	0.00	4,318.59	Two-way radios for staff
	TEACHER WISH LIST	4,729.61	0.00	4,729.61	
	WHITTIER ANGEL EXPENSES	1,871.61	0.00	1,871.61	School Supply Kits
TOTAL UNBUDGETED EXPENSES		**10,919.81**	**0.00**	**10,919.81**	
TOTAL EXPENSES		**32,023.06**	**42,715.00**	**(10,691.94)**	
NET INCOME		**14,023.45**	**0.00**	**14,023.45**	

98,923.27	**Cash Balance 03/31/2024**
(5,049.91)	*Less Family Fun*
(472.62)	*Less Wreck*
(2,552.37)	*Less Money earmarked for School Improvement Projects*
(320.00)	*Less Money earmarked for Green Team / Butterfly Garden*
(4,112.10)	*Less Fun Lunch Income*
(10,691.94)	*Less Approved 2023 - 2024 Expenses not yet paid*
(10,000.00)	*Less Money earmarked for Intermediate Playground*
65,724.33	**Net Available Cash Balance 03/31/2024**

Whittier Elementary School PTA

Proposed Budget 2024 - 2025

TO BE PRESENTED AT GENERAL MEETING 04/09/2024

INCOME	2023 - 2024 CURRENT BUDGET	2024 - 2025 PROPOSED BUDGET	DIFFERENCE	NOTES
FUNDRAISING				
FAMILY FUN NIGHTS				
FALL FUNDRAISER	10,000.00	15,000.00	5,000.00	Increasing to reflect historical fundraiser income and a more sustainable budget long-term
SPRING FUNDRAISER	10,000.00	15,000.00	5,000.00	
TOTAL FUNDRAISING	**20,000.00**	**30,000.00**	**10,000.00**	
DONATIONS				
GENERAL DONATION				
LEAP FUND				To be renamed from Whittier Angel to Leap Fund
TOTAL DONATIONS	**0.00**	**0.00**	**0.00**	
OTHER INCOME				
EXTRA DIRECTORIES & ADS	400.00	0.00	(400.00)	No longer offering paper directories starting next school year
FUN LUNCH				
INTEREST INCOME				
MISC INCOME				
PTA DUES	1,500.00	1,500.00	0.00	
SCHOOL IMPROVEMENT PROJECTS INCOME				
TOTAL OTHER INCOME	**1,900.00**	**1,500.00**	**(400.00)**	
**CARRYOVER FROM PRIOR YEAR	20,815.00	11,215.00	(9,600.00)	
TOTAL INCOME	**42,715.00**	**42,715.00**	**0.00**	

EXPENSES	2023 - 2024 CURRENT BUDGET	2024 - 2025 PROPOSED BUDGET	DIFFERENCE	NOTES
ORGANIZATIONAL EXPENSES				
ACCOUNTING & BANK CHARGES	150.00	150.00	0.00	
ANNUAL INCORPORATION DUES	150.00	150.00	0.00	
DG PTA COUNCIL DUES	100.00	100.00	0.00	
DIRECTORY	600.00	450.00	(150.00)	No longer offering paper directories starting next school year
EXECUTIVE BOARD EXPENDITURES	300.00	300.00	0.00	
ILLINOIS CHARITABLE STATUS FEE	15.00	15.00	0.00	
ILLINOIS PTA PORTION OF DUES COLLECTED	1,100.00	1,200.00	100.00	Nominal increase -- this year we're at $1,099 as of 03/31/2024
MEMBERSHIP INCENTIVES & VOLUNTEER APPRECIATION	500.00	500.00	0.00	
PARENT EDUCATION EVENTS	250.00	250.00	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	550.00	550.00	0.00	
WEBSITE	350.00	350.00	0.00	
WELCOME AND SUPPORT	500.00	500.00	0.00	
TOTAL ORGANIZATIONAL EXPENSES	**5,490.00**	**5,440.00**	**(50.00)**	
SCHOOL EXPENSES				
GREEN TEAM	1,500.00	1,500.00	0.00	
GUIDED READING	1,500.00	1,500.00	0.00	
PRINCIPALS FUND	500.00	500.00	0.00	
HOSPITALITY & STAFF APPRECIATION	1,900.00	1,900.00	0.00	
TEACHER & STAFF RECOGNITION	3,000.00	3,000.00	0.00	
TOTAL SCHOOL EXPENSES	**8,400.00**	**8,400.00**	**0.00**	
STUDENT EXPENSES				
AUTHOR FEST	1,400.00	1,400.00	0.00	
BIRTHDAY BOOKS	800.00	800.00	0.00	
CLASSROOM PARTIES	700.00	700.00	0.00	
CLASSROOM PLAYGROUND EQUIPMENT	550.00	550.00	0.00	
FALL FUNDRAISER 2025	1,300.00	1,300.00	0.00	
FAMILY FUN	1,000.00	1,000.00	0.00	
FIELD DAY	150.00	150.00	0.00	
FIELD DAY LUNCH	1,650.00	1,650.00	0.00	
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	
LRC MAGAZINE SUBSCRIPTIONS	500.00	500.00	0.00	

	MATH & SCIENCE NIGHTS	400.00	400.00	0.00	
	MISCELLANEOUS STUDENT EXPENSES	450.00	450.00	0.00	
	MONTHLY MASTERPIECE	200.00	200.00	0.00	
	PROGRAMS & ASSEMBLIES	4,000.00	4,000.00	0.00	
	REFLECTIONS	50.00	100.00	50.00	Current budget did not cover this year's expenses; anticipating increased student participation next school year
	SAFETY PATROL	1,000.00	1,000.00	0.00	
	SCHOLARSHIP	2,000.00	2,000.00	0.00	
	SUMMER MATH CLUB	200.00	200.00	0.00	
	TAKE HOME FOLDERS K-6	700.00	700.00	0.00	
	VARIETY SHOW	1,975.00	1,975.00	0.00	
	WALKING CLUB	300.00	300.00	0.00	
	WRECK	0.00	0.00	0.00	
TOTAL STUDENT EXPENSES		**28,825.00**	**28,875.00**	**50.00**	
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		**42,715.00**	**42,715.00**	**0.00**	
NET INCOME		**0.00**	**0.00**	**0.00**	

Whittier PTA Meeting Minutes April 9, 2024

Intermediate Playground Project Details: Breakdown of Funding, Expenses and Site Work

Funding	
D58 Contribution	$19,000.00
DCEO funds	$26,200.00
DCEO funds #2	$175,000.00
School / PTA funding	$10,000.00
Additional donations	$0.00
	$230,200.00
Expenses	
Available funds	$230,200.00
Equipment	-$92,945.00
Revised site work bid	-$157,577.00
A/E fees	-$19,000.00
Shortfall	**-$39,322.00**
Total estimated project cost:	**$267,022.00**

Whittier Site Work
Layout
Construction Fence
Silt Fence
Tree Protection Fencing
Curb Removal
Equip Removal Inc Foundations
EWF Removal & Excavation
HMA Removal & Replacement
Bench Removal
Sewer
Concrete Curb & Flatwork
Playground Equip Install
CA-7 gravel base & Fabric
EWF (Mulch) Install
Landscape Restoration

Intermediate Playground Project Details: Project Renderings