

Avoca PTC General Membership Minutes *Final*

A Meeting of the General Membership of the Avoca 37 Parent Teacher Council was held on Wednesday, September 17, 2014 at 7:00PM at Avoca West School, Glenview, IL.

Welcome: President Kathy Stein opened the meeting at 7:04PM and the secretary recorded the minutes. A quorum of PTC members was present. (6 voting members are required and 20 were present.)

Introductions: Members and guests introduced themselves.

Attendees: Lina Alonso, Andrea Bialk, Anita Cepuritis, Hye Rih Cho, Lourdes Cornelius, Louise Dechovitz, Brian Egan, Dr. Ferrell, Sharon Formicola, Denise Kamberis Kingwill, Ying Liu, Suzanne Louis, Leslie Meehan, Maria Niehus, Peter Ogden, Martha Pollak, Colleen Rosenthal, Amy Shinohara, Jina Song, Stephen Starr, Jenn Stefan, Kathy Stein, Donna Toops, Jenny Wilson, Shalung Youla (6 guests present)

Administration: Kevin Jauch (Superintendent), Jessica Hutchinson (Principal –Avoca West)

Approval of Agenda: The agenda was changed to move the Back-to-School Luncheon report earlier.

Approval of Minutes: The minutes of the June 4, 2014 General membership meeting were approved as distributed. The minutes of the August 19, 2014 Executive Board meeting were approved as corrected by Committee.

Reports of Officers

President's Report: (Kathy Stein)

1. Thanked executive committee for strong participation at all events. Thanked attendees to ice cream social. PTC passed out 600 ice cream bars trying to ensure 1 per child. Spirit Wear raised over \$1000 at the Ice Cream Social & over \$500 at MM open house.
2. The gaga pit is functioning and the additional new Avoca West playground equipment is ready to install.
3. The school principals prefer a larger gift every other year as in previous years rather than sharing the money raised annually. Next year's gift will go to MM with a plan to set goal in January.
4. Reminder that the email blast now sent out Thursday with submissions due by Wednesday at noon.

Back-To-School Luncheon Report (Suzanne Louis)

1. Food was catered by Jalapenos & Tomatoes.
 - a. Even with increased budget and a larger expense, there was a problem of shortage of fresh food such as salads & fruit.
 - b. The number of attendees may have been higher than original count of 135. In an effort to seek compensation for the shortage, Suzanne followed up with caterer who will send a veggie tray to each of the schools during teacher appreciation time.
2. Suzanne thanked the Membership Committee for collecting teacher dues and coordinating the raffle and the Luncheon Committee for their support.

(One member left the meeting)

Treasurer's Report Brian Egan presented the treasurers report and filed a copy for audit.

PTC Account as of August 31, 2014

August Receipt totals:	\$	928.95
August Disbursement totals:	\$	6969.64

Checking Account Balance:	\$31,765.50
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Money Market Account Balance:	\$45,220.70
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Total Asset Balance:	\$76,986.20
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Secretary's Report (Correspondence) Denise Kamberis Kingwill read 3 letters.

Director of Community Relations (Amy Shinohara)

1. The current focus is to raise awareness of parent programming and create opportunities for parents to connect.

- a. Looking towards set up of a committee for families in need in cases of loss, emergency, illness, etc. Information would be kept confidential and would operate through the schools.
 - b. Starting Principal/Parent book club at AW with Ms. Hutchinson.
 - c. Looking for staff to do programs to enhance social emotional learning.
 - d. Circulated sign-up for parents with students at NT willing to conduct informational conversations with current 8th grade parents.
2. Upcoming community programs
 - a. Family Action Network is hosting Jennifer Senior, author of "All Joy and No Fun: The Paradox of Modern Parenthood". She is speaking about how our culture affects our parenting at New Trier H.S., Northfield Campus on 09/19/2014. Amy S. has arranged group seating for Avoca parents and will have a post-presentation discussion at a later date.
 - b. Dr. Sara Lawrence-Lightfoot will present "The Essential Conversation: What Parents and Teachers Can Learn from Each Other" at Evanston HS on 09/30/2014.
 - c. New Trier Township sponsoring town hall meeting on reducing underage drinking in our community. 9/23 8. PEC calendar lists all local events monthly.
 3. On August 26, 2014, the PTC sponsored a coffee for 6th grade parents with a student council panel, principal & Social-Emotional program staff there to answer questions.

Director of Fundraising (Colleen Rosenthal)

1. Colleen presented ideas on potential methods the PTC can increase fundraising income.
 - a. Sell bricks to decorate the new playground or outdoor classroom area.
 - b. Work with AW art teacher, Ms. Scozia to teach an art class, possibly mosaics.
 - c. Schedule a Guys Night Out and/or Ladies Night Out at a local establishment to introduce more parents to each other.
2. Install the banner/thermometer listing fundraising goals for the school year and solicit with general donation envelopes in addition to the current membership envelopes.
3. Colleen is looking for a committee and co-chair for an International Cultural Night. The idea is to bring together our diverse group of families in the fall. Each country would have a display table and the students could offer a talent show.
 - a. She has located enough families interested to represent 10 countries.
 - b. Discussion of how MM previously produced the talent show. Idea of keeping talent portion culturally relevant.
 - c. She presented three possible 2014 dates to confirm there is no PTC or school conflict. Concern expressed that these may be too soon to market event. A suggestion was made to refer International Cultural Night to a new committee to finalize details & dates.
4. Bernie's books will be looking for donations in coordination with the AW book fair for 2 weeks.

Director of Membership (Stephen Starr)

1. PTC has collected \$6400 dues total with \$4600 from families, \$1500 from staff and \$300 in donations.
2. Possible ways to increase membership were discussed.
 - a. Bring dues envelopes to the classroom or circulate one large envelope to each classroom so room parents can facilitate collection.
 - b. Question asked if PTC can determine number of people paying online vs using an envelope to decide if envelopes are necessary. Stephen S. and Kathy S. will research.
 - c. Incentive of tying PTC directory distribution to paying dues tabled until next meeting.

Reports of Committees

Innisbrook (Stephen Starr)

1. \$5,300 sold towards goal of \$15,000.
2. Extended sale to 9/29. Sales are on target with last year.
3. A suggestion was made to use thermometer to show how close AW is to earning a pajama day.

New Families Welcoming (written by Grainne Bailey)

1. The purpose of the committee is to aid transition of both families new to the district and kindergarten families.

2. Working with the schools' admissions offices, parents and children are paired with host families and student buddies.
 - a. Buddy assignments at AW are made by committee, assignments at MM are made by class teachers.
3. Events included an early evening Meet & Greet on 08/26/2014 and an evening parent information meeting on 9/8/2014.

Health & Wellness (Amy Shinohara)

1. Seeking feedback from parents and teachers on creating new guidelines for birthday treats.
 - a. Current practice is to have a celebration on a child's birthday by sending in cupcakes or other sweet treats. Concern this interferes with learning.
 - b. Discussion on how to recognize birthdays.
 - i. Announce birthdays over intercom,
 - ii. Principal passing out birthday ribbons.
 - iii. Each classroom holds one birthday party for all the students who have birthdays in that month.
 - c. First grade team requests parents send fruit, veggie, toy, stickers, etc. to avoid sweet treats at birthdays.
2. Committee is also researching peanut allergy arrangements in the lunchroom.

New Business

Amendments to Constitution & Bylaws

1. The committee created mission statement and revised bylaws & constitution to make them more current.
 - a. Met over 15 hours this summer.
 - b. Document reviewed by a parent who is also a lawyer.
 2. Committee Chairs Leslie Meehan & Martha Pollak distributed the proposed amendments of the Constitution & Bylaws to the membership 30 days prior and again at the meeting.
 3. **Denise Kamberis-Kingwill motioned to approve the amendments to the PTC Constitution and Bylaws as written. The motion was seconded and discussion ensued. Upon a voice vote, with all members voting aye, the motion was carried.**
 4. New document will be posted to website.
- (Three members left the meeting)

2014-15 PTC Budget

1. Brian Egan distributed copies of the proposed budget and explained changes to the budget.
2. **Jenny Wilson motioned to approve the 2014-15 PTC Budget as presented. The motion was seconded and discussion ensued. Upon a voice vote, with all members voting aye, the motion was carried.**

Adjournment Amy Shinohara moved to adjourn the meeting, the motion was seconded and upon a voice vote, with all members voting aye, the motion was carried. The meeting was adjourned at 8:54

Next PTC General Membership meeting is October 8th, 7PM at Marie Murphy

X

Denise Kamberis Kingwill
Avoca 37 PTC Secretary

Approved on __10/08/2014__
As Distributed: __DMK____
As Corrected: _____