

Avoca 37 PTC General Membership Minutes

A Meeting of the General Membership of the Avoca 37 Parent Teacher Council was held on Wednesday, November 12, 2014 at 7:15PM at Avoca West School, Glenview, IL. Prior to the meeting, the Avoca West Report Cards Committee shared information about this year's online report card.

WELCOME: President Kathy Stein opened the meeting at 7:18 PM and the secretary recorded the minutes. A quorum of PTC members was present. (Eight voting members are required.)

Attendees: 18 members and 2 guests were present.

Administration: Kevin Jauch (Superintendent), Jessica Hutchinson (Avoca West Principal), Beth Dever (Business Manager)

Board of Education Members: Henry Kingwill, Sheryl Swibel

Introductions: Members and guests introduced themselves.

APPROVAL OF AGENDA: The agenda was approved as corrected.

APPROVAL OF MINUTES: The minutes of the October 8, 2014 meeting were approved as corrected.

SUPERINTENDENT'S REPORT

- a. Life safety study addressed buildings used by the schools. Original survey by architectural firm in June 2013, amended in August 2014 with additional safety concerns. Including but not limited to: roof work, mechanical systems (air handlers), fire safety (doors, burn through rate, structural walls need to extend to roof deck, electrical alarms, smoke detectors), plumbing, communication (intercom, consoles) visibility of front door, video camera system (7-8 years old) at an estimated \$3.753 million cost.
- b. Selling public safety bonds to be introduced at hearing at next board meeting Thursday, November 20, 6PM. Purpose of bonds is to avoid tax increase & referendum. Board wishes to maintain same level of debt service.
- c. Begin some projects next summer
- d. Facilities plan don't fall into life safety categories: tuck pointing, carpeting, ceilings warped, plumbing issues, casework, painting, heating ventilation, air conditioning. These items are still in discussion. The district will be able to do some repairs. Cost for school buildings, approximately \$8 million.
- e. Possibility of air conditioning: Considered cost to replace current system plus ongoing cost. Also looked at geothermal system. Problems of utilizing single a/c units include but not limited to: code violations, old electrical system.

REPORTS OF OFFICERS

President's Report: (Kathy Stein)

- a. Thanked teacher appreciation chairs AW Maria Costas & Rosa Kanellos, Movie Night Chairs Stephanie Rick and Marcella Grossman, and Book Fair chair Heather Hester. A PTC member interrupted & thanked Kathy for organizing desserts for MM staff appreciation.
- b. Preliminary Book Fair numbers are Sales: \$13,296.04, Expenses: \$87.58, Books for Profit: \$1,217.70 Profit will be approximately what it was last year.
- c. The directory is at the printer and should be distributed at the end of the week. Included is a letter explaining benefits of a PTC membership, how one joins, etc.
- d. Winnetka Alliance for Early Childhood's Screen Break begins March 1. Kathy will look into participation.

Secretary's Report (Correspondence) Denise Kingwill read 5 thank you letters.

AW Vice President's Report (Jenny Wilson)

- a. Addressed confusion leading up to Halloween party: parents receiving conflicting information from web, teachers, other parents, etc. Jenny will arrange to streamline & centralize communications with administration.
- b. Volunteers were accommodated by pre-printing over 250 name tags and signing in additional volunteers as they arrived on site.

- c. Change in snack policy went well. Getting snacks approved ahead of time by school nurse alleviated problems. Several classes ran out of plates. PTC will replenish supply in PTC closet and remind volunteers to bring items for parties.

MM Vice President's Report (Youla Shalung)

- a. Halloween party used same format as previous years. Cost \$423.52 invoiced from Arbor. 1st communication to all the parents for Halloween dance & Halloween party was well received.
- b. Collected \$4086.12 in room fees since beginning of year. Sent out email about gift giving process to parents at MM to better communicate spending.

Director of Volunteers Report (Matt Coatar)

- a. Reminded chairpersons to communicate volunteer requests to PTC board.
- b. Movie Night had an appropriate number of volunteers.

REPORTS OF COMMITTEES

Movie Night (Stephanie Rick)

- a. 399 paid guests, collected \$1916. Sold \$211.50 of Spirit Wear and \$355 in concessions.
- b. Made last minute adjustment to move event to MM gym due to overwhelming attendance.
- c. Popcorn machine donated by Stormy's, committee purchased popcorn, rented projection screen.
- d. If event continues at MM, may need to increase budget,
- e. Suggestion to use google form to collect responses next time event runs.
- f. Thanked co-chair Marcella Grossman for great success of event.

Fun Fair Committee (Maria Niehus)

- a. Event is Sunday Feb 22, 12-3PM, looking for volunteer to get corporate sponsorship and raffle donations. Concern we may be scrambling for volunteers at the last minute.
- b. Committee held planning meeting. After soliciting parent & teacher input on announcing raffle winners, decided to make general announcement for large prizes (superintendent & principal prizes) and remainder of prize announcements at school at the end of the day on Monday. Requested permission to move teacher raffle from MPR to the 5th grade hallway. Circulated ideas on changes to make to the teacher raffle.
- c. New this year "Dance Room", idea of dancing with the teachers.
- d. Giving 20 tickets or wristbands to teachers & staff.

Snowflake Committee (Denise Kingwill, co-chair Patrice Bazianos)

- a. December 5th is Snowflake Day, when Kathy Mazur (MM PE Teacher) and Shannon Wright (MM Pupil Services) lead the seventh-graders on a field trip to a nearby facility. They participate in activities to help make new friends and connect with old ones, while engaging with inspirational speakers who share their own experiences with substance abuse, bullying, and overcoming adversity.
- b. The PTC caters breakfast and lunch for all attendees. Two shifts of volunteers help organize the meals, set up, clean up and serve: 7AM-9AM and 11:30PM-2PM. Sign up for a shift online Sign-up Genius
- c. Total served: 127 for breakfast and 136 for lunch. Breakdown: 83 7th Grade Students, 11 Teachers, 15 NTHS Leaders, 16 MM Snowflake Council Members, 2 Aides, 9 Erika's Lighthouse Panel & Sponsors.

OLD BUSINESS

Halloween Parties

- a. Parents did send emails or indicated note to include additional items to accommodate non-student siblings. Concern expressed this caused confusion and encouraged parents to bring siblings.
- b. Room parents should be reminded check with teachers on preference of siblings at the parties.

Intercultural Dinner (Read by Kathy Stein)

- a. 27 countries tables will be represented by 67 families. Admission is \$10 per family.

- b. Talent show response is low, still accepting more acts. Rehearsals will continue this Saturday, and Monday, Tuesday, & Wednesday next week. Many students do not know about talent show. Concern on how to get the word out about the event at Marie Murphy.
- c. Posters are up, blasts have been sent. Would like to do a paper response form. Kathy will assist creating a google form for responses.
- d. Mia Hasegawa is requesting recipes from all who are contributing food & will make tent cards for every item.

NEW BUSINESS

Fundraising Bricks (Colleen Rosenthal)

- a. Contacted Bricks R Us from Florida sent sample, sell 4x8 & 8x8 bricks to use as fundraisers. We will need to find an installation company, estimated cost \$3-7 dollars per brick if set into sand.
- b. School cannot recommend a placement location at this time. School interested in estimated cost of 4x4 foot area.
- c. Concern that we need a draw to start the campaign.

Maria Niehus motioned to table discussion of brick campaign until a specific fundraising project arises. Motion seconded. Motion carried.

Adjournment Maria Niehus 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 8:58PM.

Next PTC General Membership meeting is Wednesday, January 14, 2015 at 7:00 PM at Marie Murphy School.

X

Denise Kamberis Kingwill
Avoca 37 PTC Secretary

Approved on _01/14/2015_ as
Distributed: __DMK__
Corrected: _____