



## General Meeting Minutes

Wednesday, May 28, 2025

7:00 pm in the LMC

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1. Welcome / Call to Order
  2. Meeting Ground Rules
    - a. We are all volunteers, and we try our best.
    - b. Everyone is treated with respect.
    - c. Participation is encouraged - everyone's input is valuable.
    - d. Remember the mission of the PTA in all that we do: "To make every child's potential a reality by engaging and empowering families and communities to advocate for all children."
  3. Principal's Report - **Ann Buch/Cara Giacomini-Ferris**
    - a. Grade level picnics are starting next week.
    - b. Last day of school is a FULL DAY!, unlike in the past.
    - c. Last minute changes to Fun Fair were so smooth and collaborative. Grateful to the PTA!
  4. Teacher's Report - **Margaret O'Grady/Katherine Redmon**
    - a. Thank you from entire staff for Teacher Appreciation week festivities - food, fun & treats.
  5. Treasurer's Report - **Marsha Mitchell**
    - a. Budget Updates:
      - i. All committees are doing great turning in their receipts. Please try to get any outstanding receipts to me before the end of the school year so I can get you reimbursed!
      - ii. There are few checks we are waiting on: Dine-In fundraisers, spirit wear, yearbook and school pictures
      - iii. Unused budgets
        1. Convention that didn't happen, council and new district families, kinder/welcome committees
    - b. Excess Funds: \$2,665.58
      - i. In planning for next year, we are going to add \$250 to each of the grade level events budgets and add \$500 to the sunshine committee budget.
      - ii. \$665.58 remaining - ideas
        1. Additional gifts budget
        2. Items of need for Westgate building
        3. Volunteer appreciation
        4. Apply to current budget overages
    - c. Audit Committee: We would like to ask for 3 volunteers to be a part of the audit committee. This cannot be myself, Shelby or Abby.
      - i. Sammie Nowakowski, Julie Hansen and Karen Radek volunteer for audit committee.
  6. Secretary's Report - **Karen Radek**

- a. Review & Approval of 04-02-25 minutes [04.02.25 General Meeting Minutes, pending approval.pdf](#)

At every meeting we need to approve these minutes. In order to do that we need someone to make a motion to vote and then we as a membership all vote. Do we have a motion to approve the April 2, 2025 meeting minutes?

- b. Bylaws - updated and approved by Jeanette Harris, VP of Field Operations for Illinois PTA Board of Directors.
- i. Vote on adoption of updated bylaws - approved unanimously.
- c. Membership and Directory Spot - **Samme Nowakowski** reports the "catch up" PTA memberships have been submitted to Givebacks, so we can remit state dues. These are memberships that were purchased throughout the year from late September until May (after the big batch of memberships received with PowerSchool D25 registrations last summer). Total PTA memberships for 24/25 = **476** (422 Parent/Guardian, 54 Faculty). Any new memberships received in May onward will be applied to 25/26 school year. For reference, here is a recap of Directory Spot usage:
- Users logged in at least one - **418**
  - Users logged in this month (May) - **204**
  - Total Users - **753**

We don't have prior years' membership info to compare to, but Samme will do this again next year to be able to compare and potentially pursue membership award levels.

7. Vice President Social & Enrichment - **Katie Smith**

- a. Art club: **Shelly Daley** reports that the "Celebrating the Arts" show in April was a big success! Thank you to the art club team and everyone that assisted in making the show a special event for the students!
- b. Reflections: **Karen Radek** reports the theme for next year's Reflections contest is "*I Belong*". Westgate will be registered over the summer once registration is available, and you can look for Reflections info once we're back to school in August!
- c. Chess Club: **Colleen Crandall** reports that over 45 students participated in Chess Club this school year! Students of all ages and abilities learned from Coach Paul Raso of Illinois Chess Teachers. The children had fun participating in a Bughouse Tournament during the last few weeks of Chess Club, with winners earning trophies and medals! We are planning to work with Illinois Chess Teachers again next year. Thank you to Westgate for letting us use the space.
- d. Walk and Roll to School: **Colleen Palmer and Amy Wilkins** report Westgate's annual Bike & Roll to School event was held on Wednesday, May 7th. Hundreds of students and families took advantage of the beautiful weather and biked and rolled to school that morning. A huge thank you to Dr. Buch, Westgate faculty and staff, and PTA volunteers who helped make it a fun, festive day with decorations, music, the mascot and more! Bike Bingo is still going on through the end of May. Students are encouraged to turn in their sheets by this Friday, May 30 for a chance to win prizes donated by Mikes Bike Shop and other local businesses. Prizes will be delivered the week of June 2nd.
- e. Kindergarten Social: **Amanda Ventura and Meghan Montague** report they just had a Berry Yo event last week and have a Pio Swim meet up on 6/7. Hopefully more coming soon!
- f. 5th Grade Celebration Committee: **Katie Smith** reports we have completed the slideshow and sent everything to Mr. Peterson. The signs the kids will be decorating for

the clap-in have been purchased and delivered to Mrs. Miller, they will be completing in art class. We will have pompoms and noise makers for the kids along with their signs to make the clap-in exciting for them. We have received 90% of lunch orders from our 5th graders and will touch base with who we have not yet heard from, next week. Decorations for the balloon arches for the front and back doors for the last day have been purchased along with other decorations for the last day. Parents will be able to attend school at 2:45 for our traditional slideshow and clap-out. We will be sending a reminder to parents via email and socials to remind kids to wear their class of shirts the last day with all details they need to know. We should come in a little under budget for this committee.

- g. Thank you to Fun Fair committee for all their hard work getting that event off, and transitioning to indoors. Thank you to Dr. Buch for collaborating with us and helping facilitate the shift indoors.
- h. Incoming Kindergarten committee seems well established, very active, etc.
  - i. We need to check registration and count how many opt-ins for signs.
  - ii. Do we need to purchase signs?
    - 1. Karen will follow up with new welcoming committee chair to coordinate.

8. Vice President Ways & Means - **Alison Smazik**

- a. Dine Out: **Becky Jehl** reports the Dine out fundraising status to date: Raised \$2,507.42, Funds received \$2290.68 with 1 outstanding payment, 1 planned fundraiser left, and 2 fundraisers in process tbd.
- b. Spirit Wear: **Beth McGuire** reports that our total funds raised on spirit wear is \$317. Beth will conduct the closeout and request the check to be mailed to the Westgate PTA at the end of this month.
- c. Westgate Cares: **Meredith Czaplewski and Kirsten Boyce** report that 43 Westgate Cares students and parents helped pack food for the hungry for Feed My Starving Children on April 10. With the other groups in our session, we were able to pack over 17,000 meals and help feed 49 kids for a year.
- d. Yearbook: **Chrissy Kordalewski** reports she has 10 yearbooks left to sell if anyone is still in need! Sorted books will be dropped off on June 5th, and teachers can head to the office to retrieve their sorted books the following Monday morning. Dr. Buch will follow up with Chrissy if needed.
- e. Teacher Appreciation Week: **Kelley Balmer and Leia Bradley** want to thank all families who supported our committee with donations and volunteering their time. We couldn't have had such a successful week for the Westgate staff without all of our volunteers and families who donated.
- f. Plant Sale: **Colleen Crandall** reports we had another successful Spring Plant Sale! 36 gift cards for Leider Greenhouses were purchased at a total price of \$2,625.00. The first order of gift cards was distributed to families before Mother's Day and another order was distributed before Memorial Day weekend. 10% of the sales were donated back to Westgate PTA, with a total of \$262.50 raised to support PTA activities.
- g. School Supplies: **Liz Szydlowski** reports that The EPI School Supply Fundraiser is LIVE! Support our amazing PTA *and* make back-to-school a breeze by purchasing an EPI school supply kit today! Each kit is packed with the exact supplies your child's teacher requested—saving you time and helping our teachers start the year off strong. Skip the store, support our school, and check one more thing off your summer to-do list! Order now and help us kick off the school year the easy way!

- h. Book Fair: **Kelly DeGuia, Hillary Walker and Alison Smazik** report they have confirmation from Dr. Buch that the 2026 Scholastic Book Fair will take place during parent/teacher conferences on Monday, February 16, 2026. The student preview walkthroughs will take place on Friday, February 13, 2026. In addition, using \$195.83 of Westgate's Scholastic Dollars and "Share The Fair" funds (the money collected by rounding up the change at the register), six of the school's new teachers were able to purchase an additional 12 books for their classroom libraries. A big thank you to all the parents and students who donated their spare change!
- 9. President Elect's Report - **Abby Harkey**
  - a. Sunshine
- 10. President's Report - **Shelby Gajos**
  - a. Multicultural Fair success - teacher team really took this event over and knocked it out of the park! Amazing event; very excited for next year.
  - b. Assembly
  - c. Fun Fair success
  - d. Membership Dues 2025-2026
    - i. \$15 annual membership dues for elementary schools
    - ii. \$10 grandparents/business/staff
    - iii. \$40 middle schools (includes yearbook)
  - e. End of Year:
    - i. End of Year Report 2024-2025
      - 1. Looking for feedback from this year to help facilitate continuity from committee to committee
    - ii. Plan of Work 2025-2026
      - 1. Super important for budget
  - f. 2025-2026
    - i. Calendar meeting
      - 1. Trying to mimic this year to the extent possible. Kindy event early in the year to establish community. First and second grade are family events. 3rd grade becomes drop-off event.
      - 2. Need to establish our dates early because other entities will be trying to use our gym.
    - ii. Committee List
      - 1. Very strong and ready for next year.
  - g. Dr. Kaye communicated safety issues/concerns at Council meeting
  - h. Pack the Piggies went really well! Council was happy with Pack the Piggies event. And Westgate killed it! Raised more than \$3 per student!
  - i. Volunteer Thank Yous!
- 11. New Business
  - a. Nominating Committee: vote for new slate
    - i. Secretary read bylaws section on officers and their election.
    - ii. Nominating committee chairperson read the slate for President, president elect, VP Ways and Means, Treasurer and Secretary. No objections to the slate as nominated.
    - iii. No nominee named by Nom Com for VP of Social and Enrichment. Julie Hansen nominated herself. No objections.

- iv. Since only one nominee per position, motion made and seconded to vote by voice.
    - v. Motion passes.
    - vi. Exec board members for 2025-26 school year include Abby Harkey as President, Samme Nowakowski for President Elect, Alison Smazick for VP Ways and Means, Julie Hansen for VP Social & Enrichment, Marsha Mitchell for treasurer, and Karen Radek for Secretary.
  - b. Present excess funds report
  - c. Form an audit committee - done above.
12. Unfinished Business
13. Adjourned at 7:50 pm. See you after the meeting for a social gathering at Hey Nonny!