



General Meeting Minutes

Wednesday, September 25, 2024

7:00 pm in the LMC and on Google Meet

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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** reports that the new year is going well. Everyone is enjoying new spaces, and the new drop off and parking procedures are working well. Dr. Buch reiterated that there is no playground supervision prior to 8:50 am. Students should not be playing on the playground at all before school, and parents should not send kids to school before 8:50 am. Additionally, if equipment goes into a neighbor's yard before or after school kids should not be going into those yards to retrieve equipment. This is a safety issue. She also reports that the upcoming conferences will happen all on one day, November 4th, and will extend into the evening. There are plenty of slots for everyone to schedule a conference, but there is not much extra room or flexibility in the teachers' schedules. Finally, Halloween is rapidly approaching and the building leadership team will be meeting to establish how to handle the lunch hour with additional children this year.
 4. Teacher's Report: **Margaret O'Grady** reports a thank you for all of the back to school treats and support in getting the 2024-2025 school year off to a great start. She also reads a note from the lounge committee seeking parents who may have some design expertise to help spruce up the lounge and staff bathrooms. They are looking for decorations versus equipment, and they have a \$400 budget. PTA to advertise this in the email blast going out weekly.
 5. Treasurer's Report: **Marsha Mitchell**
 - a. Audit approval - Audit Committee completed the review of the 2023-24 fiscal year in July 2024 and recommends that the audit report be accepted. **Motion passes unanimously.**
 - b. Taxes completed with Pete Pacilio CPA; federal taxes filed; state taxes physically mailed.
 - c. Bank account updates - added Shelby Gajos, Abby Harkey and Marsha Mitchell to Village bank; removed Kim Powers and Samme Nowakowski (current signers include Shelby, Abby and Marsha)
 - d. 2024-25 budget approval
 - i. Approve budget as shown with the following adjustments: Fall Fest budget increased by \$500; increase Art Club budget by \$300; and increase Room Reps budget by \$300. **Approved unanimously.**
 6. Secretary's Report - **Karen Radek**
 - a. Review & Approval of 5-15-24 minutes. **Approved unanimously.**

- b. Display cases - Please sign up to promote your events in the main hallway display cases using the SUG sent to committee chairs at the beginning of the school year. Will resend and extend to in-school clubs as well.
 - c. Membership - **Samme Nowakowski** reports 375 PTA members (and counting) as of early September, majority received via D25 registration process in May/June; thank you to **Margaret O'Grady** for encouraging PTA memberships--started seeing these memberships come through in mid-September. Membership gifts have not been purchased yet--researching options and polling parents regarding car magnets vs luggage/backpack tags. Westgate got a \$500 grant from 4imprint that we can use towards gifts! Thank you to Samme for securing this grant for Westgate PTA! Finally, membership dues were paid to state PTA.
 - d. Directory Spot - **Samme Nowakowski** reports DirectorySpot is updated for 2024/2025, and updates will be made throughout the year if there are new students, class assignments and/or users. Do teacher members want access to Directory Spot? Per Margaret O'Grady and Dr. Ann Buch teachers do not need access.
 - e. Website is in the process of being updated with the new info for the current school year.
7. Vice President Social & Enrichment - **Katie Smith**
- a. Art club: **Shelly Daley** reports that sign-up information for art club has gone out in the pta newsletter over the past two weeks. Parents will receive notification if their child is in art club on October 1st. The sign-up response has been extremely popular! The Art Club website is updated as well.
 - b. Reflections: **Karen Radek and Shelly Daley** report that Westgate is registered and the entry form is going out in the PTA newsletter weekly. We will continue to promote Reflections and are working towards our most submissions yet.
 - c. Fall Fest: **Samme Nowakowski** reports that final week preparations are underway with the planning committee; big focus on getting volunteers to help during the event and setup/cleanup;the SUG is looking good. Please continue to promote event via Post, social and school communications. This year we have HiFive back and we're adding pumpkin decorating.
 - d. Room Reps: **Shelly Daley** reports all classrooms have been assigned 2-3 room reps for the 2024-2025 school year. Each room rep and their assigned teacher have been notified via email about their placement. A zoom meeting for room reps took place on September 15th and there was a great turnout. Halloween parties are starting to be planned for the classrooms. Thank you to all that has volunteered! Teachers are welcome to reach out to Shelly if they need anything.
 - e. 5th Grade committee: has started planning. Currently finalizing tshirt design. Will establish signatures and sizes at a later date (trying to streamline this process). Planned bulletin board, parents submitting pictures from Halloween when the kids were babies; Katie may want to install it outside of school hours.
 - f. 2nd grade Movie Night: has been scheduled for October 11th. Still working to finalize details.
 - g. Kindergarten committee and Ice Cream Social event: Had last pre-planned play date on 8/26. No future events planned at this time. Parents were asked to return signs via Facebook. Signs have come back. Ice Cream Social was a huge success!
 - h. Chess Club: **Colleen Crandall** reports Chess Club will be starting on October 4th. The club will be meeting Fridays after school from 3:35-4:35 pm. Excited to be meeting after school. Meeting in LMC OR Rooms 147 or 160. May be able to use both of those spaces,

but may need a bigger space/tables. Planning to start in the LMC and go from there.
Same teacher for chess club.

- i. Walk and Roll to School: **Colleen Palmer and Amy Wilkins** report Walk & Roll to School is **Wednesday, October 9th**! The committee is finalizing details for this fun annual event where students, families, faculty and staff are all encouraged to walk or roll to school that day. There are five "Walking School Bus" routes from various areas of the Westgate community where teachers and volunteers will lead families to school. Decorations, music, and other highlights will be featured that morning. More information is being posted in the Westgate Wire and PTA post in the next couple of weeks. A big thank you in advance to Dr. Buch, Mrs. Giacomini-Ferris, and Westgate teachers and staff for their support and participation in this event, including getting volunteers to walk the routes.
- j. Class of 2029 - **Jen Burke** reports the first grade committee has planned three events so far! There was a summer play date, a park play date before school started to meet other students in the same class, and there is an upcoming moms' night in two weeks

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

- a. Scholastic book fair: **Kelly DeGuia and Alison Smazik** report that the Book Fair will be one day this year, on February 14th, same day as conferences. Student walk-thrus to be February 13th. Same day as Valentine's Day Parties, but that should be fine.
- b. Back to School breakfast/Conference Lunches: **Karen Radek** reports that breakfast and snacks were a success! First time in the new and improved teachers' lounge. Thank you to Becky Jehl for helping with set up and to all of the families who donated food and drinks! We received good feedback. Conference lunch will take place on November 4th. Coordinating with main office for logistics.
- c. Fundraising- Dine outs: **Becky Jehl** will report the earnings when each fundraiser finishes. Krispy Kreme Digital Dozens fundraising campaign raised \$108!
- d. School Supplies: **Nikki Kar-Ali and Lisa Szydlowski** report that the School Supply Committee ordered all supplies through EPI (Educational Products, Inc.) again this year. Everything went smoothly, though we are always open to exploring other companies to use in the '25/'26 school year, and will keep the PTA updated on our progress if we decide to make a switch. This year there were **389** kits ordered, with a total sales of **\$29,924.04.**, and a profit of **\$1860.47** going to the PTA. The check will be mailed out early this year so we should be receiving it in the upcoming weeks. Thank you to the **10** parent volunteers and all of the students who helped on the day of delivery to the classrooms! We could not do it without your help.
- e. School Pictures: **Jen Bates and Hillary Walker** report that school pictures are this Friday; Volunteers are signed up!
- f. Spirit Wear: **Beth McGuire** reports that the link is live and is being communicated in the PTA post weekly.
- g. Westgate Cares: **Meredith Czaplewski and Kirsten Boyce** report they have planned out activities for the year and have Dr Buch's support. Activities will take place roughly every other month. We started with a book drive this year (Sept 5 - 20) to connect to National Literacy month. The books will be donated to Bernie's Book Bank. Our next project will be making cards for soldiers in the month of November (during the school day).
- h. Yearbook: **Chrissy Kordalewski** reports that the early bird discount applies through October. Posting link in PTA post next week.

9. President Elect's Report - **Abby Harkey**

- a. Sunshine Committee - if teachers/staff/families/parents need sunshine let Abby know

10. President's Report - **Shelby Gajos**

- a. Communication - **Julie Hansen** requests for posting to Westgate PTA social media to text the information you want posted if possible with at least 24 hours notice. Text is preferred for easiest and fastest access! If you have an attachment or something you need to email, please send to Julie's personal email address julien.c.hansen@gmail.com, NOT the ptasocial email, and text at 847-529-5853 to let Julie know you've sent something that should be posted.
- b. The 2023-24 PTA earned Bronze level recognition for membership!
- c. AHC - We meet monthly as a district to learn from other schools and brag about what we're doing
 - i. Dr. Kaye wants to visit all the ptas this year. He will be here next month in Oct.
- d. Goal of the year! Rules that guide us, lead with and guide our children with positivity. Important for the PTA as well
 - i. 2 years ago was Community & Fundraising
 - ii. This past year was Flexibility
 - iii. This year is Positive Service

11. New Business

- a. No stress fundraiser? Exec considering it, but considering other fundraising options.
- b. Ideas for excess funds from last year? We should start the process soon. Teachers/staff can start to collect ideas based on how they use the spaces now.

12. Unfinished Business

- a. None

13. Adjourn- see you after the meeting for a social gathering at Tuscan Wine Shop!

- a. Adjourned at 7:52 pm.