

**May 14, 2024 PTA Meeting
Westmore Elementary School**

Minutes are considered a high-level overview of the meeting.

For more information on any specific topic, please ask PTA officers.

The Westmore Elementary School PTA met on Tuesday, May 14, 2024, at the school and via Zoom. The meeting was called to order at 6:32 p.m. There were more than 12 people in attendance in person and 3 via Zoom.

Secretary's Report

Secretary Rachel Fowler shared that the minutes from the last PTA meeting held on April 2, are posted on MemberHub (Givebacks).

President's Report

President Raquel Mahoney shared that this is her last meeting as president and it wasn't easy during and after the pandemic, but we were able to work through it. She thanked everyone for their support.

Annual Report

Treasurer Taryn Mueller reported that our year end is in June. Income budget was \$19,450. Actual was \$20,438. There are still some items still left to pay out.

President Raquel Mahoney shared summary numbers for the year. This year there were 72 members and 68 volunteers. There were 14 events throughout the year and other numbers shared for the events. PTA will send out the report at a later date.

Treasurer's Report

Treasurer Taryn Mueller reported that April's bank statement was reconciled with an opening balance of \$25,139.28 and a closing balance of \$22,993.93.

Principal's Report

Mr. Dart thanked the PTA for everything they did for Teacher Appreciation Week. The school is over 250,000 reading steps now. The last celebration is coming up on May 24, Extreme Beach Adventure Field Day. Mr. Dart is still looking for volunteers for this event. Kids will be receiving brag tags that day as well. May 28 is the 5th grade awards assembly. The choir will be performing that day. It starts at 9:15 a.m. There will be a clap out for the 5th graders at 11 a.m. The Westmore Open House was a few weeks ago and was a great community event. The 5th grade students went to STEM Day. Picnics are coming up for all the grade levels. Mr. Ritt and Mrs. Coco shared about recent 5th grade events and thanked the PTA.

Elections

Rachel Fowler read the section on elections from the bylaws.

Secretary Rachel Fowler submitted nominations from the Nominating Committee for Ande Ngola as president and Caisey Schneider as vice president for the 2024-2026.

Since there were no other nominations, the nominations were closed.

Jim Mahoney made a motion for the election to be made by voice vote. Kris Castaldi seconded the motion. The motion was approved.

Jim Mahoney made a motion to vote for Ande Ngola for president and Caisey Schneider for vice president. Jenny Jahn seconded the motion. Both officers were elected unanimously by voice.

5th Grade Committee

Kathleen Carnahan shared the committee did locker decorating and took a group photo with a drone. There is a social on Friday, May 17. There will be a picnic on May 23 as well.

May Day Report

Ande Ngola shared the May Day event was proposed as a fundraising event to address a forecast budget gap for the 2024-2025 school year.

It was organized as an adults-only event at Alter Brewing with a \$50/person cover charge plus raffle to generate funds.

Nikki Sheehan took great initiative identifying and securing the venue, soliciting donations from local vendors, and developing the event theme.

The cost of the venue for a semi-private room was \$2,000. This cost included the cost of the appetizers to be served, but no beverages. There was not a reservation fee or deposit for the room required until two weeks prior to the event. The executive board and fundraising committee determined that was ideal because it gave us flexibility to cancel the event if ticket sales did not make the event profitable. There was also a \$25 permit cost to the Village of Lombard for the raffle.

Tickets were sold for \$50/person. The room had a maximum capacity of 150 people. If all the tickets had been sold, this would have resulted in a gross income of \$7,500 from ticket sales and yielded a net income of \$5,500 with the cost of the room charges deducted.

To earn additional revenue, there was an auction planned. There were 28 raffle prizes secured from local vendors, including restaurant gift certificates, sports event tickets and vouchers, and merchandise items. The budget goal was to earn at least \$4,500 from the raffle so the overall event would earn \$10,000.

Ticket sales were not as robust as forecast. The school community expressed some concerns about the cost of tickets plus the added cost of drinks, raffle donations, and babysitters to be able to attend the event put it outside of their budget comfort zone. To address this, the event chair secured small premiums for folks that bought tickets that would be drawn each week leading up to the event. The executive board looked into if it was possible to provide a drink ticket, but that premium was not offered.

There were 42 tickets sold. This essentially only would have broken even with the costs. Therefore, the event was cancelled so the PTA was not responsible for venue costs.

There was a discussion between the executive board and fundraising committee about what to do with the raffle prizes. One proposed option was to have a silent auction at the End-of-Year Bash on May 10 so

they could still be used for PTA fundraising. A second proposed option was to give all staff a free raffle entry and hold a drawing to provide to them during teacher appreciation week. This second option represents a different usage of the raffle items, benefitting the staff as individuals and not the PTA as a 501c3 non-profit. Taryn Mueller contacted the Illinois PTA and asked what would be required to shift the usage. The President of the Illinois PTA advised that we needed written authorization from all donors accepting the change in usage.

The reason for this requirement is based on our bylaws. We are a branch of the Illinois PTA and subject to their guidelines. Our bylaws state:

The Purposes of the Illinois PTA and the Westmore Elementary PTA, in common with the purposes of National PTA are:

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community.*
- b. To advocate for laws that further the education, health, welfare and safety of children and youth.*
- c. To raise the standards of home life.*
- d. To advocate for fiscal responsibility regarding public tax dollars in public education funding.*
- e. To promote the collaboration and engagement of families and educators in the education of children and youth; and*
- f. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.*

Legally, we can only spend 5% of our annual budget, including all donations to the PTA, on staff to retain our status as a PTA under Illinois PTA requirements as well as to retain 501c3 status. This is why, for parent teacher conferences and Teacher Appreciation Week, we ask for parents to donate “in-kind” items that never have to be accounted for in the annual budget.

The PTA requested that Nikki Sheehan reach out to all donors regarding this change in usage and to provide written documentation of their acceptance. She reached out to vendors and got verbal confirmation from all but one vendor whose donation was returned. However, without the required written documentation, the PTA could not accept their usage for Teacher Appreciation Week.

Nikki Sheehan reported that she spent a lot of time on this event with no support from the PTA. She reported that she tried reaching out to PTA members who were not responding to her. Mr. Sheehan reported that PTA should be sending meeting agendas two weeks in advance and the lack of communication is alarming.

Jacqueline Luna shared that she is on the Westmore Yearbook Committee. She agrees that there is a culture of ganging up. Other parents don't know what expectations are for volunteers. Raquel Mahoney suggested an engagement position for kindergarten parents. She believes there should be more engagement with the PTA. She believes all documents should be transparent.

Mr. Dart shared that there will be grade-level parents next year, which will help be more collaborative between PTA and the school.

Movie Night

Jim Mahoney reported that the kids loved it. We brought in \$621. A lot of Gatorade was spilled! He thanked everyone who volunteered.

Staff Appreciation

Jenny Jahn thanked those who volunteered. Many families donated snacks, and there were local donations as well. It was overall successful.

End of Year Bash and Book Fair

Taryn Mueller reported that for the Book Fair, sales were \$2,000, and that earned PTA almost \$800 in Scholastic dollars to use throughout the next year.

Yearbook

Rachel Fowler reported that yearbooks are completed and shipped to the school this week. Total orders were 254. There will be a signing day at school on May 24.

School Supply Kits

There are school supply kits now available that parents can purchase for next year. They can be customized as well.

New Business

Over the summer there will be a meeting on the audit of the budget. A few attendees agreed that PTA should try an adults-only event again for next year. Kris Castaldi asked if anyone would be interested in helping out with the Pool Party and Back to School Bash.

Next Steps

The annual report will be sent out to the entire community. The fiscal year ends June 30. Calendar planning for next school year will start soon. Possibly considered having tiered levels of membership.

Announcements

May 17—5th Grade Social

May 24—Extreme Beach Adventure Field Day

May 28—Last Day of School

The meeting was adjourned at 7:58 p.m. This was the final meeting of the school year.