

- A. Welcome & Call to Order: Deb Hervey
- B. Motion to approve March 2016 Minutes: Michelle Krzmarzick, 2nd: Amy Wilkinson, approved.
- C. Old Business
 - a. Amy Wilkinson provided an overview of the 2016-2017 Nominating Committee process. The nominating committee presented their report.
- D. New Business
 - a. Vote on 2016-2017 Executive Committee (President, Vice President, Secretary, Treasurer)
 - i. President: Carolynn Witte, elected.
 - ii. Vice President: Alison Hannon, elected.
 - iii. Secretary: Carrie Cole, elected.
 - iv. Treasurer: John Diendorf, elected.
 - b. Three volunteers are needed for the Audit Committee for the year-end closing of the books on June 30. All systems are online (PTA EZ) and the process is very easy. The audit is the first two weeks of July and no checks can be written until the audit is completed.
- E. Principal's Report
 - a. Currently there are four sections for the 2016-2017 kindergarten with 87 kindergarten student pre-enrolled. There will be the same number of sections in the school next year as there were this school year.
 - b. We are currently in the middle of PARCC testing.
 - c. On April 18, online registration will open for the 2016-2017 school year. Registration packets will be sent home in backpack mail. Walk-in registration is scheduled for May 2-3.
- F. President's Update
 - a. The 1:1 technology initiative is still being discussed at the District level.
 - b. The State budget is still not approved. There are methods for parents to take action online.
- G. Treasurer's Report
 - a. March financial report.
 - b. Plan of work forms will be going out via email shortly to all committee chairs. All chairs, whether or not they will serving in the same role next year, need to complete a plan of work.
- H. Secretary's Report
 - a. The PTA currently has 331 members, which is a 9% increase over last year's membership.
 - b. PTA membership applications will be included in the 2016-2017 registration packets. There is also the option to join and pay online.
- I. Vice President's Report
 - a. "State of the PTA" Committee Reports
 - i. **After School Enrichment:** Volunteers to shadow the current co-chairs are needed next year.
 - ii. **Art Awareness (Lindsey Willhite):** Is one of the longest-running programs at Brookdale. Not all positions were filled in every classroom, but the goal next year will be to fill every position.
 - iii. **Assemblies (Susan Wasson):** Three assemblies are held for Brookdale students during the school year.
 - iv. **Basketball Nights:** A chairperson is needed for this committee.
 - v. **Box Tops (Silvia Vega-Mitchell):** Box Tops has raised \$1,157 this year. There were some concerns with having a contest for the students, but contests make the process more difficult.
 - vi. **Labels for Education (Alison Hannon):** This program will be going away next year. The company (Campbell's) is discontinuing the program.

- vii. **Classroom Coordinators:** Oversee all the grade-level classroom coordinators and provide guidance throughout the school year. Duties include hosting three classroom parties and coordinating communication between PTA and families. The committee will be reconciling funds and supporting Teacher & Staff Appreciation Week. Parents may volunteer as a Classroom Coordinator by indicating their interest on the PTA membership form.
- viii. **Bobcat Fun Run (Bill Follin):** The fundraising goal was made.
- ix. **Family Dinner Night:** This program has earned roughly \$1,300 for our school this year. There was one family dinner night each month at a diverse offering of establishments. A volunteer to chair this committee is needed for the next school year.
- x. **Helping Hands (Sue Cicero):** This program is through the Naperville Police Department for every public and private school. Anyone can submit a form to be a Helping Hand and a background check is required. If approved, a helping hand is placed in your home's front window to signify adult assistance in case of a child emergency (i.e.—lost, frightened, injured or ill child). The PTA committee chair receives the forms for Brookdale families and will assist with follow-up.
- xi. **Hospitality (Becky McDowell):** This year there was really great support from Brookdale families to provide meals three evenings of the school year for parent-teacher conference nights for teachers. This committee also overlooks secretary, nurse and custodian appreciation, and holiday gifts for office staff.
- xii. **Kids Art Notecards (Kate Castro):** The Kids Art Notecards just finished up for this year. Prices were lowered this year so this wasn't a fundraiser. All notecards will be delivered by Mother's Day.
- xiii. **Mistletoe Market (Susan Wasson):** A great opportunity for vendors. The bake sale profits the fifth grade year-end celebration.
- xiv. **Morning Greeter (Deb Hervey):** There's an online sign-up on the PTA website to sign up as a morning greeter.
- xv. **Newsletter/Website (Carrie Cole):** The newsletter was put on-hold this year after two issues to re-evaluate time in putting out each newsletter. The newsletter will be back the next school year but will simply be a monthly one-sheet update of upcoming events and ways to support the PTA. A new PTA website was launched last summer.
- xvi. **Parent Diversity Advisory Council (PDAC) (Silvia Vega-Mitchell):** This committee focuses on the welcoming of all students and families to Brookdale. Action plans were recently made for next year.
- xvii. **Picture Day:** Everything went well this year. Volunteer spots were quickly filled for picture day and retakes. For those interested in volunteering for picture day, please indicate your interest of the PTA membership form.
- xviii. **Positive Behavior Interventions and Support (PBIS):** PBIS representatives provide parental input during PBIS meetings with the teachers every 1-3 months. The team focuses on and revising the positive behavior supports in the school. Highlights from this year: educating students on appropriate school behavior, and planning/maintaining the system for earning PAWS on a class and school-wide level.
- xix. **Project Arrow (Dina Bradshaw):** Attend District PA meetings and meet with Brookdale PA teachers. The focus is on parental communication (entrance or exit). Project Arrow is for grades 3-5 and Talent Development is for grades 1-2. The committee also promotes Project Arrow PTA and generate membership.
- xx. **Reflections (Kelly Clark):** This is an optional arts program in which students can make art in one of six categories and submit it for judging in various levels from local PTA to

- National PTA. One fifth grader made it to the national level. Submissions are due every year in mid-October.
- xxi. **Scholarship (Sue Cicero):** The PTA sets money aside so free and reduced lunch students may have an opportunity to enroll in the After-School Enrichment Program. The program currently funds up to 20 students. This year 16 students qualified for After-School Enrichment scholarships. The School Psychologist assists the PTA in this program.
 - xxii. **Silent Auction (Michelle Krzmarzick):** This year, just under 400 business were contacted about supporting Brookdale PTA's silent auction, with 97 businesses supporting. There is approximately \$11,000 in valued donations. The bidding process was changed this year and there are two pick-up times (after Spring Fling and weekend pick-up). All data entry will be done electronically.
 - xxiii. **Spirit Wear:** This is a service, not a fundraiser. The committee chair met with the vendor to design apparel. An online store was setup for Brookdale families to order and pay online. All spirit wear was delivered to the students' classrooms.
 - xxiv. **Spring Fling (Bill Follin):** This is a three-hour carnival for families to enjoy. Volunteers are needed next year to chair this committee.
 - xxv. **Teacher & Staff Appreciation:** Planning is complete and this year's theme is "Thanks a Minion." Jalapeno Grill will be catering a meal for teachers and staff. Phillips Flowers will again be providing long-stemmed roses for the Flower Grams.
 - xxvi. **STEM Night (Jeanne Strepacki):** This year was the 5th Annual STEM Night with over 469 attendees. Over 120 DNA Kits were used. There were eight paid vendors as well as many parents and student tables. The STEM committee may connect with the After-School Enrichment program and fields trips for next year for added support.
 - xxvii. **Volunteer Coordinator (Carolyn Witte):** Coordinates volunteers for various functions such as vision/hearing screenings, Field Day and Jump Rope for the Heart.
 - xxviii. **World Cultural Fair (Silvia Vega-Mitchell):** Performers were brought in during the school day to perform for students, as well as for families at the evening event. A volunteer(s) is needed to co-chair this committee for next year.
 - xxix. **Yearbook (Jen Surma):** The yearbook is going to print on Sunday. It will be a 60-page colored soft-covered book. There are typically about 30 sales per year. This year there was a total of 377 sales and an estimated \$2,300 in funds generated for the PTA. Some free books are provided to the office and LMC. Ideally this would be a two-person committee to cover sales and production. This was the first year of online ordering. The PTA will look into a potential scholarship or reduced priced for fifth graders.

J. Meeting Adjourned

Meeting Attendees:

Deb Hervey, Carolyn Witte, Gretta Stables, Carrie Cole, Mary Howicz, John Diendorf, Nikki Guerrero, Dina Bradshaw, Amy Wilkinson, Silvia Vega-Mitchell, Michelle Krzmarzick, Lindsey Willhite, Kelly Clark, Bill Follin, Alison Hannon, Jennifer Loudon, Susan Wasson, Jeanne Strepacki, Jen Surma, Becky McDowell, Kate Castro, Sue Cicero