



"A handy little book
to use during your stay
at McKenzie School"



GETTING TO KNOW McKENZIE

2012-13 School Guide

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WELCOME FROM McKENZIE

From the Principal

Dear McKenzie Parents:

Welcome to McKenzie! We're glad you're here! We encourage you to become actively involved in the many PTA/school activities that are available to you and your child, and hope you will find many new friends among the members of the McKenzie family!

In this handbook is a variety of information that will help ease your transition to McKenzie and make you feel at home a little sooner. We've tried to hit the high points and those areas where the most questions come up, but if we haven't addressed your need or questions, please call. We are happy to answer any questions you may have.

Again, welcome to your new school, and best wishes for a rewarding school year!

Regards,

Dr. Denise Welter, Principal
McKenzie School



YOU ARE HERE



McKenzie School

649 Prairie Avenue, Wilmette, Illinois 60091

Main Phone Number: (847) 251-2295

Fax Number: (847) 251-4067

Safe Phone*: (847) 256-0369

*To report an absence

HOURS OF OPERATION:

School Hours: 8:55am–3:15pm

Office Hours: 8:00am–4:00pm

Lunch/Recess Hours:

1st Grade: 11:25am -12:15pm

3rd Grade: 11:55am -12:45pm

2nd Grade: 12:20pm -1:10pm

4th Grade: 12:45pm -1:35pm

In 1893 McKenzie School began as a one-room schoolhouse and was named Logan School after Civil War general and Illinois Congressman, John A. Logan. In the late 1970s the name was changed to McKenzie School to honor Louise McKenzie, a former principal.

Want to show your school spirit? Wear the school colors, blue and white! Our mascot is the cheetah.

For more information about the PTA and the many events it sponsors, go to

MCKENZIEPTA.COM.

HOW TO REGISTER AT MCKENZIE:

Returning families can now register online at wilmette39.org where you will find all the forms and information you will need. If you are new to McKenzie, you must first enroll your child at the school office, providing the necessary documents listed on the district web site. Please refer to the school website for more information about the registration process.

You will be given a packet that needs to be filled out and returned to the front office. Note that the school needs 24 hours to process the information in order for your child to attend McKenzie.

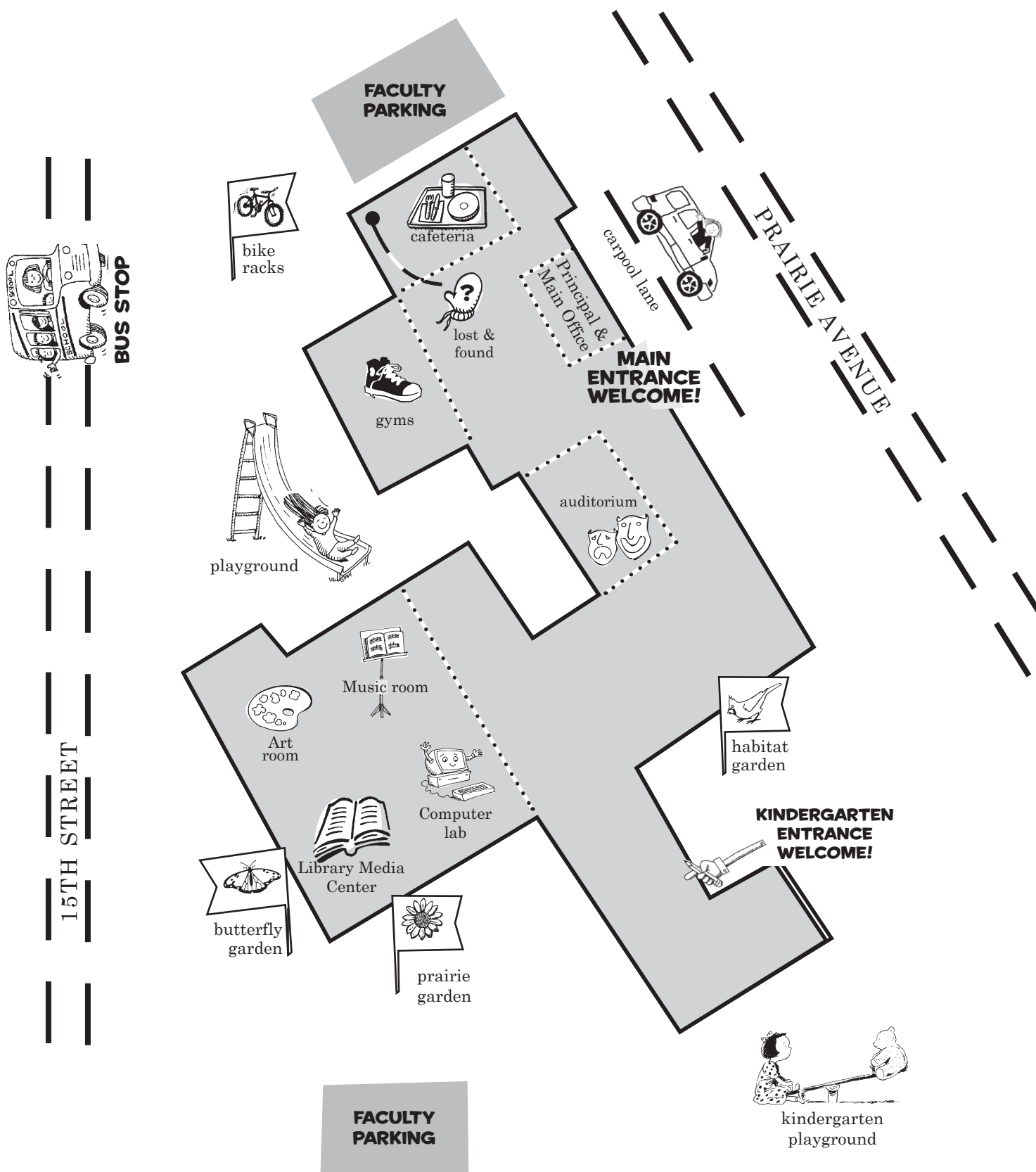
Kindergarten registration begins in January for the upcoming school year. Register your child by going to McKenzie's front office and picking up a Kindergarten packet. You can return the necessary forms to the front office. It is helpful if you register as early in the year as possible. You can get a preview of the school by attending the Kindergarten Orientation at McKenzie in April.

ASKING FOR DIRECTIONS

A map of the school and surrounding area.





MAP NOT TO SCALE




WHEN IN MCKENZIE . . .

Heading To, Leaving From and While You Are at School.

 **WALKING:** For your child's safety, please familiarize them with the designated walking routes the Wilmette Police have noted with crossing guards. Crossing Guards are located at:
Lake Ave. & 15th Highland Ave. & Ridge Rd.
Wilmette Ave. & 15th Wilmette Ave. & Prairie


 **BIKING:** McKenzie students cannot ride their bikes to school without a parent, until they have successfully completed the Bike Safety course that is offered in April to 2nd graders. Transferring 3rd and 4th graders can ride their bikes once they have received and reviewed the McKenzie bike safety rules.

 **DRIVING:** If you are driving your child to or from school, you must use the designated carpool lines that are along the west curb on Prairie Avenue. The area south of Central and Prairie is for Kindergarten students and the area north is for all other students. There is a pickup zone on 15th Street.


During designated school drop-off and pick-up hours, there is **no parking allowed on Prairie between Washington and Central**. Please note that **both Prairie and 15th are one-way** during drop-off and pickup.


Drivers **MUST STAY IN THEIR CARS** at all times. Police will ticket violators of the carpool rules. Parents may not use the parking lots for parking, pick up or drop off before or during school hours. These lots are reserved for teachers and staff.


 **TAKING THE BUS:** If you want your child to take the bus, make arrangements by calling the MEC at (847) 256-2450.

 **ABSENCE, LATE ARRIVAL OR EARLY PICK UP:** If your child will not be attending school for any reason, you must call the Safe Phone at (847) 256-0369 first thing in the morning to report their absence. If your child arrives late to school or if you are picking them up early, they must be signed in or out in the nurse's office. Your child will be marked absent if he/she arrives after 9:25AM or leaves before 2:45PM.

BEFORE SCHOOL DAY CARE: If you need before school day care, call the MEC at (847) 256-2450. Early morning day care starts at 7:00AM at McKenzie and ends at the start of the school day. For after school enrichment, call the Wilmette Park District at (847) 256-9698 or Right at School (rightatschool.com) which offers after school care at McKenzie.

 **VISITING:** School doors are locked for the safety of the students. If you are visiting the building, press the intercom button at the front door and office staff will buzz you in. Be sure to sign in at the front office and put on a nametag.

 **DOGS:** Dogs are not allowed on school property.

 **STROLLERS:** For safety reasons only umbrella strollers are allowed in the school, but you can park strollers and wagons outside the front entry.

! IN AN EMERGENCY: District 39 will use the automated phone system (Connect-Ed) to notify parents and faculty about emergency events, school closings and other important news. Be sure the school has your current phone number at all times so you are sure to receive these recorded messages. The phone tree in your classroom will also be used to deliver any important information to your family. In an unlikely event that it is necessary to move the children off-site, they will be escorted to St. John's Church in Wilmette at the corner of Park and Wilmette Avenues. Parents will be notified should this occur.



BUYING VS. BRINGING LUNCH:

Children in the 1st-4th grade eat lunch at school. Your child may bring their lunch or purchase lunch in the cafeteria. School lunch menus are linked to in the McKenzie Monitor, **MCKENZIEPTA.COM** and at **WILMETTE39.ORG/MCKENZIE**. To purchase lunch, drinks or snacks at school your child will use a District-issued debit card. At the start of school you may fund your child's account online at **LUNCH.WILMETTE39.ORG** or by bringing a check to the front office. When your child's account runs low, you will receive an email request for additional funds. Every Thursday is pizza day. On days when pepperoni or sausage pizza is featured, there is always cheese pizza as well. Friday is snack day and your child can purchase his/her choice of a cookie or ice cream. There is a "Peanut Free" table in the cafeteria for those children with peanut allergies. If you have food concerns call Fran Rosenthal, (847) 251-2295 ext. 262.

CURRICULUM-RELATED SCHOOL EVENTS

CELEBRATE THE ARTS DAY

This PTA-sponsored event occurs every other year. The McKenzie art teacher features a variety of art mediums and organizes local artists to donate their time to an all day demonstration art fair in the gym.

CURRICULUM NIGHT: This is a very important evening event held near the beginning of the school year for parents only. Teachers explain their curricula for the year. Parents may sign up to chaperone field trips and help at school.

FIRST GRADE MUSIC PROGRAM:

Each December, our music teacher magically transforms the first graders into almost-pro musicians. The children burst with pride at their accomplishment. Channel 6 usually broadcasts the show afterwards. A must-see event!

FOURTH GRADE MUSIC PROGRAM:

Under the direction of our music teacher, the fourth graders give an incredible musical performance during the last week of the school year. Don't forget to bring your camera.

HALLOWEEN PARADE: Students, teachers, the principal, the superintendent, and just about everyone else wears a costume for the Halloween parade. If the weather is nice, the parade is outside and parents may attend. If the weather is poor, the parade is in the gym and due to limited space, is for students only. Bring your camera or video cam but please, not your dog.

HERITAGE DAY: Third graders embark on a study of the heritages of different people. Their journey culminates in an afternoon of songs, dances and stories. Just for third graders and their parents. Siblings are not allowed.

OUTDOOR EDUCATION: In May, our fourth graders go on an educational three-day trip to the Lorado Taft Campus in Oregon, IL. Teachers, the Principal, and other faculty members accompany them. The cost is about \$300; some scholarship funds are available.

WELCOME FROM THE PTA

Introduction from the PTA President

On behalf of the PTA, welcome to McKenzie School!

The McKenzie PTA is an organization of moms, dads, and teachers that make great things happen at McKenzie School. Our Ice Cream Social, Fall Frenzy, Benefit, Book Fair, and the famous Variety Show are just a few of the fun events at McKenzie. The PTA is a wonderful way to meet people and enrich the lives of our children. The PTA selects and funds an annual school gift and underwrites most curriculum-related field trips and events throughout the school year. In many ways, the PTA helps to make McKenzie School a special place.

We hope that you will consider volunteering and become a part of this important organization. Everyone is welcome. No matter how much time and/or talent you may have, we have a role for everyone! We hope you enjoy reading this gift from the PTA, and I look forward to seeing you soon. Let's Go McKenzie!

Kirsten Wilson, 2012-2013
McKenzie School PTA President

McKenzie PTA Executive Board

Kirsten Wilson - *President*
Michelle Irvin - *President-Elect*
Peggy Brink - *Secretary*
Heidi Bucklew - *Treasurer*
Jenny Hall - *V.P. Communications*
Ginna Cowan - *V.P. Enrichment*
Karen Dekker - *V.P. Room Parents*
Amy Wolfe - *V.P. Fundraising*

The McKenzie PTA mission is to work with the District and the School to enhance the educational experience of students by

- *Providing curriculum-related activities and events that enrich the academic lives of the students;*
- *Creating and maintaining a safe and comfortable environment for the students;*
- *Establishing a strong sense of community within McKenzie.*

VOLUNTEER OPPORTUNITIES & PTA COMMITTEES

Volunteering is a great way to meet people and enhance your child's experience at McKenzie. Consider this your invitation to join a committee today! Don't feel overwhelmed and pressured to participate in every event. Just pick the ones you find most interesting or personally valuable.

Wondering how to get involved? Committee chairs are recruited in the spring for the next school year, although there may still be some openings available. Contact the PTA President any time during the year if you are interested in chairing or joining a committee.

You can also join a committee. Here's how:

- Sign up at the First Day of School Coffee
- Visit **MCKENZIEPTA.COM** and check the *McKenzie Monitor* for the latest volunteer opportunities..

COMMUNICATION CHANNELS AT MCKENZIE

MCKENZIE MONITOR: McKenzie's weekly electronic newsletter comes to you from Dr. Welter on either Friday afternoon/evening or Saturday morning and contains information on upcoming events, volunteer opportunities and other items. The current and prior editions of the *Monitor* are available on the PTA website

PTA WEBSITE: **MCKENZIEPTA.COM**, is the primary and most complete source of information on PTA committees and events. It is the place to find the school lunch menu as well as the PTA, school and District 39 calendars. You can also join the PTA, buy directories and yearbooks and make other purchases on the site. Visit the website frequently for updates on events, to sign up to volunteer, to read back issues of the *McKenzie Monitor*, or to access PTA forms.

MCKENZIE SCHOOL WEBSITE: This website, wilmette39.org/mckenzie is the best source of information about important dates, school events and other school-related information. Each teacher at the school has her/his own webpage with all sorts of important information, pictures, etc. Be sure to check out this website frequently for updated information.

DISTRICT 39: Check out what's going on by watching the Forum 39 on Channel 6, going to the District's website at wilmette39.org, and reading the District's email newsletter. District 39 also has a NEW interactive online google calendar with the most up-to-date and timely calendar of events for ALL of Wilmette 39 schools.

E-MAIL: Most teachers and staff members communicate with parents via e-mail. Check the directory for e-mail addresses.

BACKPACK EXPRESS: Backpack express is one method for distributing communications from the school. This is also a way for you to communicate with your child's teacher. Send notes inside your child's folder and check your child's backpack every day after school for their "mail"

PTA MEETINGS: Monthly meetings are usually held on the second Tuesday of every month, except December. Daytime meetings are from 9:15-10:30am. Guest speakers as well as PTA committee chairs and teachers are often featured. Kids are welcome!

BULLETIN BOARDS: The PTA bulletin board is located on the left wall as you enter the school and at the Kindergarten entrance. Look here for information on upcoming PTA events. There is also a main bulletin board at the front of the school. The PTA Bulletin Board Chairperson coordinates the schedule for this board.

DIRECTORY: This is a listing of all the students in McKenzie school, including phone and address information as well as classroom information. The dates of school events and teacher/staff contact information is included as well. The directory may not be used for any activity unrelated to the school. PTA Membership dues (\$25) are collected at the beginning for the school year which includes a complimentary Directory. Additional copies can be ordered for a small fee. Delivery occurs within the first few months of school. Volunteers for the Directory coordinate with the District to create the directory which is published annually.

MAILBOXES: The PTA mailboxes are located in the school office for any outgoing or incoming PTA mail. The PTA file cabinet is located beneath the mailboxes. Each PTA committee has a separate folder for pertinent information. Teacher mailboxes are located in the office between the Nurse and the Copy Room.

COMMUNITY OUTREACH

COMMUNITY REVIEW COMMITTEE (CRC):

The CRC consists of parents, teachers, and administrators from District 39. These committee members study the needs and identify areas for improvement in the school system and report back to the PTA. Volunteers learn the inside operations of the school system and work with key individuals. Meetings are monthly in the evening. This is a two-year commitment.

DISTRICT 39 EDUCATIONAL FOUNDATION:

This McKenzie representative chair attends monthly (evening) District 39 Educational Foundation meetings. The Foundation issues grants for projects that expand, enrich, and complement educational opportunities for District 39. Volunteers meet members from across the community and advise as to how funds will be spent.

FAMILY AWARENESS NETWORK (FAN): This is a parent-run, New Trier-based organization that provides educational programs and information on parenting and social issues. This representative attends monthly FAN meetings and promotes FAN-sponsored parent programs.

PARENT LEARNING NETWORK: This committee offers events or thematic-programs related to parenting throughout the year. Its purpose is to provide opportunities for parents to learn, share, and support one another.

SHARING COMMITTEE: This committee focuses on a nearby school community in need and arranges for McKenzie families to purchase holiday gifts for the children of this school. Families sign up in late November to purchase the gifts which are wrapped and brought to our school. Volunteers caravan to deliver them in December. The program provides a wonderful opportunity for our children to learn the importance of doing good works.

CURRICULUM ENRICHMENT

ENRICHMENT PROGRAM: The PTA VP of Enrichment coordinates with Enrichment Program Assistants and teachers to schedule curriculum-related field trips and in-school programs. There is one Enrichment Program Assistant per grade to directly coordinate with the teachers, schedule the trips and schedule the buses. Planning for this job is mostly done over the summer and early in the school year. During the school year, Enrichment Program Assistants oversee field trips and programs. These programs are a main fundraising goal of the PTA.

FIELD DAY: This school-wide event for Grades 1-4 is held in June during the school day. The Field Day chair assists the PE staff by organizing volunteers to supervise field events and provide refreshments. Volunteers supervise events, keep scores, and blow whistles loudly. Parents are welcome to be supportive spectators or pitch in and help.

FINE ARTS: These co-chairs organize and maintain the Fine Arts Program, which is parent-led and brings curriculum-related art programs into all the classrooms 2-3 times each year. The committee has developed presentations about different artists, along with an art project. Each presentation lasts about an hour. Presentations can be scheduled well ahead of time and there is little advance preparation necessary.

SERVICE LEARNING: The service learning program integrates meaningful community service projects through instruction and reflection, to teach civic responsibility and strengthens the community. All grades participate.

ROOM PARENTS: The PTA's VP of Room Parents solicits and assigns two room parents to each classroom. They aid the teacher, assist the class, find chaperones for field trips, and organize parties. Room parents work closely with teachers.

EXTRA-CURRICULAR ACTIVITIES & FUN-RAISING

AFTER SCHOOL ADVENTURES: After School Clubs are offered by Right at School (RIGHTATSCHOOL.COM) at McKenzie. Classes take place from 3:15-4:30 followed by after school care, including homework help, until 6 pm.

CHESS: Chess is now offered at McKenzie by Right at School (RIGHTATSCHOOL.COM) at McKenzie. (see above)

FOURTH GRADE FAREWELL: This chair organizes the Fourth Grade Farewell party with a committee of 4th-grade parents. The party is held in June during the school day. Committee members develop the theme, decorations, activities, and menu for the party, and organize the Fourth Grade Gift to the school. Volunteers can also help out on party day.

ICE CREAM SOCIAL: This team of volunteers organizes and runs an outdoor family event held on a September Sunday afternoon. Volunteers work in short shifts to serve ice cream and run games/crafts at this school-wide event.

JUNIOR GREAT BOOKS: This chair organizes and manages this extracurricular program, including finding parent volunteer leaders, collecting fees, and scheduling classes. These literary classes are held weekly during the lunch hour for 10 weeks and occur January through March. Volunteers receive a brief training session before the program starts.

MOVIE FUN NIGHT: This chair organizes and runs this kid-only evening event two times during the school year. Additional volunteers run the movie, or help chaperone on the night of the event.

OPEN GYM NIGHT: During the winter on selected evenings, the gym is opened up to McKenzie families for some indoor fun!

STUDENT COUNCIL: The Student Council program is run by teacher volunteers. It meets once a week before school and has two sessions. Each first through fourth grade classroom has two Student Council representatives per session, who are selected using a method determined by the teacher. Examples of Student Council activities are organizing School Spirit and implementing school service projects. Students may only serve once.

FUNDRAISING

The PTA sponsors several fundraisers throughout the year. A significant portion of fundraising goes toward our excellent Enrichment Program which consists of curriculum-based field trips and many in-school educational assemblies. Another large piece goes to the School Gift and Teacher Stipends. The rest pays for coffees, luncheons, and events where our parents can meet old and new friends.

BENEFIT: This biennial event is a major PTA fundraiser and social event for parents and teachers. The chairs organize and run the Benefit with the help of committee members. Volunteers get to throw a big party! The level of involvement and time commitment are flexible and varied. This event can use the help of a variety of people who each bring their own talent and skill to the committee.

BOOK FAIR: These chairs organize and run the Book Fair which occurs in the Fall in the McKenzie Small Gym and is open during scheduled times during day and evening hours. Volunteers help publicize the event, help to set up and take down, act as cashiers, and assist visiting classes at the Book Fair.

BOX TOPS FOR EDUCATION: We collect "Box Tops for Education" coupons to benefit our school as well as a nearby school in need. Clip the

coupons and send them to school or deposit them in one of the boxes in the school foyer.

FALL FRENZY: This chair and committee organizes and runs our fall carnival. This evening family event is held in October, a few weeks before Halloween. Volunteers organize and run carnival games, crafts, freeze dancing, and pizza sales. It's a great time for volunteers to be a big help in a small amount of time. Older responsible siblings are also welcome to assist.

GROCERY DOLLARS: This committee manages the Grocery Dollar fundraising program. Grocery Dollars is an easy way to support the PTA. The PTA sells gift certificates for Jewel and Dominick's. A percentage of every dollar goes to the PTA. Grocery Dollars may be obtained on a subscription basis or individually, and can be paid for by check or credit card. They are delivered to your home monthly. Order forms are available at MCKENZIEPTA.COM in the "Grocery Dollars" section.

MCKENZIE MINGLE: For a fun-filled evening of shopping with the gals, be sure to come to the McKenzie Mingle. A wide variety of vendors and items are what makes this night a fabulous place to purchase gifts for yourself and others. The purchase of your ticket includes light food, beverages and more!

VARIETY SHOW: The Variety Show has a Producer & Director team, and volunteers (parents, teachers, and staff) to write, produce, and perform an original show each year. Rehearsals begin in January and the shows are in March. No drama experience, or talent is required. Volunteers get to know lots of other folks (and are considered by their kids to be stars). The show needs writers, actors, singers, dancers, set designers, musicians, lighting, ticket and t-shirt sellers, ushers, concessions, seamstresses, painters, graphic designers, and worker bees. This annual fundraiser is one of the year's highlights and one of the school's biggest traditions since 1980.

HOSPITALITY

FAMILY TO FAMILY: This volunteer contacts or sends cards to McKenzie families, teachers and staff in need.

FIRST DAY OF SCHOOL COFFEE: This chair organizes and runs the First Day of School Coffee during the few hours that students attend class. Parents and younger siblings are invited to the cafeteria and, weather permitting, the area just outside of the cafeteria. Come socialize, enjoy light treats, and sign-up to help at school.

LAST DAY OF SCHOOL COFFEE: This chair organizes and runs this event in the cafeteria on the last day of school. School only lasts about an hour. Drop by the cafeteria for coffee and conversation.

SPRING LUNCHEON: These co-chairs organize the annual PTA Spring Luncheon to honor our teachers and staff. The buffet-style luncheon is held the last day of Teacher Appreciation Week in May. A McKenzie parent hosts the event, and volunteers help set up, serve, and clean up. Volunteers bring salads, sandwiches or desserts. The staff and teachers always attend, so it's a great chance to visit and have lunch with them in a relaxed setting.

TEACHER & STAFF BACK-TO-SCHOOL LUNCHEON: Co-chairs organize this luncheon for all McKenzie faculty held at school the day before school starts. Bring a dish or come serve. It is a fun chance for volunteers to get to know teachers and have an early sneak peek at school.

WELCOMING COMMITTEE: The Welcoming Committee assists with New Family & Kindergarten Orientations. This committee is the place to go to find answers and friends that will help you as you join the McKenzie Community. Volunteers are needed to serve as mentors to new families and to give school tours throughout the year.

SCHOOL SUPPORT

BIKE SAFETY DAY: This chair coordinates with Civics and Safety Chair to organize and run Bike Safety Day for 2nd & 4th graders, in April.

BIKE TO HIGHCREST This chair coordinates with Civics and Safety Chair to organize and run the Bike to Highcrest for 4th graders in May.

CAFETERIA: These co-chairs schedule the lunchroom volunteers each month and coordinate with the lunchroom staff. Volunteers may choose between serving food and helping to keep operations humming. The staff will tell you that, time and time again, they have seen a volunteer turn a child's blue day into a happy one, just by giving a warm smile. Volunteers commit to one day/ week (11:15am - 1:00pm) for a month at a time or can be on-call as substitutes. Come find out if your child eats dessert first!

CIVICS AND SAFETY: This chairperson creates awareness of the carpool lane rules, safe walking routes to school, and attends a monthly Village-wide meeting.

GARDENS/OUTDOOR CLASSROOM: These chairs maintain the gardens/outdoor classroom which include the Butterfly Garden and the Prairie Garden. They also organize garden-recess which is available several days a week during the fall and spring.

LIBRARY MEDIA CENTER VOLUNTEERS: This chairperson coordinates a team of volunteers who re-shelve books and help with displays and special projects in the Library Media Center. Volunteers also get to peek in on students attending their weekly sessions in the Library Media Center. Come see some of the great books being published these days. Hours are very flexible. You may even come very early in the morning. No siblings please.

LOST AND FOUND: This chairperson manages the Lost & Found items. Periodically they will organize a Lost & Found last chance to search for your lost items; unclaimed items are then donated to charity.

SPECIAL THINGS

BIRTHDAY BOOKS: Families may donate a book to the Library Media Center in honor of their child's birthday. Participating children select from a collection of books. We celebrate half-birthdays for children with birthdays in June, July and August. The donated book has a nameplate with the child's name. This committee coordinates with the Library staff to track birthdays and the books that are donated.

GREEN COMMITTEE: The Green Committee encourages environmental awareness through fun activities during the year. In the spirit of Reduce/Reuse/Recycle, they organize such things as book and costume exchanges and sponsor the Walking School Bus. Parents help in gym recycling relays and classroom presentations on innovative alternative methods of producing energy.

SCHOOL PICTURES: This chair organizes and runs Picture Day, by working with a professional photographer, assisting the children in the auditorium, and processing the picture orders. These pictures are available for purchase and are included in the school yearbook. Volunteers bring the classes into the auditorium for the pictures.

SCHOOL SUPPLIES: This chair works with the teachers and a national school supply company to coordinate school supply lists, process the orders, and deliver boxes of pre-ordered, pre-packaged school supplies to school. Volunteers help distribute the packages to the classrooms. The PTA provides this service as a convenience to parents.

YEARBOOK: The chairpersons (Editor, Art Co-Directors and Business) share the responsibilities of publishing and distributing the yearbook. Yearbooks are ordered in the fall and delivered near the end of the year. The team photographs school events throughout the year, processes orders, and works with the publisher. Volunteers have the satisfaction of knowing they are producing treasured mementos. Everyone may submit suggested photographs for the yearbook via the McKenzie PTA website.

PURELY PTA

AUDIT COMMITTEE: This committee chair comprises the Audit Committee to review the PTA financial records at the end of the PTA fiscal year (June 30). The audit committee includes the incoming President Elect, the incoming Treasurer and four additional volunteers. The audit occurs in one day, takes approximately 4 hours and happens between July 10-July 20. The specific date, time and location are determined by the Audit Chair and confirmed by the Treasurer. The Treasurer does not participate in the audit but attends to answer any questions that may arise. Chairing the Audit Committee is a two year position.

EXECUTIVE BOARD: The Executive Board consists of all elected officers of the PTA: President, President-Elect, Treasurer, Secretary, and the Vice Presidents of Communications, Enrichment, Room Parents and Fundraising. Each officer oversees a major area of operation for the PTA and works closely with teachers and the principal. The Nominating Committee identifies candidates for the PTA Executive Board. (See Nominating Committee for more information.)

NEW STAFF LIAISON: This position is held by the previous year's PTA President and creates a Welcome Packet for new staff explaining the role of the PTA at McKenzie. After the first month of school, the liaison contacts new staff to answer any questions. The New Staff liaison is available to answer questions throughout the school year.

NOMINATING COMMITTEE: This chair organizes the Nominating Committee, which meets in February to identify candidates for the PTA Executive Board. This Chair also collaborates closely with the PTA President-Elect and Principal and presents the slate to the PTA Membership at the March PTA meeting. The PTA membership votes the candidates into office at the April PTA meeting. The new board takes office at the May PTA meeting. Some term commitments are for two years. The Nominating Committee may also assist (as needed) in filling certain general PTA committee positions. The nominating committee meets two or three times in February, and grades K-4 are represented in the group.

PTA MEMBERSHIP COORDINATOR: This person works with the Directory Committee to collect and process PTA membership dues and directory orders. A vital behind-the-scenes task.

SCHOOL GIFT: Each year the PTA identifies, funds, and implements a major gift for the school. The PTA President-Elect oversees the process. The PTA then votes on the gift, and it is implemented when funds allow. Past gifts include digital cameras for staff and student use, an 8' climbing wall in the gym, Smartboards in every classroom, mobile computer labs, playground equipment, the reading deck, the prairie and butterfly gardens, and new landscaping for the front entry. Each year we also give "teacher stipends", money allocated to all classrooms, to be used on educational items. The School Gift is one of the main goals of our fundraising.

HELPFUL SURVIVAL HINTS FROM PARENTS

- Read the weekly McKenzie Monitor sent by Dr. Welter via email.
- Check **MCKENZIEPTA.COM** regularly, both for content and the calendar of events. If you use an RSS feeder, subscribe to our RSS feed. The PTA web site is your best source for information about what PTA stuff is going on at McKenzie.
- Attend the PTA meetings. It's a great way to get to know other parents and be in the know on school happenings!
- If you work outside the home, look into activities that go on after hours that you can participate in. The Ice Cream Social is on a Sunday afternoon, Fall Frenzy is on a Friday night, and the Variety Show rehearses at night.
- Volunteer, volunteer! This is a great community of parents and children. You should get to know as many as you can. You can find a list of groups currently looking for volunteers on **MCKENZIEPTA.COM** under "Volunteering."
- Be sure to join the PTA online or at the opening day coffee to get your school directory. Consider getting an extra directory for your office and car as well. Some families get one for each floor of the house!
- Hang out on the playground at the PTA Coffee on the first day of school to check out the volunteer opportunities.
- Check out the district website now and then to keep up to date with what is going on district-wide. (**WILMETTE39.ORG**)
- Check the menu if your child buys lunch. There may be days he/she would prefer to bring a lunch instead! The lunch menu is posted monthly on **MCKENZIEPTA.COM**.
- Sign up to serve lunch on occasion. It's a great way to put the faces with the names of the children your child is in class with.
- Order school supplies at the end of the year for the next school year. It saves time and money and insures your child has everything they need.
- Watch for yearbook sales information in the fall.
- This year, after school programs are being run by Right at School -- a ton of fun for the kids! Check **MCKENZIEPTA.COM** for more information
- An extra set of clothing is always wise to have in their lockers, especially during the wet and cold winter months.
- Enjoy your time here, it goes by too quickly!

THE LOCAL LANGUAGE

Terms you will hear at McKenzie:

BUTTERFLY GARDEN: The garden is located along the west wall of the school building, just south of the blacktop area. It is maintained by the Outdoor Classrooms/Garden Committee, who can always use help watering and weeding. Many classes integrate the garden into their curricula. (see map)

CLIMBING WALL: an 8' x 30' designed-for-climbing "wall" located in the Small Gym. Foot and hand mounts as well as ball and hoop holds assist and challenge children in the exercise of vertical and horizontal climbing.

CONNECT-ED: The automated emergency phone system for District 39.

CURRICULUM DIFFERENTIATION: This is a process that a teacher uses in the classroom to help address learning differences between all children. In differentiating curriculum, teachers may modify the content (what students learn and at what rate they learn it), vary the thinking process, (how students will examine the ideas being taught), and/or assign a range of products (students' demonstration of their learning). Learning Behavior Specialists and a Curriculum Differentiation Support Teacher assist classroom teachers.

ENRICHMENT PROGRAM: The enrichment program enhances the educational curriculum. These efforts include field trips as well as music, science, cultural and literary programs.

FAMILY AWARENESS NETWORK (FAN): A parent-based, New Trier-based organization that provides lecture programs and information on parenting and social issues.

HABITAT GARDEN: The garden is located at the Kindergarten entry. It was the Eagle Scout project for a McKenzie alum. Students study birds that visit the garden. (see map)

LEARNING BEHAVIORAL SPECIALISTS (LBS): Assist in the classroom with Curriculum Differentiation.

LIBRARY MEDIA CENTER (LMC): Another name for library.

MIKAELIAN EDUCATION CENTER (MEC):

The operations of District 39, including the superintendent and administrators. The Village-Wide PTO meets there monthly. There is a copy center for the use of district PTAs. It is located at 615 Locust Road, phone is (847) 256-2450.

MCKENZIE MONITOR: A brief, weekly emailed update of upcoming events and lunch menu.

PARAPRO: An assistant teacher who is usually assigned to a classroom to meet the needs of one or more specific children but also helps the classroom as a whole.

PRAIRIE GARDEN: The garden located at the southwest corner of the school building. It was a gift from the PTA intended not only to beautify the school, but also help the students who are learning about the Midwest region. (see map)

READING DECK: The reading deck is located in the northwest area of the playground and was renovated in 2003. When the weather is warm, teachers will sometimes conduct classes on the deck. (see map)

READING RALLY: “Reading Rally” is a group of books recommended for 4th graders by District 39. It can be found at the Wilmette Library and the Library Media Center.

SAFE PHONE: Each day a child is absent, a parent must call the Safe Phone to report the absence. The Safe Phone number: (847) 256-0369.

SCHOOL SUPPLY LIST: A list of items needed for the school year. You can use the list to buy your own supplies. For your convenience, these items can be pre-ordered at the end of the school year for the next year and are delivered to your child’s classroom on the first day of school by the PTA.

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Contact a member of the
Welcoming Committee with revisions
for the next printing