



PTO EXECUTIVE BOARD MEETING MINUTES – 11/01/23

Time: Wednesday, November 1, 2023 09:15 AM

Join Zoom Meeting

<https://zoom.us/j/95601019694?pwd=UIZpN1IRQ1o4NFNkdFg1SIJEWVJVUT09>

Meeting ID: 956 0101 9694

Password: wolves

I. CALL TO ORDER - call to order 9:20

II. PRINCIPAL'S REPORT - Kate

- a. **Conferences kicked off with email on Friday 10/27 - glitch originally - new email went out about 45 minutes later & should be OK - reach out to front office if help needed**
 - i. **District invested in Meet The Teacher software - excited to use**
 - ii. **No true in-person option - kids have 8 teachers & really more effective via on-line - any in-person conferences will happen after conferences in small chunks if really needed**
- b. **Thank you for flowers for principal day - made by Kimberly**
- c. **Upcoming - conferences & week off in November - Veteran's Day on Saturday & not a day off. Next meeting December 6 - signs of suicide will be Dec 5 & 6 - Kate might have to jump into meeting at the end - program started last year by Allisa's family in her memory - signs to look for, ways to report, screener at end - small percentage reporting in the 1% range (staff meets with all 1% reported students by end of day) - good gauge of overall mental health of 7th graders. Parents can opt their child out, but program is very beneficial so hoping all take part.**

III. PRESIDENT'S REPORT

- a. [10/4 Minutes](#) - approved
- b. [Slate](#)
- c. [Green Team](#) - Village Wide rep, Megan Butler, wants PTO to fund 2 stipends to start Green Team at WJHS - Kate thinks that the job/role falls under what Angela O'Rourke is doing in the outdoor garden currently & the teacher reps would take on the role in entirety. Angela currently answering questions from our last meeting especially as it pertains to sustainability - might feed into stipend role moving forward.
- d. Philanthropy ideas

IV. TREASURER'S REPORT

- a. Budget vs Actual – September

- i. i. Started with \$160K. Up \$46K since beginning of year. Need to break out collections to understand better money brought in. Should be on track to collect what was budgeted to come in.
- ii. ii. Underperforming in clubs so far – not as much in income, but also not as much in expenses – will need to track going forward.
- iii. iii. Mary Anne – clubs should be a discussion now for going forward so we can properly budget & clarification
- iv. iv. Need a bigger discussion on club pricing/reserves/overall budget – December meeting – brainstorm on school needs

V. COMMITTEE REPORTS

- a. Ways & Means - absent
- b. Enrichment – Lindsay Currie came last week – she was magical!
 - i. Battle of the books happening & wraps up in January
 - ii. Needs to get reimbursement
 - iii. German club will be going downtown for the holiday season
 - iv. Most programs will happen in 2nd semester
 - v. French teacher has not responded yet about enrichment ideas
- c. Student Programs
 - i. Are clubs being taken in-house 2nd semester? Kate thinks that it is OK to have PTO rep continue as-is. School does have money set aside if/when they need to run some clubs (Fantasy Football has started that way). Clubs require min of 8 kids to run.
 - ii. PTO will continue with vendor clubs (debate at this point)
 - iii. Communications/organization of clubs needs more attention & direction. Need to streamline process & roles.
- d. Communications - absent
- e. Volunteers – absent
 - i. Board would like to brainstorm on some creative ways to communicate to various groups to try to get more participation in the courtyard in the spring – ideas suggested: communicate directly to Pass39 families as a quiet space for recess, try some creative activities/interesting opportunities to create some interest in the space
- f. Community Service
 - i. Thursday Potbelly's lunch & Friday snacks with Chia Lia - much appreciated as all staff needs to take conferences from school
 - ii. Bagel delivery monthly
 - iii. Holiday fund – probably about ½ of where we want to be – would like to give \$100 - \$125/staff member as we have in years past – Communications reminder to go out to the parent community before Thanksgiving – will try to send something through Membership Toolkit to target families that have NOT donated yet. Will plan to collect through early in 2nd week of December to allow for enough time to purchase gift cards & distribute

g. Legislation – nothing to report

VI. NEW BUSINESS:

VII. ADJOURN – 11:05 am

PTO Mission Statement: *To support the students and staff through various activities and venues in the hope of providing the best educational environment and opportunity for all of our children.*

APPENDIX

(Please email your committee chairs and provide updates in your box below.)

COMMITTEE	CHAIR(S)	UPDATE
Legislation	Traci Knudson	<ul style="list-style-type: none"> • Post items here
Ways and Means - Ignite/Magnets - Spirit Wear - Yearbook Orders - School Supplies	Amy Schuster	<ul style="list-style-type: none"> • Post items here
Enrichment - Enviro Awareness - Recess Planning - Courtyards	Sharon Gertz	<ul style="list-style-type: none"> • Angela O'Rourke (VW rep - outdoor classroom) meeting with Kari Cremascoli on 11/9
Communications - Highlights News - PTO Site - Directory - CRC - Pass 39 Rep - D39 Ed Found.	Denise Lam	<ul style="list-style-type: none"> • Post items here
Volunteers - Cafeteria - Courtyards - Planters	Shefali Nathan	<ul style="list-style-type: none"> • No real interest to volunteer in the courtyard. • We get volunteers, so will keep it going with fb volunteer requests.
Community Service - Hospitality - Orientation - Newcomers - Staff Appreciation - Civics & Safety	Casey Brown	<ul style="list-style-type: none"> • Discuss Jenn Mullman's proposal for philanthropy/sharing club idea (falls under clubs? refer to Student Council?) • Cider & Donuts/fall treats • Stock the Shelves • Conferences • Holiday staff gift fund?
Student Programs - After School Clubs - Graduation	MaryAnne O'Keefe	<ul style="list-style-type: none"> • 8th Grade Graduation Party moving forward - securing space; new volunteer wants to come on the committee • 7th Grade Social Coordinator volunteer reached out and wondering about the parameters of the role - any insight?

- 7 th Grade Social		<ul style="list-style-type: none">• After School Clubs - one to be canceled and reimbursed due to low enrollment• Status of ASC for next semester - discussion needed? Current parent volunteer chair would like to know what other role she may have or is needed if ASC is going in school for coordination
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