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## PTO EXECUTIVE BOARD MEETING MINUTES – 01/10/24

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Time: Wednesday, January 10, 2024 09:15 AM

Join Zoom Meeting

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

Meeting ID: 956 0101 9694

Password: wolves

- I. CALL TO ORDER** 9:23 am - attendees Brette Wakefield, MaryAnne O'Keefe, Traci Knudson, Kimberly Newman, Casey Brown, Kate Dominique, Amy Schuster, Patrick Parmentier; notes taken by MaryAnne O'Keefe on behalf of Megan Gemp.

**II. PRINCIPAL'S REPORT**

Staff and students are getting back into the swing of things after a long holiday break into the second week of January. Teachers and staff are ramping up toward the end of the first semester. League of Women Voters government program begins tonight (8th grade program as to local government) and MAP testing will occur next week. The end of the first semester is 1.22.24 (remind students to get caught up on any outstanding work prior to that) for their semester grades. Some instrumental music concerts are scheduled in January. February 23 dance being organized by the Student Council. Mark your calendars for the February 23 date!

Thank you to our families for your generous contributions to the Holiday Teacher and Staff gift fund. Thank you to Casey Brown for her effort in securing and delivering the gift cards for our teachers and staff.

Discussion ensued as to crossing guard placement across the district and staffing changes for guards outside of WJHS.

**III. PRESIDENT'S REPORT**

- a. [12/6 Minutes](#) - motion made and seconded but need approval of 12.6.23 Meeting Minutes during February 2024 meeting as there was no formal vote by attending board members.
- b. [Slate](#)

**IV. TREASURER'S REPORT**

- a. Budget vs Actual - December 2023

Discussion ensued as to financials as well as some administrative suggestions for the PTO by the treasurer.

**V. COMMITTEE REPORTS**

- a. Ways & Means

Yearbook is on track. As to School Supplies, discussion ensued as to the impending need for a new School Supplies chair - whether it's an incoming eighth grade parent or an incoming 7th grade parent. Will advertise this need

as our programs like Edukits only happen with parent volunteers. PTO Magnets will be sent home with students shortly.

b. Enrichment - update not available

c. Student Programs

Student Council teacher stipends will be provided shortly to participating teachers. Forward movement on winter and spring After School Clubs. Will seek updates on Graduation committee for February meeting but DJ was secured in the past month. Discussion ensued as to Yearbook and its annual teacher stipend.

d. Communications - update not available

e. Volunteers - update not available but appears to be a continued need for cafeteria volunteers and social media advertisement as such

f. Community Service

Almost all holiday gift cards were distributed to staff and teachers. One or two remain but will be distributed shortly. Hospitality programs slated for the next few months: stock the shelves in January, Tuesday Bagels to continue monthly, hot chocolate day in January (TBD) as well as a Soup Day for teachers and staff (date in February TBD). Thanks to all our parent volunteers for all that you do and contribute for our teachers and staff in the ways of stocking the shelves and monthly meals and treats. We appreciate your generosity in time and talents! No Valentine's Day event scheduled.

g. Legislation

Will look toward reviewing most current bylaws and what, if any, amendments need to be made in 2024 given post-Covid changes to the PTO, its programs and procedures.

## **V. NEW BUSINESS**

Teacher Supplies Stipend discussion ensued and next steps will be discussed at the February 2024 meeting.

NEXT MEETING: February 7, 2024 at 9:15 am via Zoom

## **VI. ADJOURN at 10:54**

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***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.*

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## **APPENDIX**

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

<b>COMMITTEE</b>	<b>CHAIR(S)</b>	<b>UPDATE</b>
<b>Legislation</b>	Traci Knudson	<ul style="list-style-type: none"> <li>• Post items here</li> </ul>
<b>Ways and Means</b> <ul style="list-style-type: none"> <li>- Ignite/Magnets</li> <li>- Spirit Wear</li> <li>- Yearbook Orders</li> <li>- School Supplies</li> </ul>	Amy Schuster	<ul style="list-style-type: none"> <li>• Post items here</li> </ul>
<b>Enrichment</b> <ul style="list-style-type: none"> <li>- Enviro Awareness</li> <li>- Recess Planning</li> <li>- Courtyards</li> </ul>	Sharon Gertz	<ul style="list-style-type: none"> <li>• Post items here</li> </ul>
<b>Communications</b> <ul style="list-style-type: none"> <li>- Highlights News</li> <li>- PTO Site</li> <li>- Directory</li> <li>- CRC</li> <li>- Pass 39 Rep</li> <li>- D39 Ed Found.</li> </ul>	Denise Lam	<ul style="list-style-type: none"> <li>• Post items here</li> </ul>
<b>Volunteers</b> <ul style="list-style-type: none"> <li>- Cafeteria</li> <li>- Courtyards</li> <li>- Planters</li> </ul>	Shefali Nathan	<ul style="list-style-type: none"> <li>• Post items here</li> </ul>
<b>Community Service</b> <ul style="list-style-type: none"> <li>- Hospitality</li> <li>- Orientation</li> <li>- Newcomers</li> <li>- Staff Appreciation</li> <li>- Civics &amp; Safety</li> </ul>	Casey Brown	<ul style="list-style-type: none"> <li>• Post items here</li> </ul>
<b>Student Programs</b> <ul style="list-style-type: none"> <li>- After School Clubs</li> <li>- Graduation</li> <li>- 7<sup>th</sup> Grade Social</li> </ul>	MaryAnne O'Keefe	<ul style="list-style-type: none"> <li>• Post items here</li> </ul>