



PTO EXECUTIVE BOARD MEETING – 02/07/24

Time: Wednesday, February 7, 2024 09:15 AM

- **CALL TO ORDER - 9:18 am**

- a. In Attendance: Brette Wakefield, Kimberly Newman, Kate Dominique, Shefali Nathan, Sharon Gertz, Casey Brown, Amy Schuster, Traci Knudson, Megan Gemp

- **PRINCIPAL'S REPORT**

- a. Working on the dance - Feb 23 - Valentine's-ish theme
- b. Planning for 24/25 year
- c. Working on finalizing internal WJHS winter clubs – hoping to have a spreadsheet that goes out to families

- **PRESIDENT'S REPORT**

- a. 01/10 Minutes - will be posted in agenda after meeting
- b. In Memory of Donation
 - i. Donation to family charity choice in lieu of flowers
 1. Is there a standard amount given? \$500 suggested since she was a student at the school
 2. Budget line item – caring & sharing - \$500 – have not used this this year
 3. Suggestion – smaller donation & planting a tree on the school grounds or give to goat farm loved by student
 4. Central school – PTO purchased a tree & staff purchased a plaque
 5. Vote called by Brette - \$250 – majority confirmed
 6. Vote – give amount to charity listed by the family on the Legacy site – passed by majority

- c. [Slate](#)

- **COMMITTEE REPORTS**

- a. Ways & Means
 - i. Amy – did we find someone to do the EduKits? Post in newsletter – advertisements will need to start going out soon. Last year – pricing approved end of April & advertisements started in May 12th newsletter – cutoff in June.

b. Enrichment

- i. Field Trips are happening!
- ii. German went to holiday market
- iii. Mandarin going to China Town
- iv. Latin going to a play at NT & Art Institute
- v. 8th Grade field trip to the Holocaust Museum coming in April

c. Student Programs

Per Jocelyn: Continuing to coordinate insurance coverage for after school clubs, collaborating with Kelly Jackson, Corey at MEC and Highcrest. French cuisine, Latin, skyline and debate are running for winter clubs.

Spring clubs: possibly bringing back the dog club with Ms. Barthlemeis but TBD.

Note for us as a board and next year's slate: Jocelyn Shook will not be volunteering next year as After School Clubs chair so if we want someone to fill that role, need to advertise.

No graduation party update but they seem very organized.

d. Communications – no report

- e. Volunteers – steady stream of consistent cafeteria volunteers – some days 2, some days 1. Courtyard should open after spring break (April/May timeframe), but need to determine volunteer coverage – didn't have any parent volunteers in the Fall & noise was an issue. Need it to be warmer temps & more dry

f. Community Service

- i. Staff Appreciation
- ii. 1/22 Bagel breakfast
- iii. 1/31 hot chocolate day! Hot Chocolate & Biscotti
- iv. We need soup! 2/21 —
<https://m.signupgenius.com/?#!/showSignUp/10C0E44A4A62FA2FCCE9-47409923-teacherstaff>
- v. Bagels: 2/27, 3/19,4/23
- vi. 3/18 week - stock the shelves
- vii. May 6-10th - Staff Appreciation
- viii. Have Civics & Safety Chair for the Village Wide – will help with crossing guard/bus driver celebration & bike training in the spring – Joe McGann
- ix. We need to review expense reimbursement guidelines – link (under new business) should go out to comities – tip & delivery being paid and asking for reimbursement. Needs to be reviewed from a village-wide perspective.
- x. Wilmette Theatre (non-profit) would like to offer 7th & 8th graders movie day – Ghostbusters – March 22 – D39 day off of school -

\$10/ticket – advertise in Community News – can proceed but be careful about language & understanding that it is NOT sponsored by the PTO

- g. Legislation – Traci has reviewed bylaws – they are from 2019 & could use some updating – will work with Kimberly before sending out to the group.

- **NEW BUSINESS**

- a. **Financial/reimbursement guidelines (tax, delivery, tips) - Casey**

- i. <https://wjhspto.com/instructions-for-expenses-and-deposits/>

- b. **Wilmette Movie Theater/WJHS screening - March 22nd - Casey**

- **TREASURER’S REPORT**

- a. Budget vs Actual - December

- **ADJOURN – 10:31 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"> ● Reviewing the bylaws, and will send around suggested edits
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"> ● Post items here
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"> ● Post items here

<p>Community Service</p> <ul style="list-style-type: none"> - Hospitality - Orientation - Newcomers - Staff Appreciation - Civics & Safety 	<p>Casey Brown</p>	<ul style="list-style-type: none"> ● Staff Appreciation ● 1/22 Bagel breakfast ● 1/31 hot chocolate day! ● We need soup! 2/21 — https://m.signupgenius.com/?#!/showSignUp/10C0E44A4A62FA2FCCE9-47409923-teacherstaff ● Bagels: 2/27, 3/19,4/23 ● 3/18 week - stock the shelves ● May 6-10th - Staff Appreciation
<p>Student Programs</p> <ul style="list-style-type: none"> - After School Clubs - Graduation - 7th Grade Social 	<p>MaryAnne O'Keefe</p>	<ul style="list-style-type: none"> ● French Cuisine, Latin Club, Skyline Theater and Debate are running for winter clubs; spring clubs in the works ● Continuing insurance discussion with HMS and D39 administration for after school clubs ● Any parent interested in coordinating After School Clubs for 2024-2025? Please contact MaryAnne O'Keefe or President Elect Kimberly Newman ● No other updates