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## PTO EXECUTIVE BOARD MEETING MINUTES – 03/06/24

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Time: Wednesday, March 6, 2024 9:15 AM

Join Zoom Meeting

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

Meeting ID: 956 0101 9694

Password: wolves

**I. CALL TO ORDER** 9:20 am. Executive Board meeting notes taken by MaryAnne O'Keefe on behalf of Megan Gemp.

**II. PRINCIPAL'S REPORT**

March is always a long month for staff and students but Spring Break is soon - beginning March 25. Eighth grade graduation plans are coming along which is exciting. Quarter 3 ends on April 3, and IAR testing will occur after Spring Break, beginning April 8. Looking forward to various school assemblies that will occur in May.

Discussion ensued as to the Family Engagement Survey as well as teacher/staff/faculty meetings and passion projects explored during such meetings and the PTO's role and potential support of such projects.

**III. PRESIDENT'S REPORT**

2/5 Minutes - motion made to approve and seconded; minutes from 2023-2024 need to be posted to the WJHS PTO website.

Slate - certain slate positions have been filled for next year with many executive board members returning for a second year. School Supplies still looking for a parent volunteer. After School Clubs will be in need of a chair as well.

**IV. TREASURER'S REPORT**

Budget vs Actual - February 2024

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

**V. COMMITTEE REPORTS**

a. Ways & Means

The directory will have a chair for next year. 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.

b. Enrichment

Thanks to the WJHS PTO for funding transportation so that the student council could transport food and other contributions to the New Trier Township Pantry.

Discussion ensued as to the village wide PTO initiative for village wide gardens coordination and watering access for all of the school gardens.

Recent field trips supported by the PTO and your iGNITE contributions include the Latin Club going to New Trier for a performance, 8th graders to the Holocaust Museum, a Mandarin Class to Chicago's Chinatown.

Discussion ensued as to student enrichment and funding of transportation for enrichment opportunities.

c. Student Programs

Spring after school clubs will include Debate and Nuts for Mutts. In need of a parent volunteer to coordinate after school clubs next year. Discussion ensued as to the PTO's role in after school clubs in light of teacher led-clubs available during the lunch hour. The Graduation Celebration committee recently met and is making wonderful progress organizing the graduation celebration. Yard signs will be offered to families to pre-order with the cost covered directly by families that elect to purchase a sign. Food, photos, games and DJ details are moving forward with the party scheduled for Friday, May 31 from 7-9:30 at WJHS.

d. Communications - update not available

e. Volunteers

Thanks to all the parent volunteers who are helping the cafeteria run smoothly. Discussion ensued as to parent volunteer need in the Garden this spring - perhaps once or twice a week available on Wednesday or Friday? Thanks to Joe McGann for volunteering to be the Civics and Safety chair for next year.

f. Community Service

Thanks to all of the parents who volunteered to drop off soups for the Staff Soup Day. Thanks to the PTO and all parent volunteers who coordinate and plan the monthly bagel breakfasts for staff, as well as Stocking the Shelves in the faculty space. Stock the Shelves is scheduled later in March. Mark your calendars for Staff Appreciation Week scheduled for May 6-10.

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!

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. Revisions to the by-laws will be made in light of revisions to the HMS by-laws as well for continuity.

**V. NEW BUSINESS**

None.

**NEXT MEETING: April 3, 2024 at 9:15 am via Zoom**

**VI. ADJOURN at 11:04 am**

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