



PTO EXECUTIVE BOARD MEETING MINUTES – 05/01/24

Time: Wednesday, May 1, 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 9:22 am by Kimberly Newman

II. PRINCIPAL'S REPORT

End of year – so many activities, band concert tonight & assembly tomorrow. Staff appreciation week next week. Upcoming - Last leader of the pack next week, Spanish popsicles party, Six Flags trips (band & 8th Graders), STEM in the real-world assembly, orchestra concert, etc.

PRESIDENT'S REPORT

March & April Minutes sent out this morning – will vote to approve at next meeting; minutes from 2023-2024 need to be posted to the WJHS PTO website BEFORE YEAR-END

Slate – overall looking good - Kimberly looking for President Elect, Ways & Means, (change from last year – all reps to report to VP Legislation instead of Communications going forward), Yearbook & magnets, Spiritwear to be coordinated by President, Afterschool Clubs still needed. Kimberly is working on school supplies as still looking for a parent volunteer – June 30 order deadline – pricing & kits to remain the same as this year. TO BE VOTED ON AT NEXT MEETING.

President Council request - \$100 from each school for end of year lunch – help to offset admin costs (principals, super-intendant, etc.) – will be at Eva Deans this year – will donate party room – approved

Wednesday, May 29 – end of year dinner celebration at Evanston Golf Club – MaryAnne to organize & send out invitation – approx. \$30/pp

III. TREASURER'S REPORT

Budget vs Actual – thru April 2024

29th meeting – can we start at 9:00 am & Patrick will give financial update.

Enrichment dollars still left to spend – probably won't use entire budget & Sharon agreed. 2 new assistant principals next year – perhaps all grade speaker or 7th grade field trip planning? Patrick would like to map out rest of spending for end of year to estimate financials. Kimberly would like to set a budget meeting for next year.

Clubs – still generating a small profit – attendance down – deep dive on planning for next year. Attendance down & material costs up.

Donations – confirm with Brette - when to make them & align on spend

Graduation - \$3635 for signs, deposit down on DJ

Teacher Gifts – great job Casey – collected & paid out more versus budget

Would be great to track down forms – articles of incorporation, etc. – updated
Sales Tax Certificate has been received – good through 2029

Taxes were filed in March

Budget will be focus now in Spring

Suggestion for assistant treasurer role for next year to shadow 1st year & take
over 2nd year – Kimberly may have someone in mind

V. COMMITTEE REPORTS

a. Ways & Means - update not available

b. Enrichment

Spanish popsicle party coming up – waiting on check payment details

Last of 8th grade field trip group to Holocaust Museum was on Monday

Mandarin classes went to Chinatown on successful field trip

c. Student Programs

Clubs – Skyline & Debate – outside vendors, Nuts for Mutts is inside club,
payment for stipends going out

Graduation signs – thanks for approval on payment – ordering 360 signs -
\$3635

Graduation committee coming along well on planning. Volunteers – will Jen
be handling or does she want Shefali to help?

d. Communications - update not available

e. Volunteers – update not available

f. Community Service

Casey - Staff Appreciation – days planned next week – confirmed Fajita Pete’s for
lunch next Thursday with Kate – good to go. Maggiano’s lunch on Wednesday
(would arrive 11:20/11:30) – should be fine if packaged & out the door at 11:00
– lunch starts at 11:34

Staff Appreciation week – Around The World Theme – SUG to be included in
newsletter – PLEASE SEND TO FRIENDS TO GET MORE VOLUNTEERS

Over the weekend – front planters will be planted for Monday

Monday – France – breakfast provided – we love our teachers signage to go out

Tuesday – Italy – hopefully Maggiano’s for lunch

Wednesday – England – afternoon tea - coffee, tea & cookies - T-shirt was
designed with HumanKind & distributed (approx. \$9/shirt)

Thursday – Mexico - Fajita Pete’s

Friday – USA - Candy Bar

Kimberly would like a communication plan for parent community on activities
planned for newsletters

Stephanie Crocker organizing parent-led Washington DC trip next year for 7th grade for those not able to sign up for WorldStrides program – not sponsored by PTO, but can Kimberly add the flyer in the newsletter?

g. Legislation

Updated bylaws will be sent out to everyone for review

IV. NEW BUSINESS

Exec board meetings next year will be back in person – planning on 1st Wednesday of each month starting at 9:00 am – will check with Treasurer on this timing.

NEXT MEETING: May 29, 2024 dinner at Evanston CC – info TBD

V. ADJOURN at 10:50 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	• Post items here
Ways and Means - Ignite/Magnets - Spirit Wear - Yearbook Orders - School Supplies	Amy Schuster	• Post items here
Enrichment - Enviro Awareness - Recess Planning - Courtyards	Sharon Gertz	• Post items here
Communications - Highlights News - PTO Site - Directory - CRC - Pass 39 Rep - D39 Ed Found.	Denise Lam	• Post items here
Volunteers - Cafeteria - Courtyards - Planters	Shefali Nathan	• Post items here

Community Service <ul style="list-style-type: none">- Hospitality- Orientation- Newcomers- Staff Appreciation- Civics & Safety	Casey Brown	• Post items here
Student Programs <ul style="list-style-type: none">- After School Clubs- Graduation- 7th Grade Social	MaryAnne O'Keefe	• Post items here