



NOVEMBER 3, 2021 HIGHCREST PTO EXECUTIVE BOARD MEETING MINUTES

I. Call to Order: Called to Order – Megan Gemp

II. October Minutes not available. Will be reviewed and voted upon during December meeting. Secretary MaryAnne O’Keefe out of town and unavailable; Elizabeth Jensen offered to do so and provided notes for the November meeting. These board meeting minutes reflect the notes provided.

III. Principal's Report - Kelly Jackson

- Conferences start next week via Zoom. Megan Gemp will determine if PTO will provide snacks, etc. for conferences.
- Veteran’s Day is next week; Megan Leahy, who works at a veteran’s hospital, will look into a letter writing campaign.
- Currently looking at guidelines for eating lunch outside: 40 degrees and above: students go out. Below 40 degrees, students stay in.
- Working on a drop in homework club after school to be supervised by staff members.
- Freaky Friday was awesome; positive feedback re: outside location. Not as many kids were frustrated or tired because the event was less chaotic. Possibly highest attendance ever.
- “We all live here program” – in the works for Spring 2022. Ideas: work with an artist to do school murals (possibly at the back of Gym C and the back of WJHS); anti-bullying sentiment integrated into the program. Looking to do an assembly. Assemblies cost approximately \$1K. Murals priced individually. PTO funding to be considered.

IV. Teacher Liaison Report - Becky Kross

- German Class – had a store in class
- French teacher – conversation stations outside
- 5th grade creative communications – shark tank project for business/maker activity
- Actor’s workshop – making scripts for duet acting
- Spanish – Dia de Los Muertos projects
- Kids said Freaky Friday was so much fun!

V. President's Report – Megan Gemp

- Approve October minutes
 - will be approved at next meeting
- Skyline – Live Stream Option & Payment (made \$215, pay out \$200??)
 - Final shows are next week. Each kid can have 4 spectators. Will have over 100 spectators in the auditorium. Looking into Livestream options because of high demand. The District can do a livestream but cost is about \$200 per show so \$400 total. We will

get a check back from Skyline for \$215 for handling fees. Board agreed to use Skyline check to cover livestream expenses.

- o December Holiday Meeting – Board in favor of tentatively meeting at the Bottle Shop (all board members will pay individually for their participation)
- Discussion as to “enriching” activities at HMS
- Re-opening of Wilmette Theater. Promotion of local schools to take over ticket sales. Megan Gemp will send info for discussion at December’s meeting.
- Carolyn Gilbert and Jenine Tubergen will handle organizing snacks/meals for teacher conferences.

VI. Committee Reports:

Ways & Means

- Book Fair
 - o Recap \$1407 in sales. School gets back \$281.
- Spirit wear – sales considerably down. Discussion ensued as to various ideas: invoicing parents directly/creation of a simple store/ Member Toolkit options. As a point of reference, WJHS outsources all spiritwear.

Enrichment

- Upcoming enrichment events? – Field trips are currently not possible.. Spring possibilities - activities / performers coming to school. Hopefully also an enrichment project of some sort.
 - o Heller Nature Center (6th grade) – this week, Nov 3 & 5 -

Special Events

- Freaky Friday – recap
 - o Overall a hugely successful event. Great weather. Kids were really excited and had fun! Haunted house was really popular. Inflatables, photo booth, DJ, Kona Ice, carnival games. Were able to spread out space wise and was less chaotic. Kids liked the favors. Most kids and parents were wearing costumes. Lots of positive feedback from parents and kids, including keeping the event outside for next year.
 - o Attendance – 657 tickets sold through A to Z, 9 tickets sold at the door. A mix of \$15 and \$25 tickets.
 - o Rough figures: Total ticket sales \$10,280 (online and cash sales). Expenses \$7,849. Proceeds \$2,431.
 - o May use a different inflatables vendor for Aloha Spring.
 - o Line at Kona Ice was long so will brainstorm as to improving that aspect.
 - o Will get more departure chaperones and chaperones in the field and keep pick up line moving better.
 - o Suggestion of using budget for outdoor lighting because it was dark by the event's end. Discussion ensued as to perhaps moving it earlier in the evening. Discussion ensued as to securing the event solely for HMS students and increasing signage for garbage / recycling.
- Off-site storage for FF & Aloha props
 - o From the Freaky Friday Committee:
 - Additional storage needed (now storing all Aloha Spring stuff at a parent's house).

- Crowded closets mean items are forgotten or people will not want to spend time to sift through, so items are repurchased and increase costs (found some unused FF supplies, Hospitality cups, school supplies when cleaning out closet)
- Crowded closets cause damage to items which will increase costs (many FF decorations are damaged and falling apart because they're stuffed on top of each other)
- On site closets increase time commitment of PTO volunteers due to restrictions surrounding accessibility (only can go weekdays 3:35-5, so multiple visits required and no evening or weekend access)
- Discussion ensued as to perhaps outsourcing decorations or paying for a storage unit if none available through the district

Communications

- Membership Toolkit – additional registration numbers? No update

Community Services

Student Programs

- **After School Clubs**
Math Club – update – starting in November. Close to 57 students registered. Lots of issues with registration. Started yesterday. 3 teachers.
Winter Club session – Start clubs in January with upcoming registration.
Discussion ensued as to park district led vs. teacher led after school clubs.
- **Yearbook** - link posted – any new orders?
- **Student Council**
Starting this week
- **Variety Show:**
Friday date in May for show – May 6, 13, 20 – need to reserve the auditorium

VII. Treasurer’s Report – Patrick Parmentier

- Updated financials – Account Balance Summary as of October 31, 2021 was provided and detailed to Exec Board Members

VIII. Adjournment

UPCOMING DATES:

12/1/21 Executive Board Holiday Get Together TBD

1/5/22 9:15 am Executive Meeting - Zoom?

2/2/22 9:15 am Executive Meeting - Zoom?

3/2/22 9:15 am Executive Meeting - Zoom? Tent?

4/6/22 9:15 am Executive Meeting - Tent? (in person)

5/4/22 9:15 am Executive Meeting - Tent? (in person)

