



Minutes 12/09/19 Jewel PTO meeting

- 1) Call to Order at 6:33pm by Kathy Evans
- 2) Approval of November minutes – Motion: J. Owens Second: G. Trainor – motion carries
- 3) President's Report – Kathy Evans
 - a) Nothing really to report since it's only been 2 weeks since our last meeting. Our agenda is primarily about Winter Carnival tonight. We do not have another general meeting before Winter Carnival, so we need to get as much sorted out as possible tonight.
 - b) We have the fall breakfast for teachers on the 20th. Things that we need are more hot items, we have plenty of casseroles. Also need Poinsettias which we can raffle off for the teachers. Marianne will send it out again and Brian will boost on FB.
- 4) Vice-President's Report – Jennifer Dosch – No report
- 5) Secretary's Report – Brian LoCicero – agenda and minutes to be posted more expediently after meetings and prior to the next.
- 6) Treasurer's Report – Laura Wand –
 - a) We needed to order more checks, as we were getting low. We got duplicate checks and they threw in double signature lines.
 - b) There was a \$14 charge which we didn't know about on the account. When the account was set up in 2009 as a 'Business Free' account, there is an upper limit to monthly deposits. We are allowed 100 cash units in a month with a unit equaling \$50 (Maximum \$5000 in cash deposits per month). With Halloween Bash and a Friday Fun Night coming in the same month, our total deposits exceeded the \$5000. We've assigned this charge to the budget line of 'accounting/bank fees' as well as the check order amount. The only way Old Second suggested of getting around this was to hold onto deposits until the next month and that is just not an option for us under our financial rules.
 - c) Every two months Laura goes through and audits the online accounting system with the bank statements. In her last audit she found that there were two duplicate entries. One on a membership deposit and the other on a spirit wear deposit so those have been reconciled and we're back to being fully reconciled.
- 7) Committee Updates
 - a) Fundraisers
 - i. Concessions / West High Booster – Mr. Smith is going to ask for an updated schedule via Mr. Goebel to Jason Buckley AD of WAHS. Once we see that, we can pick some additional dates for this fundraiser.
 - b) Funded Activities – moved to end of meeting to allow for time and open conversation
- 8) Principal's Report – Mr. Smith
 - a) Updates
 - i. 5 Essentials Survey is being given to students and staff. However we need about 20% of parents to respond to make this productive. Messaging has been blasted out through Marianne and Schoology. PTO will further boost on Facebook and Mr. Smith is going to look at boosting it again
 - ii. Fundraiser pick up is this Wednesday, December 11th from 3:45-6:00pm in the main hallway here at the school.



- iii. MOY Performance Series Testing Window ends on 12/20
 - iv. Girls Basketball and Poms will start up after the winter break
 - b) Important Dates:
 - i. 12/16 is the 6th-8th Band Concert at 7:00pm at West High
 - ii. 12/19 is our Choir Concert at 7:00pm here at Jewel
 - iii. 12/20 is the end of the 2nd Quarter, grades will be issued in January
 - c) Please follow us on Schoology, FB and Twitter @JewelJaguars and @AthleticsJewel
- 9) SCAC Report – Penny (given by Brian LoCicero)
- a) There was discussion about School Building Traffic Patterns and some particularly difficult ones that were highlighted.
 - i. Jefferson Middle School has over 700 kids and is classified by the District as a “mostly walking school” however, a lot of parents are still driving their kids to school for drop off and pick up and this creates issues. They’ve discussed using student entrances in back and front, as the traffic build up on Plum St. combined with West High students traffic and drop off are still difficult. They will continue to work with the city to improve traffic patterns such as mandating that the circle drive no longer be in use for drop off unless there are special circumstances
 - ii. Hall Elementary School has over 500 kids and is also classified by the District as a “mostly walking school” but are seeing the same increase in drop offs and pick ups to Jefferson. They have currently created a one-way designation for Heather Lane and continue to work with the APD and Alderman to improve traffic patterns and take down license plates for offending drivers.
 - b) Parent Leadership Series (PLS)
 - i. Attendees were asked their thoughts and opinions of this FREE program series offered to ALL parents in the District (public is welcomed too)
 - ii. SWOT analysis was done (Strengths, Weaknesses, Opportunities and Threats) and all answers given will be noted and reviewed
 - iii. If anyone has suggestions or topics that would be beneficial to parents in our District, please send those to Lulu Hertenstein and Anna Gonzales. Mr. Smith volunteered to take any suggestions and thoughts as well on behalf of Jewel parents so please also feel free to talk to him or provide feedback and he’ll make sure it gets over to the District. Anna is newer in her role this year and is a WAHS Graduate. She’s been taking a good look at this program as attendance continues to drop off a bit and she wants to make it a productive and useful tool for our families in the District.
 - c) Next SCAC meeting is January 27th, 2020 (also a PTO meeting night)
- 10) Old Business - None
- 11) New Business
- a) Jennifer Dosch/Mr. Smith - We are proposing a New Business procedure – We want to re-implement the process of Roberts Rules when it comes to new business being asked at meetings to give the opportunity for those asking or those being asked to have time to get back to individuals and close gaps appropriately in addition to being able to provide quality answers versus open debate without time to look into the matters. We want everyone to have the ability to have their comments heard and allow proper time for this. This is similar to how the Village and Townships



do things when it comes to Public Comments/Board Comments that has an explanation of how much time each person gets. We will have some boilerplate rules on the bottom of each agenda and it still allows for flexibility in case an idea needs a bit more discussion prior to it being tabled. We would like to institute this as soon as possible in 2020 but still want to get feedback from the broader PTO Membership. Brian will post the Final Draft of this on the Jewel PTO website and broadcast it via FB. To be able to do this requires we get agendas posted well in advance of meetings and ensure that minutes (pending approval) are posted as soon as possible after each meeting. We will ask everyone to review it and give feedback by January 13th so we can have responses at the 20th meeting and then implement it for our February meeting, forward.

12) Committee Updates (continued)

a) Funded Activities – Winter Carnival – January 24th, 2020, 7:00-9:30pm

- i. **We will keep it at 7:00-9:30pm, with Doors Open at 6:45pm.** Entrance for the night will ONLY be at Door 15 (back). Exit for the evening will be for 6th grade to go out the front door #1, and for 7 & 8th grade to go out the back door #15. This help greatly with traffic flow with the max exodus from our building.
- ii. **\$5 pre-pay - \$7 at the door** – tickets will be sold that week only, but may we need to start the week before with the presentations at lunch. There is no school on both January 17th (In Service Day) and January 20th (MLK). Mr. Smith will update any presentation he and Mr. Henkel will be covering during the lunch periods.
- iii. **PR:** We can just dust-off last year's flyer and update it to post on social media and send out. It is only in .pdf or .jpg so we may need to re-create it but that was easy enough.
- iv. **Activity Stations**
 - 1) **Gym** will be split up like Friday Fun Night. On one side we can have **Basketball** Available and on the other side we can do one hour (7:00-8:00pm) of a "**Snow Ball Fight**" (we need to find a Gym teacher who knows the rules and can help run this as it's something PE teachers have in their curriculum for rainy days, etc. The second hour (8:00-9:00pm) can be traditional **Dodgeball**. In the Wrestling Room we can do **Floor Hockey**.
 - 2) **Main Hallway** will have the **Neon Art Party** again in the main hallway. We need to check Amazon to order canvasses – painting the white ones black so need 5-10 minutes to dry. What do we have with neon paint in inventory? We have quite a bit, but we need to check it, we might have to buy some, but keep inventory. We need to get back into the outside storage container to get the black lights for this, we should have kept them out from Halloween Bash, but they should be easy to find. Can we get Chris Dosch to do it? We charge \$2 for this (pay on the night of). What sized canvasses – square ones (Michaels might have sales) 8X10 - \$14 bucks
 - 3) **Stage in Cafetorium** will have the **Selfie Station** on one side and **Carnival style guessing games** on the other. We need folks to create items for the selfie station (Kathy mentioned having winter-theme tapestry/backdrop for the background) but the kids can use their own cell phones along with the props. For the Carnival style guessing games – Need some additional ideas but putting large Dollar Tree jars filled with wrapped candies on an 8' table with places for the kids to write down their answers. We'll just need someone to fill and count those and then we'll have an answer key for whomever guesses the closest (without going over or not??) Kids can come on stage, take their guesses and then around 9:00 we can close that off and tally up the winners.
 - 4) **LMC** – this is where we can set up the **Karaoke** machine. Just need to ensure we have current music on the Karaoke that is also "age appropriate". Keeping



this in the LMC keeps that noise level out of the Cafetorium where Cake Wars will be going on.

- 5) **Cafetorium in general** – Most areas are seating for concessions and relaxing. Of course, we have the concessions, but we will be doing Cake Wars here too.
 - i. **Cake Wars** – in Cafeteria run by Laura Wand. – We talked at the last meeting about having some students help us bake (organized by Mrs. Freed) Last year we allowed 12 teams, 4 from each grade. Can we go to 24 teams, 8 from each grade? Decision is YES! Team can be UP TO 4 kids but no more. This requires baking 2 cakes per team (48 - 9” round cakes). We found 3 packs of aluminum foil cake pans (3/\$1) last year and suggest we use those again. In order for them to hold up better, we used a different recipe and added apple sauce which helps the cakes stick together. We would need to put the word out for bakers, and we can use the kitchen here at Jewel after school/on weekend and get kids to do it for great experiences. Teams will have 30 minutes to create their entries using frosting provided and decorative materials from a common use table. These materials are things like little army men, cereals (lucky charms, fruit loops, etc.) as well as small jewels and things you can find as decorative at places like Dollar Stores and Michaels. Kids literally used every minute in the past. All cakes must fit on cake plates and they are judged on Theme, Creativity and Stability. We will go with two rounds of 12 teams. 30 minutes to create, 20 minutes to judge, 10 minutes to clean up before the next round. This will take the full 2+ hours of the night so need to stay on time and focused. Cost per team is \$2 (just to sort of help defray frosting costs which are the most expensive). Sign ups to happen at lunch periods during the week before. We should offer anyone who helps with the baking a free entry??
 - ii. **Concessions** – We should still have in storage a big jug of hot cocoa mix. We provide Free hot cocoa and donut holes (via donations) for the kids. We then also have our regular concessions – We are going to add in bags of popcorn to sell (not going to make it ourselves) This is the pre-made, big pillow sized ones that can be bought at Woodman’s. We should only need 3 big bags. Jen has the inventory so we can put up a sign up once school is back in session.
- 6) Open discussion - Since it’s a carnival, do we want to introduce any other games? Ice fishing, cut-down DIY claw game. Discussion of a “Game Room” with card games like Uno or just regular playing cards. We could do this over on the other side of the LMC (CTE class area) If anyone has any ideas, please let us know at JewelJaguarsPTO@gmail.com .

13) Adjourn Meeting – 8:01pm moved by: L. Wand, seconded by: G. Trainor, motion carried.