

JSSPVA Board Meeting Minutes
July 19, 2023, VIA ZOOM

Board Attendees: Lydia Mathas, Joe Guarino, Renee Buck, Kyra Nelson, Amy O'Dell, Sarah Wills, Julia Peterson, Meredith Sullivan, Emily Weiner, Rachel Smith, Jen Price, Tara Stafford & Camie Park

Regular Attendees: Valerie Gaines

Called to Order at 9:02

1. **Welcome – provided by Lydia Mathas**
2. **Approval of May Meeting Minutes - Camie Park**

Motion to approve; second – voted to approve

3. **President's Report - Lydia Mathas**

Informal June Meeting – In June we held an informal meeting where a quorum was present. During that meeting, we reviewed a request from the Administration to purchase furniture for the new green roof. A vote was conducted and the furniture purchase was approved.

Scholarship Request

- o Last year \$5,000 was allocated for this but it never come up. This summer we had a request for a scholarship for the 8th grade trip to DC. We set aside the funds but the requests go through administration for confidentiality. The admin team assesses the need of the family.
- o The funding is for needs-based scholarships for fees.
- o 7th grade spring; 8th grade DC trip; school supplies, dues, school sponsored programs does NOT cover athletics boys scouts, girl scouts or girls on the run
- o Overall cost of field trip to DC is \$2,000. The cost used to be less because it was part of the school curriculum. Lost during COVID and the school had a difficult time bringing it back into the curriculum. Bill Graham has sponsored the program (utilizing Grand Classroom) until it

can be brought back into the curriculum. At that time, the fees will go down.

- Funds are due tomorrow. School will front the payment and the JSSPVA will cover ½ the cost. The family will pay the school back over time this year.
- Recommendation is to provide the scholarship
- Motion - first and seconded. Motion approved.

Residency Verification Days

Friday July 28th 8-3 August 3rd 1-7pm. One table staffed by one person for JSSPVA (2 handouts) and Booster (spirit wear). Kate Logan will circulate a sign up genius

Financial Audit and Updated Slate

- Kyra Nelson and Sarah Wills have been wrapping up transition. It is a really big job. Thanks to Kyra and Valerie for handling this the past 3 years. The Treasurer manages 7 different bank accounts. We asked for outside opinion on how to best manage our funds because there is a lot of room for error since nothing is automated.
- We hired Hannah Hammond, CPA, who does independent consulting. 5-10 hour project to assess our current financial controls and systems. She will make recommendations on the best way to move forward, including whether it is a manageable volunteer position or best to hire a part-time bookkeeper.
 - \$7,000 for audit last year. Because we triggered a threshold.
 - Asked Hannah to advise what triggers an audit. If we are a pass through organization for some events – if we change does that make a difference, etc.
 - We will ask Hannah whether it is prudent to invest accounts so they generate income or will this create other issues. We want advice to ensure we are being good stewards of the money provided to us.
- We have a draft Budget for 2023 - 2024 School Year
- Kyra Nelson will stay on as Treasurer this year

- Sarah Wills will be slated in a strategic affairs role – she will help with audit and strategically advise regarding results from audit and recommendations from Hannah.

4. Treasurer’s Report - Kyra Nelson/Sarah Wills

We are in good shape with current year budget. The 2023-2024 budget is online. We increased some categories because prices have gone up (example Family Fun Day). Everyone should review the budget with their subcommittees and advise of we need any changes. We plan to approve the budget at the August meeting

5. Vice President’s Sub-Committees - Joe Guarino

Family Fun Day – no major update.

- Spoke with Marty Hefner about where it should be held– move back to blacktop or Townley Field. We are going to move it back to blacktop and open up the gym area for some shade.

After Hour Kid Power Programming – We are finalizing offerings with teachers and park district. Nailing done how coding will work. Getting all offerings (from JSSPVA, school & the park district) in form of a brochure/newsletter that will go out in early August. We have some new programming and bringing back some older offerings.

6. VP of Inclusion - Meredith Sullivan

Newcomers – reached out to group and Mary Jane got back to her. Looks like we have 25 new families. They have two different options for hosts. Their committee is meeting on the 24th to determine who can host and set a date. They will be provided the budget. Making great progress

7. VP of Green - Amy O’Dell

Not many updates. The flowers are being watered around school over the summer. We cannot move forward with anything else until the outdoor classroom is complete.

8. VP of Community Relations - Julia Peterson

Nothing to report

9. Booster - Christine Klewin/Tara Stafford

Residency Verification Days - We will set up sign up genius for residency verification days. Pass out flyers and help with booster sales

Homecoming – Will take place on September 29th & 30th from 11am-4pm. We are working with Marty Hefner on the sequence of events. We will be highlighting new school features and there will be re-dedication that the school will orchestrate. We will have volunteers from the older grades to provide tours of the school shortly before the re-dedication ceremony. We are working on having car magnets for the community to purchase & fun gear (ex. Tube socks/scrunchies) for the kids to purchase. They will be sold a week or two before Homecoming during school hours. The festivities will be the same as in past years.


Oktoberfest – Will take place on the same days. We are trying to time it so people can celebrate Homecoming first and then migrate to Oktoberfest. May just sell Gatorade, etc. during kickball so that people can dine at Oktoberfest at Assembly Hall

10. Communications Update - Emily Wyner/Renee Buck


Once a calendar of meeting dates is provided we will create a newsletter calendar. Most important communication coming up is after hour kid power programming. The website will be updated with the new Executive Board slate.

11. Adjourn

Meeting Adjourned at 9:40 am.



(Lydia Mathas, JSSPVA President)



(Camie Park, JSSPVA Secretary)