



Washington Junior High School

Home & School Board Meeting

APPROVED Minutes

11/5/25 at 11:30 am

1. Call to order at 11:40 am by Emily Kozlowski

- a. In attendance: Jon Vogel, Emily Kozlowski, Ashley Workman, Sharon Velkovich, Claire Merryweather, Kelly Kirch, Beth Auer

2. President's Report: Emily Kozlowski

a. General H&S Information

i. Sponsorship guidelines

1. General H&S exec board to put together guidelines and best practices for general and year long sponsorships. Examples: do not promote deals, some verbiage guidelines and restrictions on dollar amounts the sponsor can receive from H&S.
2. Sponsoring H&S not the school or district.
 - ii. We will be discussing the 2027-28 district calendar at the December meeting with Dr. Nolten.
 - iii. The treasurer's meeting is tentatively scheduled for the end of January.
 1. Audit has begun this week.
 - iv. NCHS Software Engineering class is going to be working on producing a bookkeeping software for H&S. This could be a solution to our Quickbook issue.
 - v. Save the Date: Cross Town Classic, April 25th, time TBD. Looking into having a backup date as well.

b. District Information

i. Katie Matthews: Assistant Superintendent for Elementary Schools

1. 1st trimester ends Nov 6th, report cards available to families on Nov 17th.
2. H&S can fund up to two stipends per school year for clubs/activities. May only be one stipend if the school is smaller. The District does provide building stipends. This is pertinent for elementary schools. Junior highs and high schools get more stipends from the District and probably don't need to get any from H&S. All junior highs get the same number of stipends.

ii. Allison Boutet: Assistant Superintendent for Junior High Schools.

3. Nov 6th Plan Your Path webinar at 6pm; 30 minutes.
4. Current 6th and 7th course registration is starting soon; gets them familiar with School Links and looking at course catalogs.
 - a. Dec 1st -15th Exploratory sign up. This is a hard stop.
 - b. Dec 19th staffing decisions begin for next school year.
5. 8th grade FACS Marketplace: students sell products that solve problems that junior high students face. Marketplace is always the last week of the trimester, cash only.
 - a. Washington's FACS space getting an upgrade.

6. Exploratories change Friday, November 7th.
7. All schools having a Veterans Assembly on 11/11. If you have someone you would like to honor contact the school office.
8. Report cards available November 17th.
9. Save the Date: April 14th will be the Art Showcase at the municipal building. 6:30-7pm
10. Makeshift paper darts: be aware and chat with your students about this. Confiscate them.
11. Food insecurity resources are available.

iii. Dr. Mark Cohen: Deputy Superintendent for High Schools

1. Ribbon cutting for the new turf at NNHS today. New exit for cars on 5th Avenue, one way south.
2. Many changes to traffic patterns at North; please ask your students to pay attention and be aware of the changes.
3. When construction is all complete there will be more student parking spots.
4. Possibly instituting a week of philanthropy in the high schools next year based on what a district in Oklahoma does.

iv. Lisa Xagas: Assistant Superintendent of Strategy & Engagement

12. Food Insecurity

- a. Many have reached out asking how they can support D203 families especially with food insecurity.
 - b. Ways to access food and resources email went out last week to school communities.
 - c. Partnered with NEF to expand their Kidbooster program
 - d. Discouraging schools from having their own food pantries--liability issues.
13. District website is officially switching over, update is Nov 19th. Will look the same to the user but the back end will have more functionality.

v. Jacque Clermont

14. At the district office there are coats for those in need. This goes through the school social workers.
15. Career Motiv-8 was successful
 - c. WJHS H&S Information

i. Thank You's

1. Carmen Blaise, Zareen Hassan and Mr. Frost for running the Fall Fundraiser.
2. Kelly Kirch and Carmen Blaise for celebrating our bus drivers on October 22nd.
3. Kelly Kirch and Ashley Workman for making the Lost & Found manageable.

ii. Gift cards for families in need

1. Mr. Vogel to research how this could be arranged.

iii. Fall Fundraiser

1. Finalizing the final number.
2. Need to send a thank you to families in Wildcat Weekly.
 - a.  Sample Jr. High Fundraiser Parent Thank You Letter

iv. Bylaws Update 2025-26

1. Please start reviewing. You may make comments on this version:
2.  Update Bylaws--Comments.docx

3. General H&S will have some guidelines and best practices to share in January and February.
4. We will discuss at the February meeting and vote at the March meeting.
- v. **WJHS Policy Statement Google Form**
 1. Please sign:
<https://docs.google.com/forms/d/e/1FAIpQLSeBYC5IdU5iZQt5wt6S1PDuC-eOZ5FkToJr69w2b33ADIVEoQ/viewform?usp=sharing&oid=109253552339055392259>
- vi. **General Home & School Policies Google Form**
 1. Please sign:
<https://docs.google.com/forms/d/e/1FAIpQLSdA47EkML1aMDQ0BHK53Onl3GfyaFCHi2BzhcbFw298LuAyGg/viewform?usp=sharing&oid=109253552339055392259>
- vii. **Winter Holiday Breakfast**
 1. December 16th at 7:30 am (7 am set up)
 2. \$400 budget plus SignUp Genius donations
 3. Leads are Ashley Workman and Sharon Velkovich
 4. Items to be dropped at school instead of organizer's homes
- viii. **Upcoming Dates:**
 1. November 6, End of 1st Trimester
 2. November 11, Veterans Day
 3. November 17, Report cards available
 4. November 18th, Staff Gift Card Program Opens
 5. November 21- Thanksgiving Staff Lunch
 6. November 26-28, Thanksgiving Break
 7. December 16, Winter Staff Breakfast
 8. January 14, Home & School meeting 9am, in person and with a zoom option
3. **Vice President's Report: Ashley Workman**
 - a. Volunteer List for the 2025-2026 school year has been updated and emailed to committee chairs
4. **Treasurer's Report: Anne Hughes**
 - a.  September 2025 Financials
 - i. Bank balance: \$20,604.34
 1. 1st motion to approve- Kelly K.
 2. 2nd motion to approve- Beth A.
 3. Approved
 - b.  October 2025 Financials
 - i. Bank balance: \$20,455.85
 - ii. 1st motion to approve- Sharon V.
 - iii. 2nd motion to approve- Ashley W.
 - iiii. Approved
 - c. Fall fundraiser revenue has not yet been deposited into our account
 - d. Approved teacher wish list (at October 1, 2025 meeting) for \$9000, which is \$4000 above budget of \$5,000 due to strong fundraising numbers.
5. **Secretary's Report: Sharon Velkovich**
 - a. Approval of September unapproved meeting minutes
 - i.  9/3/25 H&S Meeting Minutes.docx

- ii. 1st motion to approve- Beth A.
- iii. 2nd motion to approve- Kelly K.
- iv. Approved
- b. [WJHS Policy Statement Google Form](#) reminder to sign ASAP

6. Principal's Report: Jon Vogel

- a. Kelly Markwell will move from WJHS counselor to Elmwood Elementary Assistant Principal this month. An interim counselor will be hired.
- b. Today, 7th graders had a mobile planetarium experience that was enjoyable.
- c. Several WJHS students' art was selected for the Chicagoland 4x5 Art Show. The presentation was on 11/5 in Oswego.
- d. Preview of the new PAWS program sweatshirt that will be given to students who win the award. Staff were given the option to purchase also.
- e. AI discussion: Jon demonstrated some AI functionality that WJHS teachers and administration can use. The book "AI with Intention" was mentioned as a good resource. Students have access to Gemini to assist with research and some writing tasks.

7. Committee Reports

- a. Verbal- none
 - b. Written
- i. **Staff Appreciation Gift Cards:** December will be here before we know it and we are already working on the winter edition of the staff gift card program. Parents will be able to donate November 18th through December 2nd. It will be advertised in the Wildcat Weekly and on our Facebook page. Contact Emily Kozlowski or Jessica Jamrosz at homeandschoolgiftcards@gmail.com if you have any questions.
- ii. **Lost & Found:** Lost and Found is organized and rotated weekly. Multiple pictures are posted bi weekly across social media for parents to view. To keep the space manageable,
- iii. We clear out items that have been unaccounted for after two weeks. Those items are donated to The BASE in Chicago.

8. New Business

- a. Board game donation drive for teachers- will be revisited in early 2026

9. Adjournment- Adjourned at 12:43 pm by Emily Kozlowski

NEXT MEETING: January 14th at 9:00 am

(in person with Zoom option)