

## West Bay Elementary School PTO Meeting Minutes

Date: Monday, September 11, 2017

Location: West Bay Elementary School Library

Board Attendees: Shagun Somasegaran (President), Katy Bode (Vice-President), Stacey Mathis (Treasurer), Kate Parsons (Secretary), Liz Borkowski (Community Liaison) and Jen Coltvet (Principal)

West Bay Staff Attendees: Jan Brink, Sarah Addink, Evan Christensen, Olivia Warrick, Erin Gangwish, Theresa Mourey, Gina Hipp

Parent Attendees: Jamie Agnew, Brian Fett-Jones, Dawn Holmes, Nicole Bukacek

Next Meeting: Monday, October 2, 2017 at West Bay Elementary in Library

Meeting Notes Submitted by Kate Parsons, Secretary

6:00 Meeting Called to Order

### **I. Welcome & Introductions**

- I.** Shagun Somasegaran, President, welcomed everyone and thanked them for coming.

### **II. Approval of Minutes**

- I.** Kate Parsons, Secretary, gave an overview of the May 10, 2017 planning meeting minutes.
  - i.** Jamie Agnew made a motion to approve and accept the minutes.
  - ii.** Dawn Holmes seconded the motion.
  - iii.** The motion was approved.

### **III. Teacher Reports**

#### **I. Preschool**

- i.** Accommodates children ages 3-6 years old in AM and PM classes. Children can attend up to 3 years of Preschool.
- ii.** The Preschool includes both special education and parent pay students. The ratio is roughly half and half. Can have up to 15 students per class. 90 students fills all the classes.
- iii.** They are going through a transitional period, modifying curriculum.
- iv.** Teachers forward all PTO emails on to parents because some are not in directory.

#### **II. Speech and Language**

- i.** They work with teachers as co-teachers and assist in planning as well as provide direct services to students.
- ii.** They service students from West Bay, Skyline, Fire Ridge, and Spring Ridge.
- iii.** 3 Special Education teachers plus 1 part time teacher.
- iv.** Big focus is the reading supplemental program. This program is right in line with their classmates.

- v. Awarded to West Bay via grant - New Writing Program (\$800) - has had positive results with teachers and students. Also, utilizing a 1 year subscription to an online program that they hope to adopt next year. Hats off to the Special Education teachers as they apply for many grants.
- vi. Spent most of their PTO funds on fun activities for the students during class time.
- vii. Each class has peer models from their classrooms.

#### IV. Officer & Principal Reports

- I. President, Shagun Somasegaran
  - i. Thank you to all Volunteers for jumping in and helping out!
  - ii. Committee Report and Classroom Guidelines Report on the West Bay PTO Website. Lays out responsibilities for volunteer positions.
- II. Vice President, Katy Bode
  - i. GOAL Meeting. All PTO and Booster Clubs for Elkhorn schools attend to share ideas.
    - i. 1<sup>st</sup> Annual 5K Run and Saturday Stroll Saturday, October 21 to benefit Elkhorn youth. They are partnering with Elkhorn Soccer Club. Event will be held at Elkhorn High.
    - ii. Hall of Fame Reception – Heavy Appetizers, Sunday, October 22 at Elkhorn South.
    - iii. District News. Boundary Changes will be Announced in November via mail. Bond issue in Spring of 2018 will be a mailed ballot. New High School does not have a name but will be located on 180th and Maple, opens in 2020.
  - ii. Secretary, Kate Parsons
    - i. Kate advised that the 2017/2018 email distribution list has been compiled and emails are being sent frequently. If anyone needs to be added to the email distribution list, send an email to [westbaypto@gmail.com](mailto:westbaypto@gmail.com).
  - iii. Community Liaison, Liz Borkowski
    - i. Need a Library Aid every other Tuesday and Drop Off assistant for Thursday AM.
  - iv. Principal, Mrs. Coltvet
    - i. Buddy Bench will be arriving soon. Curriculum is also included to share with the teachers.
    - ii. Portables are Nice! Quiet and bigger than regular classrooms. 1/3 bigger than Spring Ridge’s portables. They are locked during class time. Kids are escorted to and from portable and school. Someone assigned to escort any tardy students in AM.
    - iii. Mr. Scholten - Did a photography project with students. Had issues uploading photos due to cost. Proposed that the PTO help cover these costs. “Only One You” project also in the works. Students paint a rock to place outside of school to decorate and leave lasting impression. May be a small monetary need from PTO. Possible Spring Art Show ideas are being debated. May require canvases and other art supplies. Proposal for PTO to help with costs. Possibly conjoin the event with the Bingo Night or Music Program (Arts Festival Night).

## **V. Review and Acceptance of Treasurer's Report & Fundraising Update**

- I.** Stacey Mathis, Treasurer, gave an overview of the income and expenses since the April 2017 meeting.
  - i.** Income: Fall Social, Fun Run, Directory, Apparel, Corporate Sponsors, Individual Donations
  - ii.** Expenses: Directory, Apparel, Fun Run
  - iii.** Dawn Holmes made a motion to approve and accept the treasurer's report.
  - iv.** Nicole Bukacek seconded the motion.
  - v.** The motion was approved.

## **VI. Old Business**

- I.** School Supply Pack Donation
  - i.** Katy Bode advised that West Bay PTO made a donation of \$168.32 to Womanade to help provide backpacks and school supplies to Elkhorn students who needed them.
  - ii.** 120 Students purchased the School Supply Packs. Packs contain brand name supplies. Items are marked up roughly \$.50.
  - iii.** We referred service to another school so we get a 5% kickback. Contract has been signed for next year with Educational Products Inc.
- II.** Apparel
  - i.** Katy Bode advised items will go home in backpacks in about 2 weeks. An email will be sent to parents to alert them to look in the backpacks.
- III.** Back To School 101
  - i.** Katy Bode advised event was held in the library. Same stations as usual. May consolidate stations a little more and utilize more online ordering next year.
- IV.** Bottle Fillers
  - i.** Have been installed. They have a leaking issue but are being repaired this week. Installed incorrectly. Teachers and Kids enjoy them and utilize them.

## **VII. New Business**

- I.** Fun Run, Shagun Somasegaran
  - i.** \$14,400 achieved, goal of \$20,000. 52% pledged and registered, hit our 50% goal. As a reward kids get a whole school pj day!
  - ii.** Kids have enjoyed the prize incentives and have been motivated by it. Discussed it might be beneficial to communicate challenges in advance.
  - iii.** Students get 30 minutes to run. Laps are 1/16 of a mile. Sequence with music and themes. Run is a Celebration of their success. Parents are encouraged to come and watch.
  - iv.** T-Shirts and water bottles to come tomorrow, September 12. May possibly deliver the t-shirts Thursday AM.
  - v.** Good feedback on the ease of website donations and daily stickers.
- II.** Koa "Brave" Luau, Teresa Bradley/Katy Bode

- i. Friday, September 15. Celebration of Fun Run Success. Lai for all attendees.
- ii. Gourmet put on by Guckenheimer for a reasonable price. 140 meals purchased thus far – more than previous years.
- iii. Free event - hula dancer, games, DJ, Luau performance, raffle prizes from teacher donations, slushies for all, photo opts
- iv. Distributing all the final fun run prizes at this event.

**III. 2017-2018 PTO Contribution**

- i. Last parent survey was taken 2 years ago. May be time to do another - Include Staff.
- ii. Coltvvet noted pushback from District and a parent on PTO financed parking (24 spots). Walking track is still supported.
- iii. Coltvvet inquired about things we can do with PTO money, technology was recommended. After she looked further into Chrome Carts, not our best interest.
- iv. Alternative ideas for PTO Money were garbage cans on 4/5<sup>th</sup> grade entrance and front entrance, umbrellas for drop off assistants and students in portables, needs for the portables, bulletin boards, ice machine in the teacher's lounge, and a barrier for the portables.

**IV. Teacher Favorite Things, Jamie Agnew**

- i. Google Docs form sent to teachers to fill out. Most have filled it out. Can be changed by teachers at any time and still seen by teachers.

**V. School Lunch Account, Shagun Somasagaran**

- i. District and Sodexo made new policy, student lunch accounts can't go below -\$10. If so, the student isn't allowed a meal. PTO will fund an account of \$50 to go towards the meal of any student whose account passes the -\$10 threshold. Account managed by Mrs Coltvvet.

**VI. Card My Yard, Shagun Somasagaran**

- i. Signs will be put up for Fun Run, Fall Social, Spring Fundraiser, 5<sup>th</sup> Grade Graduation, Teacher Appreciation, and Last Day of School.

**IX. Committee Reports**

**I. Corporate Sponsorships, Cortney Anderson**

- i. \$8,950 4-Royal Tiger, 6 Bengal Tiger, 4 Orange & Blue, 2 Tiger Cub, 2 Paw sponsors
- ii. Banner at all PTO events, website, directory, shirts, water bottles for top tiers.

**II. Directory, Katy Bode**

- i. Every West Bay student is in the directory. Roughly 20 families did not update directory. Access to the directory is \$5 for the year.

**III. Yearbook, Chelsea Thomalla**

- i. Will be sending communication to encourage everyone (teachers and parents) to upload photos. PTO assigns photographers for special events. Info on Replay It app has been emailed and facebook messaged out to parents and staff.

**IV. HyVee Receipts, Lynn Devereaux**

- i. Turn in your HyVee receipts dated 9/1-12/31 to West Bay
- ii. 180<sup>th</sup> & Q location will no longer offer drop box service, only 180<sup>th</sup> & Pacific will. 180<sup>th</sup> & Q HyVee patrons will have to turn receipts in to the school.

**V. Family Fun Nights, Liz Borkowski**

- i. Orange Leaf – Best participation the store has had. \$111
- ii. Next Family Fun Night is at Freddy’s (15% kick-back), Friday, September 22.

**VI. Conference Food, Karin Anderson**

- i. The PTO will provide meals for the teachers on Tuesday, October 17<sup>th</sup> and Wednesday, October 18<sup>th</sup>. Sign Up Genius will be sent out to obtain volunteers.

**VIII. Other Topics**

**I. Open Committee Positions**

- i. Chairs Needed for: Class Party Leads: Feldman, Kassmeier, Goldenstein, Flanagan, Barmettler, Sadowski, and Drop Off Assistant on Thursdays, Library Aid every other Tuesday, and Partners in Education to mentor students

Motion was made by Jamie Agnew and seconded by Nicole to adjourn at 7:21 pm.

**Upcoming Dates:**

Thursday, September 14th – Bengal Fun Run

Friday, September 15th – Fall Social-Koa Luau

Monday, September 18th –No School

Friday, September 22nd—Freddy’s Family Fun Night

Friday, October 20th – No School

Tuesday, Oct 17th and Wednesday, Oct 18th – Conferences