

West Bay Elementary School PTO Meeting Minutes

Date: Monday, November 6, 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: Sarah Addinck, Joel Scholten, Kathleen Campbell

Parent Attendees: Mikhala Fehringer, Heidi Zaversnik, Danisha Hurst, Nicole Schlueter, Shelly Fisher, Jamie Agnew

Next Meeting: Monday, January 8th, 6pm

Meeting Notes Submitted by Kate Parsons, Secretary

6:02 pm Meeting Called to Order

1. **Welcome & Introductions - Shagun Somasegaran**
2. **Special Guests - Specials Teachers - Mrs. Campbell and Mr. Scholten**
 - Mrs. Campbell - Mentioned class music program dates (November 9th 4th & 5th graders, February 8th 2nd & 3rd graders, April 5th Kindergarten & 1st graders). She is incorporating more instruments into daily classroom time and programs as well as encouraging students to seek out their interests which gives them ownership in their part. Rehearsal for programs take place during school hours so the other students can watch.
 - Mr. Scholten - Art curriculum is based on principals of design and the 7 elements of art. Famous artists are introduced in mid-elementary and student project choice occurs in the upper grade levels. Mr. Scholten has been compiling art from students in preparation for West Bay's first Art Show. One piece of art per student will be displayed at the show on May 3rd. Children get to choose which piece of art is displayed and all art will go home with students at end of year. Planning for the event is still taking place but it was mentioned that gallery dress code and hors doeuvres may be some details that will make the event special. Look for an upcoming sign up genius to help mount artwork and prepare for event. Mr. Scholten does have a practicum student helping with art projects in the classroom now.
3. **Approval of Minutes**
 - Mikhala Fehringer made a motion to approve the October 2017 minutes and Danisha Hurst seconded the motion. The motion was approved.
4. **Review and Acceptance of Treasurer's Report**
 - Stacey Mathis advised that the PTO had made expenditures for the following: Halloween party reimbursements and teacher discretionary. Nicole Schlueter made a motion to accept the report and Mikhala Fehringer seconded the motion. The motion was approved.
5. **Officer and Principal Reports**
 - **Vice President**, Katy Bode advised that at the GOAL meeting the following items were discussed:
 - Christian Brothers communicated that they will give 3% cash back to West Bay PTO on West Bay family automotive needs as a way to support their community. Sagewood has partnered and some other schools are planning to. May be something for West Bay to consider.

- The Foundation held their Hall of Fame banquet. There were 90 in attendance. They also held their 5-K Fun Run. 60 registered and 20-25 kids participated in the 100 yard dash.
- The Skyline boundaries announcement letter will go out in December.
- The Foundation does classroom grants. December 5th is the deadline for teachers to submit for grant money.

6. Old Business

- **Conference Food** - Shagun Somasegaran thanked all volunteers who donated food or their time. Great response from teachers and they also enjoyed The Good Life food Jen Coltvvet provided.
- **Halloween Parties** - Shagun Somasegaran and Jen Coltvvet mentioned we need a plan in the event of inclement weather for the Halloween parade. This year the parade was moved inside due to the weather and it was chaotic as parents were not sure where to stand and didn't know the parade route. It was suggested that a route be created and communicated prior to the event taking place to help things run more smoothly.

7. New Business

- **PTO Donations** - Shagun Somasegaran initiated voting on the following items for PTO donations:
 - Ice Machine for teachers lounge (\$5,236.00 total for machine and stand). Mikhala Fehringer made a motion to pass the purchase which was seconded by Shelly Fisher. Motion was approved.
 - Umbrellas for teachers and drop off assistants (1 in each classroom (27), 6 for front entrance, 4 for portables, and 3 for preschool). Total of 40 for a total of \$501.00 plus shipping and handling. Nicole Schlueter made a motion to pass the purchase which was seconded by Jamie Agnew. Motion was approved. It was mentioned to also purchase umbrella stands. The style of the umbrellas was discussed amongst the group and it was decided that the umbrellas will be Royal Blue with an Orange Tiger Emblem.
- **PTO Meeting Time Change** - Shagun Somasegaran made the proposal to change the monthly PTO meeting time from 6pm to 6:30pm. Most attendees approved of this idea and the time adjustment will be made to the February PTO meeting and all the following meetings in 2018. Also mentioned was the possibility of a daytime PTO meeting. The question was asked if daycare would still be provided. Jen Coltvvet said she would gather more details and ideas from schools that have daytime PTO meetings.
- **PTO Survey** - Katy Bode advised that the board is compiling a list of questions for a survey to get parents and teacher input and suggestions. Last survey was conducted 2 1/2 years ago and great feedback was received. The survey will most likely go out in February or March.

8. Other Committee Reports

- **Yearbook** - Shagun Somasegaran advised that yearbook entries are due Friday, November 10th. The theme is "The Sky is the Limit". Deadline to order yearbooks is January 30th. Parents can use the Replayit app to upload pictures and tag children in the photo or email photos to westbayyearbook@gmail.com. Mrs Coltvvet mentioned that there have been many amazing entries already turned in. Shelly Fisher mentioned the entire ones could all be displayed in the showcase so that they all get recognition. PTO newsletter will include the announcement of the winner.

- **Winter Assembly** - Katy Bode advised that the assembly will take place December 22. Omaha Street Percussion will play two shows that will take place in the afternoon (1pm for k-2nd grades and 2pm for 3rd-5th grades).
- **Hy-Vee** - Please turn in receipts dated 9/1/2017 to 12/31/2017.
- **Family Nights** - Liz Borkowski mentioned that the Oscar's Family Fun Night is November 7th. They are offering an \$8 medium pizza dine in or carry out. Also, the Lancers are coming November 30th to high five kids during drop-off and walking club. They will also be on the morning news and may visit classes. The Lancers game is December 28th during Winter Break. If 50 tickets are sold we get half of the price of the West Bay Family ticket sales. Further information will be sent out.
- **Sign-up Genius** - Katy Bode advised that individual classroom volunteer links are posted to www.westbaypto.com. We are still looking for a Friday 2pm (time is flexible) copier committee volunteer. A Thursday morning drop off volunteer is also needed. Subs are currently filling in for this void. There will be a sign up going out soon for Giving Tree mittens.
- Danisha Hurst shared that there was a really good turnout for the School Cleanup. About 30 kids helped manicure the landscaping around the school. Thursday, May 9 will be the Spring Cleanup.

Mikhala Fehringer made a motion to adjourn the meeting which was seconded by Shelly Fisher. The motion was approved and the meeting was adjourned at 6:39pm.