

West Bay Elementary School PTO Meeting Minutes

Date: Monday, August 20, 2018

Location: West Bay Library

Board Attendees: Katy Bode (President), Tara Arnold (Vice-President), Stacey Mathis (Treasurer), Kate Parsons (Secretary), Amy Swartz (Community Liaison) and Jen Coltvet (Principal)

West Bay Staff Attendees: Jen Coltvet, Alana Baack, Christie Dean, Erin Gangwish, Theresa Morey, Kathleen McBee, Sarah Addink, Jan Brink, Olivia Warrick, Michaela Gibbons, Morgan Knobbe, Taylor Marasco, Brian Fett-Jones, Melissa Moser

Parent Attendees: Jamie Agnew, Liz Borkowski, Teresa Bradley, Chelsea Thomalla, Nicole Schlueter, Dawn Holmes, Sam Irvin, Stephanie Weaver, Kylee Hudson, Aditi Chauhan, Shangyu Liang, Danisha Hurst, Maria Michaelis, Suzi Hoeft, Mikahla Fehringer

Next Meeting: October 1st, 2018 West Bay Elementary Library

Meeting Notes Submitted by Kate Parsons, Secretary

6:30 Meeting Called to Order

I. Welcome & Introductions - Katy Bode

- I.** Katy Bode, President, welcomed everyone and thanked them for coming. Introductions were made.

II. Teacher Reports - Special Ed & Preschool

- I.** Special Ed - 4 teachers - PTO purchased flex seating for preschool classrooms and the teachers thanked us for that purchase. There are 2 Special Ed rooms this year (one in the multi purpose room and one in a 5th grade room).
- II.** Preschool - 3 teachers - They screen the community kids (4 screenings per year) to see if they qualify for educational services. There are a combination of parent pay and qualified students. 6 classrooms total. They do a combination of services from pulling children from classrooms to going into the classroom to provide assistance. Classes are Monday-Thursday with am and pm sessions. 15 kids in each class. Thanked PTO for their financial support. Some kids in West Bay preschool are from schools outside of West Bay district but they appreciate being included in PTO functions and feeling part of our community.
- III.** Mrs. McBee - Thanked PTO for Drumfit30 kits. Will use it with all the grades and incorporate it into the PE and Music programs. Songs and games can be played on the kit.

III. Approval of Minutes - Kate Parsons

- I. Jamie Agnew made a motion to approve and accept the minutes. Nicole Schlueter seconded the motion. The motion was approved.

IV. Acceptance of Treasurer's Report - Stacy Mathis

- I. 2017-2018 PTO Donations - Walking Path, Ice Dispenser, Umbrellas and Holders, Boogie Boards, DrumFit 30, Cameras,
- II. Start of the new school year cash balance in general account: \$16,883.87. Current Balance \$24,083.65 with activity so far this school year.
- III. Expenses - Card My Yard - 1st Day (\$58.34), Card My Yard Fall Social (\$58.34), Outdoor Recreation Products (\$403), Blue 84 (\$2,845.82), The Graphic Edge (\$3,659.79), The Graphic Edge (\$21.39), Teacher Expenses (\$444.26), Recycling (\$494.42), Directory (\$398), Credit Card Processing Fees (\$237.54), Website Fees (\$45.32)
- IV. Income - Apparel (\$6,932), Corporate Sales (\$7,850), Fall Social Dinner Raffle Sales (\$89), Directlory (\$995)
- V. Nicole Schlueter made a motion to accept the treasurer's report. Theresa Bradley seconded the motion. The motion was approved.

V. Officer and Principal Reports

I. President - Katy Bode

- i. PTO/District Calendar - Will be continually updated and westbaypto.com will reflect the most recent calendar updates.
- ii. PTO Website - Website will be updated and current as best possible.

II. Vice President - Tara Arnold

- i. Will report on GOAL meeting during future PTO meetings.

III. Secretary - Kate Parsons

- i. Facebook - Like West Bay PTO facebook page to stay current on events.
- ii. Email Distribution List - Email westbaypto@gmail.com if you aren't receiving emails.

IV. Community Liaison - Amy Swartz

- i. Committee List on Website - Recently updated.
- ii. Class Party Leads - Volunteers still needed for Royers, Oligmueller, Flanagan, Peterson, Eisenbacher, Pearson
- iii. Yearbook Committee - Volunteers always needed

V. Principal - Jen Coltvet

- i. School Counts - 516 students, 448 elementary, 68 preschool. 17-24 students per class.
- ii. Family Circle - Starts this week on Fridays. "Be Kind" theme.
- iii. Commented that all students/teachers reacted well to the power outage this morning. All students kept calm, trusted the staff and were not fearful. Applauded the staff as they handled the situation well and were flexible.
- iv. Attempting to draw people to the website for school updates instead of constantly sending out emails and other forms of communication.

VI. Old Business

- I. School Supply Pack - Katy Bode - \$242.64 (100% of proceeds) donated to Womenade of Elkhorn Backpack Project. Thank you to those that participated in the program.

VII. New Business

- I. Bengal Fun Run - Jamie Agnew - Kickoff August 31st, classroom/individual/daily fundraising challenges leading up to fun run on Thursday, September 13th, run schedule posted to PTO website (parents/grandparents encouraged to attend to cheer on runners), FREE t-shirt for all students (must enter size on sign-up genius link found at www.westbaypto.com BY AUGUST 22nd). Goal is \$20,000 to purchase new furniture for the library. There will be 2 tracks going at the same time so students will be done early in the day. Nightly challenges and morning announcements will be made in the classrooms.
- II. Fall Social - Teresa Bradley - Koa "Brave" Lua Friday September 14th at West Bay 5:00-7:30, FREE event to celebrate Fun Run success including Kona Ice, dinner must be pre-purchased on www.westbaypto.com, raffles for teacher and staff donated items (all teacher/school incorporated). Event will be more compact this year, most activities will mimic last year's event. Introducing Koa Colored Creation on the new walking path this year. Students will be able to decorate the walking path with chalk art. Card My Yard will have a sign up.
- III. School Donation - Katy Bode

- i. Library Furniture - Roughly \$19,000. Furniture that can be reconfigured and more geared towards kids. Comparable to Blue Sage's library furniture. Current tables would be donated to Elkhorn Middle School. Mrs Eby's Book Fair money can contribute to this purchase. New furniture is more flexible to move around for group work in the library and suited for kids.
 - ii. Indoor/Outdoor Banner Wall - Suggestion made for a banner photo opt for all school events. Bid from Jim Holmes - Focus Printing - \$585 Banner (\$100 discount).
 - i. Mikaela Fehringer made a motion to approve the purchase of an Indoor/Outdoor Banner Wall. The motion was seconded by Maria Michaelis. Motion was approved.
 - IV. Apparel - Suzi Hoeft - Final orders placed to fulfill some of the wish lists, will have some extras to sell at Fall Social. A large amount of inventory was sold at Back to School 101. Decision to be made if we will pre-order apparel next year or offer online ordering. Some of the items sold out early. Tara will ask other schools at the GOAL meeting how they handle apparel orders. Suggested having sample sizes available and then ordering online.
 - V. Committee & Class Party Guidelines - Katy Bode - Written guidelines are located on PTO website. There is a reference guide for committee member volunteers. Guideline sheets for all classroom parties are on the website as well. These sheets make it easy to volunteer for committees and give a lot of guidance.
- VIII. Committee Reports**
- I. Corporate Sponsorships - Amy Swartz - Currently 19 sponsors (1 sponsorship still available). Top level on water bottles, top 3 levels on fun run t-shirts and banners. Top 2 levels are currently full. Almost \$10,000 profit in corporate sponsors.
 - II. Directory - Katy Bode - Live as of today. All students are in the classroom rosters. Download My School Anyway App.
 - III. Yearbook - Chelsea Thomalla - New this year is an end of year supplement to include the entire year (yearbook has only run through March in previous years). The supplemental page will cover the rest of the year and be distributed the following school year. Still deciding on a theme, suggested "Be Kind". Yearbooks are \$30, \$5 discount for books purchased through September

21st, need 2 more committee volunteers to help compile book and 1 of those to be involved with end of year supplement. Cover contest designed by a staff chosen student. \$25 gift card drawing each quarter for teachers that upload their pics to Google Drive.

- IV. Grocery Shopping Fundraising - Katy Bode - Hy-Vee receipts dated 9/1-12/31 will be collected at 180th and Pacific store and West Bay Elementary. Must be original receipt (given for all online orders too), NEW Baker's Community Rewards linked to Baker's card - West Bay School Parent Teacher Organization, Code XF887
- V. Family Fun Nights - Liz Borkowski - Sonic - August 21st 5-9pm, Jimmy John's - September 18th 3-8pm. Fun nights communicated via flyers, facebook and emails.
- VI. Sign-Up Genius - Katy Bode - Needed - Fun Run volunteers, Fall Social volunteers

Motion was made to adjourn the meeting by Chelsea Thomalla and seconded by Maria Michaelis. Meeting was adjourned at 7:45pm.

Upcoming Dates:

Tuesday, August 21 - Sonic FFN 4-8

Monday, September 3rd - No School

Thursday, September 13th - West Bay Bengal Fun Run

Friday, September 14th - West Bay PTO Fall Social at West Bay Elementary 5-7:30

Monday, September 17th - No School

Tuesday, September 18th - Jimmy John's FFN 3-8

Monday, October 1st - PTO Meeting