

## West Bay Elementary School PTO Meeting Minutes

Date: Monday, December 3, 2018

Location: West Bay Library

Board Attendees: Katy Bode (President), Tara Arnold ( Vice President), Stacey Mathis (Treasurer), Kate Parsons (Secretary)

West Bay Staff Attendees: Leslie Kassmeier, Carla Farley, Julie Feldman, Anna Childers, Angela Royers, Emily Bortol, Jen Coltvvet, Kelly Eby

Parent Attendees: Nicole Schlueter, Kristin Miller, Ryan & Terra Palmquist, Tyler & Mikhala Fehringer, Heidi Zaversnik, Jennifer Ackels

Next Meeting: January 28th, 2019 West Bay Elementary Library

Meeting Notes Submitted by Kate Parsons, Secretary

6:35 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 - Kindergarten & First Grade

#### I. Kindergarten

- i. Boogie Boards for the classroom were purchased by the PTO last year. Kids are really enjoying them and they save time in the classroom. They are used during math and wonder series (sounds). The teachers appreciate the purchase very much!
- ii. Fall Field trip was to Fontanelle forest. Explored with 5 senses. Wildlife Encounters will be coming for the Spring field trip.

#### II. First Grade

- i. Thanked PTO for classroom donations and money for Orchard field trip. Will be going to The Rose for second field trip.
- ii. Unit studies - talking about "My World". In the upcoming months they will be talking about health and bodies.
- iii. New reading series this year and really enjoying it. Each unit is based on a questions. This unit the question is "What Can Happen?"
- iv. Writing - Covered the 6 traits of a story. Preparing for Spring writing assessment.

- v. Finishing subtraction facts to 20. Number Patterns and counting to 120 is coming up.

### III. Approval of Minutes - Kate Parsons

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

### IV. Acceptance of Treasurer's Report - Stacey Mathis

- I. Income -Oscar's \$200
- II. Expenses - Mikhala Fehringer \$10.63, Katy Bode \$260.75, Booster Enterprises \$500, Chelsea Thomalla \$27
- III. Teacher Reimbursements - Danielle Frederick \$150, Hannah Holst \$129.54, Erin Gangwish \$40.50, Lisa Davis \$51.35, Jen Coltvvet \$138
- IV. Nicole Schlueter made a motion to accept the treasurer's report. Mikhala Fehringer seconded the motion. The motion was approved.

### V. Officer and Principal Reports

#### I. Vice President - Tara Arnold

- i. GOAL meeting
  - i. Scholarships go live December 3rd for seniors. Scholarships committee will need to be formed in 2020-2021 school year (when the 1st 5th grade class from West Bay will graduate from high school).
  - ii. Bids for Kids will be April 4th next year.

#### II. Secretary - Kate Parsons

- i. Facebook - Like West Bay PTO - Parent Teacher Organization facebook page to stay current on events.

#### III. Principal - Jen Coltvvet

- i. Family Circles - Focusing on Energy Bus book. Built in service project going on in December. Adult teacher leads groups through lessons. Older kids really watch out for the younger family circle members and it gives kids the opportunity to build connections with kids outside of their grade level. Groups are made up of around 12 kids and the groups stay the same throughout elementary.
- ii. Wrote a grant request to the foundation and it was honored. Every family will receive the The World According to Humphrey book. Book

will appeal to all grade levels. Families will be encouraged to read a couple chapters a week.

iii. Tiger Ticket winners are listed in the Newsletter monthly.

## VI. Old Business

### I. School Donation, *Katy Bode* -

- i. LIBRARY FURNITURE: \$13,000 PTO contribution (\$19,047.52 total quote) Mrs Eby thanked the PTO for all of their help in volunteers, books, time, money for various items. Mrs Coltvvet and Mrs Eby started talking years ago about the possibility of acquiring more functional library furniture and additional shelving to hold books that are continually being purchased. Explained that the additional purchase will allow room to grow for years to come. Current furniture would be donated to Elkhorn Middle School. New Furniture would still be able to be utilized by adults but will be much lighter weight and mobile. \$13,000 of the cost would be covered by the PTO. Remainder will be covered by Mrs Eby's Scholastic Book Fair money.
- i. Motion was made by Jennifer Ackels to approve a PTO donation of \$13,000 to be put towards the purchase of new library furniture and shelving. Nicole Schlueter seconded the motion. All were in favor of the purchase and the motion was approved.
- ii. POSTER PRINTER: 3600 STP, reviewed compatibles, 2 other Elkhorn schools purchased. Mrs Coltvvet suggested we hold off on this purchase and possibly revisit it another year as it is not a dire need.
- iii. LAMINATOR: add on to a poster printer for a discounted price, no immediate need. Will possibly look at this purchase in years ahead if current laminator has issues.
- iv. SUN SHADE FOR PLAYGROUND: prefer natural tree shade versus purchased shades that require upkeep and maintenance
- v. PARKING: adding 10 or so spots between North facing parking and East facing parking. This would help with the daily parking needs.

- II. Apparel, *Katy Bode* - Setting up online store with remaining inventory. Link will be emailed out to purchase. All ordered apparel delivered/paid for.
- III. Parent/Teacher Conference Meal, *Katy Bode*- Will continue to provide the Nacho/Taco Bar as in years past. Teachers enjoy it and never have trouble finding volunteers to donate meal items. Will not be asking parents for additional funds to cover a catered meal.
- IV. Yearbook, *Katy Bode* - Theme “In a World Where You Can Be Anything, Be Kind”. Cover contest entries due December 10th. Upload pictures to RePlayIt App.
- V. Winter Assembly, *Tara Arnold* - Friday, December 21st. Wildlife Encounters for all school assembly, \$890. 2 shows, K-2nd grade and 3rd-5th grades.
- VI. Mitten Tree, *Katy Bode* - 2 mittens available, wrapped gifts due Thursday, December 6th. All volunteers slots are full. Thank You!

#### VII. New Business

- I. Mathnasium Math Game Night, *Katy Bode* - Game Night for 2 hours at West Bay. They provide pizza. PTO provides 15 volunteers, water, cookies. Must RSVP and attend with parent. Free to attend. Suggested this event in Winter months. Do not want the event be a sales pitch. Would like to get references form schools that have done this event.
- II. Art Room Volunteers, *Katy Bode* - 3-4 volunteers, 1-2 hours a week to help cut and mount artwork for the Spring Art Show.

#### VIII. Committee Reports

- I. Hy-Vee & Baker’s Ongoing Fundraising, *Katy Bode* - Hy-Vee Receipt Collection Contest in November: Winning Class of indoor recess game pack is 5th Grade Classroom! (\$12,395 in receipts) 2nd Place was Kindergarten and 3rd place was 4th graders. Baker’s Community Rewards - West Bay School Parent Teacher Organization, Code XF887
- II. Family Nights, *Katy Bode* -Oscars \$200, Runza - Tuesday, December 11th 4-8pm
- III. Sign-up Genius, *Katy Bode* - classroom links posted to [www.westbaypto.com](http://www.westbaypto.com), Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> and 3rd grades so far.

#### IX. Other Topics

- I. Lancer's Hockey Night, *Katy Bode* - December 27th. December 11th Lancers Hockey team will be at the school at drop off. More info will be sent out in emails and flyers.

Motion was made to adjourn the meeting by Mikhala Fehringer and seconded by Nicole Schlueter. Meeting was adjourned at 7:00pm.

#### Upcoming Dates:

MONDAY, DECEMBER 3RD – PTO MEETING, KINDERGARTEN & 1ST GRADE PRESENTING

MONDAY, DECEMBER 10TH – YEARBOOK COVER CONTEST SUBMISSIONS DUE TUESDAY

DECEMBER 11TH – RUNZA FAMILY FUN NIGHT, 4:00-8:00 PM

FRIDAY, DECEMBER 21ST – WILDLIFE ENCOUNTERS WINTER ASSEMBLY

THURSDAY, DECEMBER 27TH – WEST BAY NIGHT WITH THE LANCER'S

DECEMBER 22ND – JANUARY 6TH – WINTER BREAK

THURSDAY, JANUARY 10TH – PANERA FAMILY FUN NIGHT

MONDAY, JANUARY 21ST – NO SCHOOL

MONDAY, JANUARY 28TH – PTO MEETING, 4TH GRADE PRESENTING