

## West Bay Elementary School PTO Meeting Minutes

Date: Monday, November 5, 2018

Location: West Bay Library

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

West Bay Staff Attendees: Sarah Addink, Joel Scholten, Brad Clay

Parent Attendees: Shelly Fisher, Terra Palmquist, Jennifer Ackels, Mikaela Fehringer, Heidi Zaversnik, Danisha Hurst, Tyler Fehringer

Next Meeting: December 3rd, 2018 West Bay Elementary Library

Meeting Notes Submitted by Kate Parsons, Secretary

6:34 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 - P.E. & Art

- I. Art (Mr. Scholten) - Student teacher will be in the classrooms for 5 weeks. Incorporating a contemporary artist for each grade level in the modern age. Introduced a contemporary artist corner where grade levels work on projects that coincide with the contemporary artist chosen for the grade. Goal is for students to see that you can thrive in the modern arts in this day in age. Thanked PTO for the cameras purchased by the PTO last year. Students got much more time utilizing cameras as a result. Used the cameras to take outdoor images as well . In one particular project, Mr Scholten is talking about symbolism and patterns. The students too pictures of their faces and draw patterns on the images of their faces. Art show will be happening in the Spring. There will be a volunteer need for mounting and labeling of art show projects.
- II. P.E. (Mr. Clay) - 3rd year of teaching, was in sales and business prior to taking this position. His goal is to make PE and sports fun for everyone and not intimidating. K-2nd grade do about the same activities and 3rd-5th gets into more activities. Thanked PTO for Drumfit30 purchase last year. PTO meeting attendees tried out the Drumfit30 program, super fun!

### **III. Approval of Minutes - Kate Parsons**

- I. Mikahla Fehringer made a motion to approve and accept the minutes. Heidi Zaversnik seconded the motion. The motion was approved.

### **IV. Acceptance of Treasurer's Report - Stacy Mathis**

- I. Income - Fall Social \$15, Apparel \$343, TAGG \$249.21, EPI \$100, Chipotle \$503.32
- II. Expenses - Fall Social \$249.10, Wildlife Encounters \$890, Mrs Eby \$26.84, Blue 84 \$350.96, Graphic Edge \$21.96, Mrs Coltvvet \$176
- III. Teacher Reimbursements - Jenn Tonic \$79.45, Angela Royers \$62.90, Rebecca Gerrity \$47.58, Erin Gangwish \$99.74, Alana Baack \$149.75
- IV. Miscellaneous - Changed bank accounts (Previous account was at CORE bank whom changed signature policy to \$25 per transaction. Switched to Pinnacle Bank where there is no fee for 2 signatures.) Deluxe Checks \$20.25, Discount Rubber Stamps \$18.45
- V. Jennifer Ackels made a motion to accept the treasurer's report. Maria Michaelis seconded the motion. The motion was approved.

### **V. Officer and Principal Reports**

#### **I. Vice President - Tara Arnold**

##### **i. GOAL meeting**

- i. Carson's Cookie Fix - Cookie Truck now available for fundraising opportunities. Spring Ridge has utilized them before.
- ii. Ribbon cutting for 3rd High School went well.
- iii. Hall of Fame Reception went well. First event in the new building with roughly 215 attendees. Congrats Katy Bode!
- iv. Spring Ridge wrapped up Marcus Movie sales and made \$494.
- v. West Dodge Station had successful Fun Run and made almost \$26,000. Walkathon made \$11,000.
- vi. EVVMS created a book club with a lot of participation. Students meet, read books and do projects. Media Specialist helps out.

#### **II. Secretary - Kate Parsons**

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

#### **III. Community Liaison - Amy Swartz**

- i. Yearbook Committee - Yearbook supplemental position needs filled as soon as possible.

## VI. Old Business

- I. School Donation, *Katy Bode* -
  - i. Library Furniture Updated quote. Previous quote was over \$19,000. Company came down to \$17,000. Mrs Eby will put scholastic book fair money towards purchase. Approximately \$6,000.
  - ii. Poster Printer: 2400 STP \$5,995 or 3600 STP \$6,995 (assuming 4 schools purchase). Sarah Addink spoke highly of the posters as she has had experience with them in a previous school. She commented that they were highly utilized and enjoyed by teachers. Jennifer Ackels also spoke highly of the printers. Good for interactive writing projects. Posters can be laminated and used for many years. PTO would cover the ongoing cost of the printer. Estimated cost is \$1,000 per year. Paper and ink can be purchased in bulk at a discount. Going to get 3 separate bids and compare pricing. Machine could be used by the PTO as well as teachers. Motion to approve the purchase of the 3600 STP poster printer contingent on 3 other schools also being on board with making the purchase and 3 bids are gathered to ensure fair pricing made by Mikahla Fehringer. Jennifer Ackels seconded the motion. Motion was approved.
  - iii. LAMINATOR: 2510 \$1,000 (assuming purchase of poster printer). Cold, hand crank, thick laminator. Current laminator is \$400 to fix every time it breaks down. Key pad was replaced on the current laminator recently. Recommended to get additional bids on laminators along with the poster printer.
  - iv. SUN SHADE FOR PLAYGROUND: Over picnic tables and/or playground benches, trees for long term/less maintenance & upkeep.
  - v. PARKING: Adding 10 or so spots between North facing parking and East facing parking. Trees will be removed and placed in the playground.

- II. Apparel, *Katy Bode* - Setting up online store with remaining inventory. All ordered apparel delivered/paid for.
- III. Parent/Teacher Conference Meal, *Maria Michaelis* - Nacho/Taco bar always goes over well, THANK YOU! Staff and teachers loved the menu! Suggested that instead of donating food items offer an option to donate money and the have the meal catered. Suggested to try the donation route with Spring conferences.
- IV. Halloween Parties, *Katy Bode* - Timeline to be modified to shorten party time to allow for parade at 2:45. PTO provided snack of popcorn and skittles.
- V. Book Fair and Health Screenings - THANK YOU VOLUNTEERS!

## VII. New Business

- I. Yearbook, *Katy Bode* - Theme “In a World Where you Can Be Anything, Be Kind”. Cover contest entries due on Dec. 10th. Staff will judge the entires. Upload pictures to RePlayIt App. Need a couple more volunteers to help with Supplemental. (created with March-May pics)
- II. Winter Assembly, *Tara Arnold* - Friday, December 21<sup>st</sup>. Wildlife Encounters for all school assembly, \$890. PTO funded event.
- III. Mitten Tree, *Katy Bode* - All mittens posted to sign-up genius available Nov. 19<sup>th</sup>, wrapped gifts due to school on Dec. 6<sup>th</sup>.

## VIII. Committee Reports

- I. Yearbook, *Katy Bode*- volunteer needed to help with end of year supplement, photos needed-upload via ReplayIt App
- II. Hy-Vee & Baker’s Ongoing Fundraising, *Katy Bode* - Hy-Vee Receipt Collection Contest in November: Grade with most money in receipts wins game pack. Receipts can be turned in to the office or students can give the receipts to their teacher. Baker’s Community Rewards - West Bay School Parent Teacher Organization, Code XF887
- III. Family Nights, *Katy Bode* -Chipotle \$503.32 (30%), November Family Fun is at Oscars - November 6<sup>th</sup> 5-9pm.
- IV. 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 3<sup>rd</sup> grades so far.

## IX. Other Topics

- I. Teammates of Elkhorn Mentoring Program, *Katy Bode* - Mr Scholten is the West Bay liaison. Apply online and there is training involved.

Motion was made to adjourn the meeting by Shelly Fisher and seconded by Jennifer Ackels.  
Meeting was adjourned at 7:50pm.

#### Upcoming Dates:

Tuesday, November 6<sup>th</sup> – Oscar’s Family Fun Night 5-9pm

Monday, November 12<sup>th</sup> – Veteran’s Day Program

Thursday, November 15<sup>th</sup> – 4<sup>th</sup> and 5<sup>th</sup> Grade music program

Wednesday, November 21<sup>st</sup> – Early Dismissal at 2:06

Thur/Fri, November 22<sup>nd</sup> & 23<sup>rd</sup> – NO SCHOOL, Thanksgiving Break

Monday, December 3<sup>rd</sup> – PTO Meeting, Kindergarten & 1<sup>st</sup> grade presenting