

## West Bay Elementary School PTO Meeting Minutes

Date: Monday, August 26, 2019

Location: West Bay Library

Board Attendees: Tara Arnold (President), Mikhala Fehringer (Vice-President), Liza Fochler (Treasurer), Kate Parsons (Secretary), Amy Swartz (Community Liaison)

West Bay Staff Attendees: Jen Coltvet

Parent Attendees: Savannah and Chris Garvey, Kishore Challagumla, Haritha Chava, Melissa Erdei, Missy Rowan, Jenny Boll, Erin Johnson, Samantha Roberts, Devi Krishnamurty, Amy Snodgrass, Rammie Govori, Shera Govori, Katy Bode, Cheyenne Robertson, Hema Subvamanian, Husna Irfan, Emily McLauth, Liz Borkowski, Danisha Hurst, Stacey Mathis

Next Meeting: October 7th, 2019 West Bay Elementary Library

Meeting Notes Submitted by Kate Parsons, Secretary

6:30 Meeting Called to Order

### I. Welcome & Introductions - Tara Arnold

- I. Tara Arnold, President, welcomed everyone and thanked them for coming. Introductions were made.

### II. Approval of Minutes - Kate Parsons

- I. Stacey Mathis made a motion to approve and accept the minutes. Missy Rowan seconded the motion. The motion was approved.

### III. Acceptance of Treasurer's Report - Lisa Fochler

- I. Scholarship Fund Transfer - Will vote at the next meeting.
- II. Expenses - PayPal Fees (Directory), Square Fees (Apparel), Discretionary Fund (Jen Tosic, Katie Sadowski, Kathleen McBee), Transfer to Scholarship Fund, Womenade of Elkhorn
- III. Income - Corporate Sponsors, Dairy Chef Family Fun Night, Apparel, Bakers Rewards, School Supply Packs, Directory
- IV. Katy Bode made a motion to accept the treasurer's report. Danisha Hurst seconded the motion. The motion was approved.

### IV. Officer and Principal Reports

- I. President - Tara Arnold
  - i. PTO/District Calendar - available at West Bay PTO website
  - ii. PTO Website

**II. Vice President - Mikhala Fehringer**

- i. GOAL Meeting - Wednesday, August 28 - Elementary School PTO member attends to discuss events within district

**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](mailto:westbaypto@gmail.com) if you aren't receiving emails.

**IV. Community Liaison - Amy Swartz**

- i. Committee List on Website - Drop Off Assistants are still in need as well as Classroom Party Leads (Peterson, Barmettler, Edwards, Pearson, Frederick), Drop Off, Conference Food, Teacher Staff, Appreciation, Yearbook Committee

**V. Principal - Jen Coltvet**

- i. Smooth start to the year. School Counts - 445 students, 4 sections of all grades except Kindergarten, 18-20 kids per class with the exception of the kindergarten classes. A couple new staff members that have been phenomenal.
- ii. Family Circle - Students meet in small groups, kindergarten through 5th grade. Welcomed the new kindergartners to their groups. Older students take on leadership roles. Theme is growth mindset, if you don't know how to do something you can always learn.

**V. Old Business**

- I. School Supply Pack - Katy Bode - \$236.31 (100% of proceeds) donated to Womenade of Elkhorn Backpack Project. 180 backpacks donated. Thank you to those that participated in the program.

**VI. New Business**

- I. Bengal Fun Run - Jenny Boll - Major Fundraiser for the year and pledging opens this Friday. Have raised almost \$30,000 the past two years . The goal for the Fun Run this year is \$20,000. Kickoff August 30th, classroom/ individual/daily fundraising challenges leading up to fun run on Thursday, September 12th, run schedule posted to PTO website (parents/grandparents encouraged to attend to cheer on runners), FREE water bottles and t-shirt for all students and staff. PTO will be providing their own West Bay

customized prizes this year instead of the generic prizes that have been given out in the past.

- II. Fall Social - Danisha Hurst - Bengal Luau Friday September 12th at West Bay 5:00-7:30, FREE event to celebrate Fun Run success including surf lessons, Kona Ice, optional dinner catered by Kona (items such as chicken satay, mac n cheese, flatbread) must be pre-purchased on [www.westbaypto.com](http://www.westbaypto.com), raffles for teacher and staff donated items (all teacher/school incorporated). Opportunities to volunteer for the event.
- III. School Donation - Tara Arnold
  - i. Crushed ice machine was purchased last year and the school has asked the PTO to take care of the ice machine maintenance costs.
  - ii. Asked to provide the second meal for the teachers during conferences. Chipotle will be ordered for teachers to tie into the Family Fun Night to reap the rewards of the 33% kickback and a meal consisting of donated items will be the second meal.
  - iii. Projector bulbs are \$200 a piece and must be replaced every year so, new technology is being looked into.
- IV. Apparel - Suzi Hoeft - Sales are closed. Approximately \$5,800 in sales were made which is down from last year. Asked for feedback as to why sales seemed to be down.

## VII. Committee Reports

- I. Corporate Sponsorships - Amy Swartz - Currently 19 sponsors. Top level on water bottles, top 3 levels on fun run t-shirts and banners.
- II. Directory - Katy Bode - Live. There's a link on the West Bay website and there is an app, Membership Toolkit, that is very user friendly.
- III. Yearbook - Tara Arnold- \$5 discount for books purchased through September 20th, need 2 more committee volunteers to help take photographs and compile supplement. Supplements from last year should be arriving by the end of the month.
- IV. Collections -Danisha Hurst - Any Hy-Vee receipts dated 9/1-12/31 will be collected at 180th and Pacific store and West Bay Elementary. \$1 for every \$200 will be rewarded. Must be original receipt (given for all online orders too), Baker's Community Rewards linked to Baker's card - West Bay School Parent Teacher Organization, Code XF887. TAGG - HyVee will be joining TAGG

in the near future. Download the app and area businesses that participate in TAGG will donate a portion of your purchase total back to West Bay simply by scanning your receipt into the app. Last year West Bay raised roughly \$800 through TAGG.

- V. Family Fun Nights - Liz Borkowski - Fundraiser night at restaurants where we get a percentage of the profits for the night. Dairy Queen raised \$154 for the first FFN of the year. They also gave us roughly \$12,000 in free rewards for incentives for students. Marco's Pizza - August 28th 4-9pm coupon on the flyer will work for the FFN and 2 delivery locations are included in this FFN, Chipotle - September 24th 5-9pm. Open to suggestions on locations for future FFN for next year.
- VI. Sign-Up Genius - Katy Bode - - Fun Run volunteers, Fall Social volunteers are on the PTO website currently and the teacher volunteer request positions will be posted on the website shortly.
- VII. Questions or Comments
  - i. Box Tops - Student Council collects those however there has not been much communication. Most teachers collect the box tops.
  - ii. Class Facebook pages by grade - many classes have started them. Use as discussion board rather than used to post pictures of children.
  - iii. RePlay It App - App used to upload photos for the yearbook committee. Pictures can also be emailed to westbayyearbook@gmail.com.

Motion was made to adjourn the meeting by Katy Bode and seconded by Danisha Hurst. Meeting was adjourned at 7:30pm.

#### Upcoming Dates:

Wednesday, August 28th – Marco's Pizza FFN 4:00-9:00 pm

Monday, September 2nd – No School

Thursday, September 12th – West Bay Bengal Fun Run, West Bay PTO Fall Social at West Bay Elementary 5:00-7:30

Tuesday, September 24<sup>th</sup> – Chipotle FFN 5:00-9:00 pm

Tuesday/Wednesday September 24<sup>th</sup> & 25<sup>th</sup> – Parent Teacher Conferences

September 26-27<sup>th</sup> NO SCHOOL

Monday, September 30<sup>th</sup> – West Bay Beautification

Monday, October 7<sup>th</sup> – PTO Meeting

