

West Bay Elementary School PTO Meeting Minutes

Date: Monday, August 24, 2020

Location: Remote meeting via ZOOM

Board Attendees: Mikhala Fehringer (President), Amy Snodgrass (Vice President), Lisa Fochler (Treasurer), Melissa Erdei (Secretary), Savannah Garvey (Community Liaison), Jen Coltvet (Principal)

Parent Attendees: Crystal Swafford, Danisha Hurst, Amy Walter, Katherine Palmer, Adam Dondzila, Jennifer Jones, Katy Bode, Amy Swartz, Shelly Fisher, Marcia Ostransky, Melissa Cuadros, Kelly Rutter, Suthiruna Vukaras, Kishore Challagundla, Tara Arnold, Maria Michaelis, Nicole Schlueter, Stacy Mathis

Next Meeting: Monday, October 5th at 6:30 pm via ZOOM

Previous meeting notes submitted via email to parents by Melissa Erdei, Secretary

6:30 pm - Meeting Called to Order

- I. **Welcome & Introductions** – Mikhala Fehringer
 - a. Mikhala Fehringer, President, welcomed everyone and thanked them for joining the meeting. Introductions were made.

- II. **Approval of Minutes** – Melissa Erdei
 - a. Danisha Hurst made a motion to approve and accept the minutes. Maria Michaelis seconded the motion. The motion was approved.

- III. **Acceptance of Treasurer's Report** - Lisa Fochler
 - a. Expenses – Some funds reimbursed from Teacher Discretionary funds, ZOOM subscription for the year, donation to Woodbrook Elementary PTO (new Elkhorn school), teacher/staff appreciation breakfast & snack items.
 - b. Income – Apparel sales are now online- have made over \$1600 so far
 - c. Danisha Hurst made a motion to approve and accept the minutes. Nicole Schlueter seconded the motion. The motion was approved.

- IV. **Officer and Principal Reports**
 - a. President – Mikhala Fehringer

- i. PTO is working towards having an electronic calendar, can be accessed on the PTO website, most flyers will be sent electronically this year, check often to stay updated on upcoming PTO events
- b. Vice President – Amy Snodgrass
 - i. No GOAL meetings yet – First meeting is tentatively planned for October
- c. Community Liaison – Savannah Garvey
 - i. Limited volunteer opportunities this year but there is still a need for morning drop-off volunteers
- d. Secretary – Melissa Erdei
 - i. Follow the West Bay PTO Facebook page to stay updated on upcoming events.
- e. Principal - Jen Coltvvet
 - i. Odd year, amazing to see students adjust so quickly to new procedures, staff has been amazing, great support from families so far.

V. Old Business

- a. School Supply Packs- Katy Bode- still waiting on check from EPI to donate the proceeds (\$147.33) to the Womenade of Elkhorn Backpack project.
- b. Updating PTO By-laws
 - i. Current by-laws state that any check over the amount of \$100.00 needs a co-signer. A proposal has been made to change the amount required for a co-signer to \$200.00.
 - ii. Nicole Schlueter made a motion to approve. Savannah Garvey seconded the motion. The motion was approved

VI. New Business

- a. Bengal Fun Run- Amy Snodgrass- Kickoff planned for September 18, actual event is proposed for October 2nd. Watch for additional upcoming information.
- b. School Donations- Jen Coltvvet & Mikhala Fehringer- Discussed the possibility for PTO providing funds for a recess bag for each class. PTO is also exploring the idea of having the blacktop (i.e. hopscotch) painted in the rear of the school.
- c. Apparel-Mikhala Fehringer- Sales will be conducted online this year, \$1600 in sales so far, Suzy Hoeft will deliver items to those who have ordered.
- d. Bids for Kids- Mikhala Fehringer- Hosted by Elkhorn Public Schools Foundation, will be a virtual event this year, Sept 1-10th, West Bay PTO will be donating a basket.

VII. Committee Reports

- a. Corporate Sponsorships- Amy Swartz- 6 sponsors currently signed up. Flyer and email will be sent out this week to encourage more donors. Names of donors will go on the Bengal Fun Run t-shirts.
- b. Directory- Mikhala Fehringer- went live last week
- c. Yearbook- Mikhala Fehringer- \$5 discount for orders placed by September 30th. There's an even greater need for photos this year since parent volunteers will be limited.
- d. Collections- Danisha Hurst- Hy-Vee is now part of TAGG, participate by downloading the app on your cell phone and designate West Bay PTO as recipient of donations, almost \$300 was donated to West Bay PTO on behalf of TAGG in the last quarter, another option is to sign up for Baker's Community Rewards.
- e. Family Fun Nights- Mikhala Fehringer- 1st Family Fun Night is at Freddy's on Wednesday, September 9th from 5-8 pm with more to be announced, PTO emails and PTO Facebook will be the means of communication about upcoming Fun Nights. FFN dates are also listed on the PTO calendar
- f. Conference Meals- Mikhala Fehringer- This year staff/teacher meals will need to be individual portions. \$1000 currently is budgeted for this event. The current budget will allow for more to be spent if needed.
- g. West Bay Beautification- Danisha Hurst- Reaching out to local Boy Scouts to recruit volunteers. Duties include pulling weeds etc. Proposing Monday, September 7th as a possible date for Fall Clean up event.

VIII. Questions or Comments

- a. Question for Jen Coltvet regarding classroom disinfecting procedures during the school day, parent was encouraged to reach out to the district for further clarification on protocols being implemented.

Meeting was adjourned at 7:30 pm.

Upcoming Dates:

Monday, September 7th- NO SCHOOL- LABOR DAY

Wednesday, September 9th- Freddy's FFN 5-8 pm

Tuesday/Wednesday September 22 & 23rd- Parent Teacher Conferences

Thursday/Friday September 24 & 25th- NO SCHOOL

Friday, October 2nd- West Bay Bengal Virtual Fun Run

Monday, October 5th- PTO meeting at 6:30 pm via ZOOM

