



WESTERGARD PTO

MEETING MINUTES

LOCATION: Westergard Library
DATE: 09/12/2023
ATTENDEES: See attendance sheet
TIME: 3:30 pm – 4:30 pm

AGENDA ITEMS

I. Call meeting to order.

- a) Meeting was called to order by Will Burrows, seconded by Amber Badik.

II. Attendance and PTO Board Introduction

- a) Sign-up sheet passed around for attendance. Welcome and PTO Board introductions presented.

III. Budget

- a) Budget does not need adjustments or voting this meeting and will be available on the PTO website for reference.
- b) Reimbursement form Overview
 - i) Each teacher is allotted a \$350 annual stipend for discretionary spending.
 - ii) Teachers need to submit a reimbursement form if the budgetary item is from the approved annual stipend.
 - iii) Anything going above and beyond teacher stipends need a special request form filled out then approved prior to purchase.
 - iv) After purchase submit a reimbursement form for any money spent on the approved request.
- c) Mrs. Hoops organized the staff room and supply room, and her hours and expenses need to be reimbursed.
 - i) This can be done through a special funding request or with a cash withdrawal since the budget is already approved for this line item (per Judy – previous Treasurer).
 - (1) **ACTION ITEM: Kim Maples** to reach out to Mrs. Hoops for expense information and reimbursement.

IV. Principal Update

- a) Westergard has started the process of trying to build new classes for fourth and first grade classes. The school will attempt to balance the classes above who has volunteered but request that parents, please don't send emails about "don't move my child." We realize it is a delicate situation and we are doing the best to place kids in the right spot.
- b) School performance plan
 - i) The committee wanted to bring the plan to parents' attention because Westergard is on a warning list for student attendance. 14% of students in our school are struggling with attendance which includes a variety of reasons including vacations, sickness, and various reasons. Since 90% is considered at critical levels and can affect the star rating of the

school which is a rating on academic achievement and how we service different populations within the school. We are at 86% which places our school in this category. The star rating comes out on Friday, 09/15/2023. Some parents believe that it is just elementary school, but this is the time for foundational knowledge it builds on everything else for your child's future education. As a community and school, we need ideas on how to shape and change perspective. Kids are left behind if they cannot catch up and that increases as the child ages and moves into higher grade levels. The star rating is important because it effects autonomy and how the district instructs you on how to progress going forward.

V. Crossing Guards

- a) We have a single teacher (Mrs. Haws) contributing to morning and afternoon crossing guard. We need at least 2-3 people each morning and afternoon.
- b) If we can distribute a sign-up genius for all parents in the school, we can pick a few days a year as an individual to contribute, without having to give up too much time or miss too much work.
 - i) **ACTION ITEM: (NOT ASSIGNED)** We need a committee/individual that can work on organizing this effort.

VI. Cookie Dough Fundraiser

- a) Jasmine Croarkin and Tami Siamundo are leads on this event.
 - i) Otis Spunkmeyer raises approximately \$30,000 net every year. The kick-off is this Thursday 09/14/2023 and will run for 2 weeks. Orders can be done online and paid for online, and shipping can be to the school or to a private address (with charges) or they can do it on the physical order form but please do not do both and duplicate orders. Parents are asked to resolve discrepancies on order forms prior to turning them in especially if the child was primarily collecting orders.
 - ii) Items will be delivered on 11/28/2023.
 - iii) Kids that participate will get prizes for items sold when product is delivered and Game Truck for the 2 top sellers from each class, and the top class will earn a pajama and movie day. They will also get achievements on Tuesdays and Thursday (dog keychain collectors).
- (1) **ACTION ITEM: Jasmine Croarkin** to send the Sign-Up Genius for volunteers on Tuesday 09/19/2023, Thursday 09/21/2023, Tuesday 09/26/2023, and Thursday 09/28/2023 to hand out achievement prizes.

VII. Boosterthon Fun Run

- a) Large Spring fundraiser, kids get pledges to run laps and it is done by an outside company, and they handle everything except for a few volunteers on the day of the event. We will discuss in the Spring.

VIII. Art Program: Volunteer based art program.

- a) Hundreds of art lessons all done by parents in the past. This year we will do 6 lessons for 6 of the 9 months of the school year.
- b) The 4th and 5th grade is being taken over by Art for Nevada - 6 workshops funded by the PTO. Arts for Nevada also has grant money to do art for strategies classes.
- c) A crate will be prepared for each teacher that has signed up for a lesson plan. This crate can be picked up by the teacher and will be available for the parent when ready.
- d) The teacher will arrange for a volunteer to come perform the lesson at the time of their choosing.
- e) Please email Will Burrows to get on the email list even if you just want the information.

IX. Event Committee Formation

- a) Trunk of Treat: Lead by Will Burrows
 - i) Parent Volunteers will drive up with a decorated car and fill the parking lot.
 - ii) Candy will be given to each parent to distribute to the kids.

X. Fall Conference Week

- a) Teacher appreciation committee will provide snacks and goodies for the teachers each day in the staffroom.

XI. Shake Hands with a Hero

- a) Event that invites Veterans/military personnel onsite to speak with students. McQueen Color guard and Band do a presentation. ROTC would do a presentation and served donuts and refreshments.
- i) **ACTION ITEM: Amber Badik** to contact McQueen to arrange for the Color Guard and the Band to come perform during the event.

XII. Santaland

- a) Event for students to shop for their families at discount prices. Students are walked around by volunteers and can shop, get Santa picture, and wrap their presents. The committee shops all year for the following year to get discounts on items for the event. Parents are upset that they cannot shop with kids and should be more prominent on the flyer.
- i) **ACTION ITEM: Amber Badik** to contact McQueen for volunteers for event.

XIII.Spring events: Bingo night, talent show, Spring event, and teacher appreciation week will be discussed closer to the Spring.

XIV. Additional Items:

- a) Parents would like a social networking event like a fundraising dinner. This would offer an opportunity to raise money, network, and provide community. We discussed Wildcats and Watercolors and that Tami Siamundo used to run this event and if someone is willing to chair this event, she would be a great resource. Otherwise, the PTO would love to help support this effort, but it requires a larger committee and someone to head the event.
- b) DRI hosts an event on campus on May 4th and invite students to come onsite for a STEM learning event. Further information to be provided but this would be a great Spring field trip for teachers.

ACTION ITEMS	OWNER	DEADLINE	STATUS
Mrs. Hoops reimbursement for staff room supplies and time.	Kim Maples	9/30/2023	In progress
Crossing Guard Committee/Sign up genius	TBD	10/17/2023	Not started
Sign-Up Genius for volunteers for Otis Spunkmeyer	Jasmine Croarkin	09/14/2023	In progress
Contact McQueen for Shake hands with a hero and Santaland volunteers	Amber Badik	09/14/2023	In progress
Organize committee formation emails	Amber Badik and Will Burrows	09/15/2023	In progress