



WESTERGARD PTO

MEETING MINUTES

LOCATION:	Westergard Library
DATE:	03/12/2024
ATTENDEES:	See attendance sheet
TIME:	7:00 pm – 8:00 pm

AGENDA ITEMS

Call the meeting to order.

Meeting was called to order by Will Burrows and seconded.

Budget Update

- a) The PTO budgets an annual stipend for teachers, to spend on anything throughout the year. Due to the increase of staffing needs after the budget is voted on, the PTO needs a way to adjust the stipend amount in the budget for staffing changes. If teachers get added then we need to add special funding requests to supplement any new teachers. We will have a budget adjustment for staff changes to adjust to the number changes.
- b) Ruth and Will will meet to discuss the staff and which are teachers that need a budget and discuss resource teachers and the titles on the website. The PTO would like to make sure we are budgeting appropriately. The goal is to try to supply the money in order to touch the kids that raised the money more effectively. We are looking at doing less costly events so the money can go to teachers and other clubs etc..
- c) Clubs will need to evaluate needs more realistically. If it is budgeted properly then there is less need to petition the PTO for requests throughout the year. Book club was notified they need a better budget for next year. We will decide the budget in April 2024. We want to spend the money on the kids that actually raised it.
- d) Leslie asked if we should estimate higher. Teachers/clubs should estimate as best as we can and be realistic about the budget. Don't overestimate too much so the approvals are more likely but don't under estimate so you have enough for the year.
- e) We need teachers to provide a proposed budget, and votes for approval and hopefully not have too much change.
- f) The PTO board will put together the draft budget on April 14th. Will to send an email to get that input from teachers
- g) Vote: \$300 from the PTO for star labs, Amber voted to pass and Will seconded.
- h) Teachers are still not always spending their stipend and PTO will need new ways to let the teachers know they have a stipend. Two steps to get money: Teachers can spend and we reimburse her up to their approved budgetary.
- i) The PTO highly encourages teachers to spend money by the end of the school year.

Art Program

- a) Will wished to grow the art program and try to get the program on auto-pilot. The crate is created and dropped off and the teachers move at their pace with parent volunteers. Dani brought up the Arts for all of Nevada to do workshops with the older kids and see if the younger teachers are interested in this, we can add this to the budget. By streamlining the volunteers and \$5000 and the supplies so maybe K-3 gets some lessons from Arts for all Nevada.

PTO Bylaws

- a) Item 2: The vice president is in charge of all fundraising and it is too much. Vote to remove that item. Section 4.7, 5.2, 5.3. Increase the budget from 250-400, we don't want the number to be too high. Vote to approve and seconded.
- b) Board member nomination - if we don't have a board we cannot access our resources and budget.
 - Will: President
 - Amberl: Vice President with Raquel as co-vice president
 - Kim: Treasurer
 - Secretary: Jenna
 - Vote to approve - Amber move to approve, all in favor and approve
- c) Streamlining meeting, newsletter, minutes. Making the PTO accessible to working parents.

Events and Fundraising

- a) When fundraising or doing events, we need to consider testing, especially with the talent show.
 - Testing May 03
 - May 22nd avoid
 - May 21st for the Talent Show.
 - Auditions and practice a week apart
- b) Spring fling
- c) Boosterthon and fun run - not doing T-shirt design, theme westie is space suit running.
- d) Kim and Tammy will run the Cookie Dough Fundraiser - the kids loved the game truck.
- e) May Teacher Appreciation: Amber to run with an ideas sheet and a google doc that lists teachers likes.