

West Woods Elementary

General Meeting

September 15, 2014

Call to Order: Kim Johnson President, called the general meeting of the West Woods Elementary PTSA to order at 6:32 pm. Mary Walker, Secretary, recorded the minutes.

Attendance:

17 PTSA members attended the meeting.

Welcome and Introductions: Kim Johnson

Jason Smith introduced himself and told us about his background. Kim Johnson led introductions to those in attendance at the meeting.

Secretary's Report: Mary Walker

Kim Johnson moved to approve the minutes and Jenn Berger seconded the motion. The minutes were unanimously approved.

Treasurer's Report: Doug Hays

The audit of the 2013–2014 year is complete. The 2013-2014 taxes will be filed by the end of the month. Kim Johnson will file the taxes this year.

The budget for this year is finished. We budget \$25,000 at the beginning of the year for grants to school. The scholarship is budgeted at \$500. Staff appreciation is budgeted at \$1,900. Our total EXCEL budget is \$5,000. We have \$2,000 budgeted for an author visit this year. Each grade level team and specials team gets \$450 to spend on enrichment opportunities. Kasey Narracci moved and Kristen Pung seconded the motion to approve the budget. The budget was unanimously approved.

Doug Hays presented the financial report for August.

As it stands currently membership is behind last year. The student membership is up and the corporate memberships have increased. The parent membership is low in comparison to last year. We have 129 parents this year versus 209 at this point last year.

President's Report : Kim Johnson

The beginning of the school year welcome work has gone very well this year. Kim Johnson thanked Haley Hovis and Cary Stiever for bringing the welcoming committee to the Executive Board. The new family phone calls went really well from the Welcoming Committee. The Pack is Back went really well also. There was discussion about having a PTSA presence at The Pack is Back to give PTSA information and offer apparel. The suggestion was that we combine several of the things that used to be done at

Round Up and offer them that evening. The Committee Chair training went well this year. Almost all of the chairs were in attendance. We have changed our communication plan considerably this year and are doing a weekly email and a print Wolf Tracks in Friday folders. We are trying to drive parents to our website. We have weekly office hours on Thursdays when the Executive Board are in the building each week to make copies for Friday folders and to be available for PTSA related questions.

Jason Smith has asked the Executive Board to grant \$500 towards the staff apparel. The staff apparel cost was \$1,700. Kim Johnson asked about granting these funds. Lori Komon moved to pay the \$1,700 for the shirts for the staff, Stevie Peonio seconded the motion.

We agreed to match the teachers Ice Bucket challenge. The teachers raised \$400 which PTSA matched. WWE donated \$800 to the Arvada Food Bank.

Danette Brown in the clinic asked for volunteers to assist with vision and hearing screening. We have filled most of the volunteer spots at this point.

We are going to table the discussion about the Parenting Safe Children program until next month when Jason Smith is able to be in attendance. Cary Steiver gave a brief overview of the program. There are varying levels in which we can support this program if we choose. We will discuss the program at Executive Board and the next General Meeting.

Committee Reports

1st Vice President: Cary Steiver

We need volunteers to support the safety/crossing guards. We have difficulty getting volunteers to man the crosswalk. We are looking at opening it up to other possible community volunteers. We can't employ someone to man the crosswalk given our charter with national PTSA.

The Welcoming Committee follow up calls are going well. There has been a good response. Throughout the school year Cary will touch base with new families and pass contact information to the welcoming committee to insure they are welcomed.

The Junior Great Books program is going well. We have had a lot of participation this year. Jenn Friedman will solicit parent volunteers from the participants' parents.

Reflections entries are due October 7, 2014. Cary Steiver will follow up with Ms. Wilson about the program and reinforcing the students' projects in art class. There are five or six entries currently. This is a PTSA nationwide program to support the arts. The theme this year is "The World Would Be Better If".

2nd Vice President - Jenn Berger

"Donuts with Dads" was Thursday and Friday last week. We ran out of donuts on Friday. We will have more donuts this Friday for those who were not able to have a donut with their Dad.

The student and family directory is going well. Randall's photography does an amazing family directory for the school every other year. Make sure that you have gone to Jeffco Connect to update your information so that it is listed correctly in the directory. We expect to get the directories out in October or November. Katie Meeks will follow up with Randall's Photography to see if there is another opportunity for families who missed the photo opportunity. It was suggested that we have past directories at The Pack is Back or at informational nights.

We need Classroom Party Planners for Ms. Taylor for first grade, all of third grade, Ms. Turner for fifth grade, and Mr. Hack and Mr. Williamson for sixth grade. The CPP's for each grade level plan the parties as a group. Typically the parent volunteers meet and plan the party and get teacher approval. We ask that families donate \$5 per child which goes to the fund for each of the parties.

The staff appreciation committee is in charge of the back to school breakfast, dinner for conferences in the spring and fall, and staff appreciation week.

3rd Vice President – Kim Johnson for Erin Wulfhorst

Run with the Wolves is Sunday, September 21, 2014. Kristen Pung gave the details about the run. Registration for the run is still open and is low this year. Volunteers are still needed. Runners can pick up their t-shirts and bags on Friday after school or on the morning of race day. In the spring there is a competition among the students to come up with the artwork for the run t-shirt. We have some great prizes this year. There will be a prize drawing for the prizes after the run. Before and after school on Thursday and Friday you are able to buy raffle tickets for the drawing. The teachers stuff all of the bags for the event in support of the PTSA. We have a DJ and have 10-15 booths from our business sponsors who will be present the morning of the run.

Our business sponsor program is very profitable. Our business sponsors have a variety of opportunities. The calendar magnets and Friday folder stickers are fundraisers for us. We are getting families involved and businesses in the community involved.

The Chick-fil-A Spirit Day is on Thursday, September 18, 2014.

The box top – soup labels contest starts on October 7, 2014. Shannon Ousterhout is looking for additional volunteers to support the contest. The classes who bring in the most are rewarded with a party for the class.

The orders for apparel are going well. We are going to leave the option to order open for another week.

The meeting was adjourned at 8:10 pm. Next Executive Board Meeting – October 13, 2014 at 9:00 am; Next General Meeting will be held on October 16, 2014 at 6:30 pm.