

Westmoor PTO meeting

Thursday October 12th, 2017; 8:45am-9:45am

Attendees: The PTO meeting was called to order at 8:48am. In attendance were: Amber Miller, Erin Happ, Julia Mateja, Ena Chang, Angelina Entchev, Alissa Baque, Jennifer Kohrs, Missy Lyons, Sari Weil, Lisa Nordland, Laura Rzewinicki, Mike Rogers, Lia Rogers, Jane Ciancanelli, Rebecca Boston, and Amy McArthur.

PTO President's Opening Remarks: Sari Weil filled in for Marcy Brajkovic for today's meeting. Sari welcomed everyone. Jane Ciancanelli made a motion to approve the minutes dated 9/12/17. Amy McArthur seconded the motion and the minutes were approved by unanimous voice vote. Thank you's went out to the following people:

-The Bulldog Bash Fall Fest committee including co-chairs Kristin Corradini and Michelle Sachman and committee members Sara Fink, Megan Flad, Mariel Leggin, and Amy McArthur; and to all the parents who generously donated their time to help run various stations.

-Erin Happ and Tracy Snyder for their hard work on another awesome teacher raffle. And to the amazing Westmoor teachers for their generous donations of their time and creative ideas to make the teacher raffle such a success.

-Karla Jackson and Amy Goldberg for running the Spiritwear committee this year.

-Jen Reese and Ena Chang for coordinating the Read-a-thon Fundraiser.

-Abbie Lyman and Elise Myers for organizing the Marla's Lunch Program.

-Mara Corush and Susan Walsh for coordinating Box-Tops for Education.

-Jami Weiman and Julia Mateja for coordinating the birthday signs program.

-Karla Jackson and Amy Goldberg for coordinating Spirit Wear sales.

-Susie Schaff, Koula Damianides, and Emma Friman for coordinating Pizza Lunch.

-Our teacher representatives: Lisa Nordland, Jennifer Kohrs, Alissa Baque, and Laura Rzewinicki.

Principal's Report: Mary Sturgill

Mary was out at a District 28 Strategic Planning session. No updates were provided.

Guest Presenter- Rebecca Boston, School Nurse

Discussed the upcoming hearing and vision screening program at Westmoor. Typically the screening has required several months to complete because Mrs. Boston screens all K-5 kids every year (which is above current requirements). This year, we have a second trained screener and the hope is that the kids can all be screened in a 2-day window on Wednesday 10/25 and Friday 10/27. Mrs. Boston is asking for parent volunteers to take a 1-2 hour time slot on those days to walk kids to and from their classrooms to the screening to speed the screening process. A sign-up genius volunteer slot will be created by Julia Mateja and Missy Lyons to coordinate volunteers.

PTO Council Updates- Sari Weil

-District 28 Strategic Planning: The District received ~500 responses to the district-wide survey. Great response! Next steps: There will be public forums held at NBJH on 10/23 at 7pm and 10/26 at 8:45am to discuss the planning and the SWOT analysis (assessing the strengths, weaknesses, opportunities, and threats). All are welcome and encouraged to attend.

-Reminder on Contracts: Any contract that needs to be signed on behalf of the PTO for any event/vendor needs to be reviewed and signed by the PTO President. Early notification to the aligned VP and President is appreciated and

encouraged. Please allow 2 week's notice before the contract is due to the vendor for review, negotiation, and signature.

Key Upcoming Dates:

-Parent-Teacher conferences are Wednesday 10/18 and Thursday 10/19. The Book Bin all be coming to sell books during conference times and 20% of sales come back to the PTO. Great time to buy books in advance of the Read-a-thon!

-Read-a-thon Fundraiser runs from Monday 10/23 through Friday 11/3. It will be the PTO's biggest fundraiser for this year. Everyone is encouraged to participate.

-Kindergarten Fun Night is Fri 10/27.

-Halloween parties Tues 10/31- info will be sent out to room parents this week.

Exec Board Updates

VP Committees: Missy Lyons and Julia Mateja

-Reminder to anyone needing volunteers to please let them know at least 2 weeks in advance of events where volunteers are needed. This allows time for the SUG to be created and shared via the Westmoor Weekly in time to get helpers for the event. They re-iterated plans to clean up SUG regularly and either archive or delete past events.

VP Programs: Amber Miller

-The Book Bin will be selling books in the conference room during teacher conferences next week Wednesday 10/18 and Thursday 10/19. 20% of sales will go back to the PTO.

-The first assembly is planned for 11/10/17 and will be Imagination Theater. There will be two separate age appropriate assemblies: one for grades K-2 and another for grades 3-5.

VP Social: Sari Weil

--The Bulldog Fall Fest on 10/7/17 was a big success. Rain held off and turnout was quite good. There was a lot of positive parent feedback about the daytime event (versus evening events in prior years).

-Kindergarten Fun Night is planned for 10/27/17.

-A combined 1st/2nd Grade Fun Night will be Dec 15th and is being planned as a movie night.

-Thank you to the Community Connections planning team: Erin Happ and Tracy Snyder. Goal had been for 2-3 events per year and we are already participating in 3. One was "Undies for Everyone" and Westmoor gathered 200 pairs of underwear to send to Houston following the Hurricane there. Other two include the HiFive Sports Clinic and the Rockin Jump event over Thanksgiving Break (see below). The Community Connections team is gathering ideas for future community involvement and will then decide what else we will participate in this school year. Please forward all ideas to Erin or Tracy. Ideas collected will be discussed at the Nov PTO meeting.

VP Fundraising: Jane Ciancanelli

-The teacher raffle was a big success. Thank you to our awesome and generous Westmoor teachers! Further teacher raffle updates provided by co-chair Erin Happ: Raffle raised \$3975 and \$570 was donated back to the teachers as "treat your teacher" tickets. The silent auction portion of the raffle was less successful. The names of kids who won the teacher raffles were announced at the Fall Fest and will be presented in the next Westmoor Weekly as well. Gift cards are being purchased through the Gift Card Plus program for the winning teachers (to be announced).

-The Read-a-Thon was discussed by End Chang (co-chair) and is scheduled to begin October 23rd and will run for two weeks until 11/3/17. Info was sent home with kids on October 6th. Kids will be encouraged to get pledges from family and friends who support their reading. The goal is that families will sign up online and send at least 5 emails to family and friends. 25% of WM students have signed up online although not all of those have sent emails to date.

Basic guidelines for kids are suggested as 20 minutes/day for Kindergarteners and 30 min/day for 1-5th graders. Half of this reading can be assumed to be done during school hours. There will be prizes awarded for categories. The website provider coordinating the Read-a-thon takes a small portion of the proceeds but more than 90% is returned to Westmoor. An extensive discussion was held about how best to promote the Read-a-thon and get more concise information to parents.

-A fundraiser at Rockin' Jump has been planned for Monday 11/20 from 11am-2pm. The cost will be \$15 for 2 hours of jump time (regularly \$22) with \$5 of each ticket being donated back to the PTO. Decision was made to donate 100% of the proceeds to Unicef for Hurricane Relief. The event is being coordinated by Andrea Napchan and Lisa Newman.

-Hi Five Sports is donating staff to run a Sports Clinic after school on Tuesday 10/17 from 3:30-4:45pm. A \$10 donation per child is suggested and will be donated to Hurricane Relief. Permission slips are due by Monday 10/16.

Recording Secretary: Amy McArthur- no reports

Corresponding Secretary: Jen Reese- no reports

Treasurer: Ena Chang

-September Monthly Treasurer's Report: see below

Adjournment:

Jane Ciancanelli motioned to adjourn the meeting. Amy McArthur seconded the motion and the meeting was adjourned at 9:28am.

Next meeting is scheduled for Thursday 11/9/17 at 8:45am.



AT A GLANCE – SEPT 2017

Beg. Balance = \$ 37,777.83
 Sept. Deposit = \$ 16,544.38
 Withdrawal = \$7,838.81
 End Balance = \$46,483.40

Ena Chang, PTO Treasurer
 echang0630@gmail.com

DEPOSITS (net of fees)

1. \$16,544.38 incl.
 - Bday signs: \$1,229.44
 - Free Will: \$2,180.52
 - Spirit Wear: \$3,970.13
 - Pizza Lunch: \$6,286.05
 - PTO Member Dues: \$1,354.93
 - Party Fees: \$604.84
 - PPTO Refund for wrong fee charge \$1,817.50

WITHDRAWAL

1. \$7,838.81 incl.
 - Bday signs: \$425
 - School Supplies: \$5,267.78
 - Pizza Lunch: \$496.59
 - Recess Equipment: \$300
 - Birthday Stickers: \$122.16

OCTOBER DEP & EXPENSES expected

1. Read-a-thon
2. Pizza Lunch
3. Spirit Wear
4. Teacher Raffle Revenue
5. Bulldog Bash Expenses
6. Hospitality for Teacher Conf

COMMITTEES ACTUAL VS PLAN

1. **SCHOOL SUPPLIES: \$1,925 ACTUAL** on a Plan of \$1,500. **PLAN ACHIEVED!**
 2. **BIRTHDAY SIGNS: \$1,686.51 ACTUAL** on a Plan of \$0. **PLAN ACHIEVED!**
 3. **PTO Membership Dues: 236 families to date**
 4. **PTO Staff/Membership Dues: 33 individuals**
- I don't have LY info – so I don't know whether this is on track or not