

Westside Elementary PTA Board Meeting Minutes
Wednesday, 3 September 2014, 9:15 am.

In Attendance: Brandi Duvall, Audra McHoes, Melissa Franklin, Janelle Christensen, Marilyn Boucher, Jenny Fowler, Brooke Jensen, Athena Hammer, Heather Robinson, Heather Kellogg, Lisa Tate, Shannon Arroyo, Lisa Smith, Steph Christensen, Karen Ellingson, Natalie Smith, Hannah Watabe, Kari Kieffer, Annie Burnham

Call to Order: Jenny Fowler

Pledge of Allegiance: Jenny Fowler

VP Principal: Sara Matis

Treasurer: Janelle Christensen

Monthly Treasurer's Report

The state PTA board decided to have a group policy instead of each PTA board in the state having the policy. We were off one day so the state took that out and we received a refund of 213.82. The T-shirt/membership income has not been separated yet.

Approval of using the square

We need to vote if we want to continue using the square. At registration we collected 947 the fee for the square was 26.28 net profit was 920.72. T-shirts sales just from using the square were around 206. It was mentioned that parents were excited to see they were able to use their credit card. There will always be a fee for using the square. We will need to up the cost of things to cover the fee for using the square. For example we added \$1 to the cost of T-shirts to cover the fee. It was mentioned that there is a security risk that comes with using the square. The credit card info is stored on the iPad. Each place like Walmart, Target takes its own security measures to keep CC numbers safe. Although the CC numbers are not stored in the swiping process at those locations like Walmart it is stored on the iPad. It is Jenny's personal iPad that is being used. She mentioned that not even the last 4 digits were able to be seen. If there was a way to see the numbers she wouldn't know how to do it. When using a credit card there is always a risk. This is one of the reasons we were asked to sign the Fiscal Management Procedures document. We voted on whether or not we should continue to use the square. It was voted that we will continue to use the square.

2014-2015 Budget approval

Janelle had a copy of the proposed budget for everyone at that meeting. Janelle presented each section of the budget so PTA members could understand the budget and any questions could be answered.

It was rumored that there will no longer be the Hershey Track meet. Mrs. Matis confirmed that Springville is not doing the "Hershey Track" but they will do something. This should not affect the majority of our students. It could affect a student(s) that would get to compete on a higher level.

Mrs. Arroyo mentioned she will do more to promote teacher memberships. Teacher memberships have been trickling in. Mrs. Arroyo asked if teachers want T-shirts can get them. The T-shirt sales are over but they can join the PTA at any time. Anyone can join the PTA at anytime.

Move to accept the budget Marilynn Boucher Second the motion Mrs. Arroyo Voting was unanimous.

VP Teacher: Shannon Arroyo

VP Legislation: Marilyn Boucher

President Elect: Melissa - T-shirts are in. Volunteers to help pass out?

The T-shirts are in. Melissa has a list of all the order forms organized into families. It was hard to organize the forms by grade. There were very few forms that had the grade of the students filled in. Next year as order forms are being filled out the volunteers need to make sure the grade section is filled out. Jenny and Melissa are going to sort through the T-shirts Friday morning (Sept 5) at 9 they will be on the stage. They need as many volunteers as possible. Many hands make light work. Audra, Heather K, Brooke J, Athena and Kari volunteered to help. The order forms are separated alphabetically. They also requested a class list. Each volunteer will take one letter at a time until the job is done. Some orders only have 1 T-shirt. Those orders can have a rubber band around it. Orders with more T-shirts need to be put in a grocery bag. Jenny has found that it is not that easy to get a box of bags from a grocery store. The stores either charge you for the bags or you need to fill out an order form for corporate to approve. If you have grocery bags to donate please bring them in. We can use the bags for other things other than the T-shirts. Volunteers are also needed to help pass the T-shirts out. It was mentioned the student council can help

with that. It also said the T-shirt could be taken to the classrooms and the teachers could hand out the T-shirts.

President: Jenny Fowler

Sept 17- Hosting council meeting

The meeting will be at 9:30. This meeting is primarily for presidents and presidents elect. Anyone is welcome to attend. Because we are hosting the meeting we provide a light brunch.

Treat volunteers

Cinnamon Rolls Heather Kellogg

Apple Pastry Kari Keiffer

Cookies Natalie Smith

Fruit Platter & Water: Jenny Fowler

Scouts to do the flag?

We always have a group of scouts present the flag. Kari Keiffer will have 3 to 4 scouts do the presentation. If you have a scout that wants to participate, have them meet Kari at 9:15 so they can practice before the meeting.

Need everyone to sign the Conflict of Interest Policy

Signatures on the Fiscal Management Procedures

Needs assessment

Vision Screening on the 8th- 10 Volunteers (get time from Mrs. Matis)

Volunteers need to come at 9 so you will know how to help out. If we get enough volunteers the screening can go quickly. They plan for it the screening to be 1 1/2 hour. If we do not have enough volunteers Jenny will send out an email from the call me if you can list. Melissa, Brooke J, Marilynn, Jenny, Kari (second hour), Heather K said they could volunteer.

Athena- Reflections; help during lunches Sept 29-Oct 2

Reflections lunches are Monday the 29th to Thursday the 2nd at 11:25- 12:35. Reflections are due on Friday the 3rd. Athena will have the supplies there so students can work on their projects. She needs 2-3 volunteers per day during lunch also 2-3 to judge after the reflections are in. Heather K, and Brooke J volunteered to help during lunch. Natalie volunteered to be a judge. Athena will send out another email to get volunteers. She had little response to her first email. If you did not get an email from Athena and you would like to help her out email her at greekgoddess_a@yahoo.com.

Audra- Book Fair

Audra will do Signup Genius again for help with the book fair. This year we get a custom book fair. Audra is hoping for a third register. She will begin to advertise next week. If Parents and Pastries is during the week of the book fair Audra could put that in the advertisements.

Friday the 19th The book fair will be set up that day. When the book fair is set up teachers can bring in their wish list. Teachers need to prioritize their lists. If a student does not buy a book for their teacher than the scholastic dollars will buy the teachers the books on their wish list.

Monday the 22nd No books are sold on this day. This is the day for the Class preview.

Tuesday- Thursday 23-25 Tues/Wed the book fair will open 30 min before and after school. Thursday the book fair is open 30 min before school until 8:30pm. Parents can come in before or after visiting their kid's teachers.

Friday 26th No book sales this day they will not have the registers up.

Lisa S–Sign-ups for Room Parents- Are you having a “tea”next week? Help making cookies or treats?

Lisa needs 7 more room parents. Mrs. Matis emailed teachers and found that is was difficult to communicate when everyone was all together. Instead of having a big meeting Lisa will send out an email for teachers and room parent will meet individually. We defiantly don't want to waist the teachers or the room parents time. Lisa will designate a week for teachers and room parents to meet.

Lisa T- Fun run/carnival Oct 11th need help?

Lisa does not need help wit the planning of the fun run/carnival. She will begin advertising in the next few days.

Amanda Robinson- Making hats for the carnival? Amanda will donate some of her hats for the silent auction. Amanda makes crochet hats. It was said her minion hats are very cute.

Heather K - SEP Dinner

Heather will talk to Mrs. Matis about numbers. She is planning on serving Chicken all a Ritz with salad, rolls and cookies. She will maybe do soups in January and tacos for the last SEP. Heather is planning on

going to check with Hills Bakery located in Reams to see if they are willing to donate. Brandi Duvall knows the owners of Hills bakery she will talk to them. There are other businesses who have been willing to donate before like Dell Taco.

Upcoming Events

Sept 8: Vision Screening

Sept 22-25: Book Fair

Sept 25:SEPs (dinner)

Oct 1:Next board meeting

Oct 11: Fun run & carnival

September Marquee: Kari Kieffer

Volunteer Hours: 112.5

Adjourn until Wednesday, October 1, 9:15 am