

**Westside Elementary PTA Board Meeting Minutes  
Wednesday, 6 August 2014, 9:15 am.**

**In Attendance:** Karen Ellingson, Lisa Tate, Shannon Arroyo, Steph Christensen, Julie Beckham, Sara Matis, Marilyn Boucher, Janelle Christensen, Jenny Fowler, Hannah Watabe, Annie Burnham

**Call to Order:** Jenny Fowler

**Pledge of Allegiance:** Jenny Fowler

**VP Principal: SARA MATIS** Across the district we are down 300 kindergarteners. This is interesting considering how many kindergarteners we had last year. This is supposedly tied to when the economy was going down. Reason that it is pertinent it gives additional FTE's with growth. People are still moving in, we will see how that turns out. It is interesting to see how the numbers turn out from year to year.

**Treasurer: JANELLE CHRISTENSEN** Monthly Treasurer's Report was passed around. So far this year we have brought in a little more than \$2,000. Janelle does not have it divided into what was membership vs what was T-shirts yet. The expenditure for insurance is \$215.00. But because we are now included in a group rate we are supposed to be getting a lower rate. So Janelle is not going to make the payment until she calls to get the correct amount we are supposed to pay for the insurance.

**VP Teacher: SHANNON ARROYO**

**VP Legislation: Marilyn Boucher**

**President Elect: Melissa Franklin**

**President: Jenny Fowler**

**Need everyone to sign the Conflict of Interest Policy** Everyone needs to sign the conflict of Interest Policy. This one is quite lengthy, it is front and back. This basically means to play nice. Make sure that when you are doing stuff it is for PTA and not for advertising for a business, or bad mouthing another PTA or schools stuff like that.

**Signatures on the Fiscal Management Procedures** You need to sign the Fiscal Management Procedure if there is a possibility you are going to be handling money in any way during the school year. For example if you help with book fair sales, carnival sales or anything like that. If you do not have a title to put down put down PTA board. If the front page is all full you can continue the signatures on the back.

**Needs Assessment** Everyone was asked if they would fill out the PTA needs assessment. The PTA needs assessment needs to be filled out every year. We were asked to mark the top 3 areas we thought the PTA could focus on this year.

**Registration recap- things that we could do differently?** How did registration go? Is there anything we could do differently or change to make it better? It was suggested it would be helpful as parents came into the school if there was a sign explaining the steps of registration. That way if someone did not have a kindergartener or had already updated their information online etc. than they would not have to go all the way around the hall. They could save time by skipping a step or two. Jenny asked if it was it helpful to have the PTA signup sheet in the folder with the school registration sheet. It was nice to have both forms in the folder so everything could be filled out at once. Jenny thanked those that could help with registration. She commented that it was very nice to have 3 people at the table for most of the day.

**First weeks of school signup sheet** This is the sign up to help first graders get through lunch the first week of school. It was mostly filled out during registration. We have a few time slots open. It was asked how can we help the first graders. Volunteers help the students punch in their lunch number, carry their lunch tray, and find a seat our young

students may also need an encouraging word. By lunch time first graders can be overwhelmed with the day since they now stay at school all day. For help during recess you stand outside to be there if students need any help. Is there anyone who could help out? If you can help out please let Jenny know!

**Melissa - T-shirts available @ registration** Melissa was not able to come to the meeting. Melissa is taking care of T shirts. Brandi has the PTA sign ups she is making a spread sheet. Just from registration we already have a hundred and something names.

**Lisa S–Sign-ups for Room Parents- Do you want teachers to have them on “Meet Your Teacher Day”?**

**Lisa T- Funrun/ carnival Oct 11th** Lisa was asked how things are coming with organizing the carnival fun/run. Lisa said things are going as scheduled. She has the help she needs. Jenny mentioned that for manning the individual games Ann Ure will not be able to help us out this year. Instead of trying to find a youth group or get parent volunteers. It was suggested to see if a high school group would like to get some service hours. High School groups like Cheer leaders, FFA, honor society or other groups like that. Lisa is going to work on the idea. Julie Beckham mentioned that it would be helpful for the Special Ed parents to know that the fun run will be wheel chair assessable. Fun runs are always required to be wheel chair assessable. In advertising for the fun run Lisa will let it be known the fun run will be wheel chair assessable.

**Aug 18th- Sell shirts during meet your teacher? (What time is this?)** The open house is 1-3pm the day before school starts. Do we want to sell T shirts and get PTA sign ups during the open house? If we do this we will need a couple volunteers to help. It is also a good idea to have the table at the open house for parents who were not able to make registration. Karen Ellingson and Marilyn Boucher volunteered to help during the open house.

**Aug 19th- Sell shirts before school this week, or just a few days?**

**Volunteers?** Should we sell T shirts before school that first week? Should we have the tables out all four days or just two days? It was decided that we should have the table just the first two days? The table will be by the gym both mornings.

Volunteers for **Tuesday** Jenny Fowler & Karen Ellingson

**Wednesday** Janelle Christensen & Marilyn Boucher

**BOOK FAIR: HANNAH WATABE**

**SEP's** will be held during the **Book Fair. SEP's** will be **Thursday the 25th**

**Book fair** will be **September 22-26**

**19 Friday** Teacher preview

**22 Monday** Class preview

**23-25 Tues-Thurs** Book Sale

**26 Friday** Teachers only

Audra will be sending sign ups again to volunteer your help through Signup Genuis. We did get a lot of names on the sign up for book fair at registration.

**Summer Marquee: Natalie Smith**

**Volunteer Hours: 32**

**Adjourn until Wednesday, September 3, 9:15 am**