

Westlake PTA Meeting

April 28, 2016

Board Members and Teachers Present

Clyde Curley, Principal

Anna Turner, PTA President

Tim Madsen, PTA Vice President

Wes Heim, PTA Treasurer

Julie Graff, PTA Secretary

Mel Sweet, PTA Art Co-Chair

Sufi Fox, PTA Art Co-Chair

Kristen Lenz-Teacher

Adrienne Cramer-Teacher

Jennifer Simington-Teacher

Julie Nolte-Teacher

Approximate attendance: 23 people

Meeting called to order at 6:39

Welcome/Introductions

Review of last meeting's minutes

Secretary, Julie Graff, reviewed the minutes of the last PTA meeting, which was held on March 17th, 2016.

*****MOTION**

Motion to approve minutes was brought by Sufi Fox

Second by Tim Madsen

Approved unanimously

*****MOTION**

Motion to approve the budget report and check register was brought by Sufi Fox

Second by Wes Heim

Motion approved unanimously

Report from the Principal-Mr. Curley

-Day of Dance is tomorrow. Each grade level will perform.

-3rd -5th grade is in the middle of state testing. Helps tell the school if our kids are performing where they should be.

-Students are all moving into persuasive writing.

-Open house may 19th. Come celebrate with your students and visit the next grade level to see what they will be learning next year.

-Class plays will be performing in the next few weeks.

-5th grade culminating art project is beginning.

-Budget for next year has begun. Mr. Curley is wrapping up the budget for this year and starting on the next years.

-Math pilot curriculum. Eureka math is the unanimous recommendation. It will mostly affect 3rd-5th.

-Layoff notices went out this week. PTA funded positions are given notices in the hopes we can give them a job next year.

Enrichment chair-Angela Dobkin

-Spring sessions are underway.

-Young scientist club will start in fall. Let Angela know if there is anyone you think would want to present at this.

-Parent Question. Why is it a suggested donation and not a fee to do afterschool enrichment activities? It needs to be a suggested donation. The providers know they run the risk of not getting paid.

Arts committee

-Day of dance is tomorrow

-Artsonia is at almost \$1,000 from this last push.

Auction-Made \$25,000. Sales were down in all areas.

-Julie Nolte let us know her hours have been involuntarily cut. Julie will teach each morning, and a high school teacher will come and teach k-1 in the afternoons. As parents, we can help by contacting the school board. Emails are great, notes are great, and the most effective way is to go to the meetings and speak. There is sufficient demand for art classes at the high school...100 kids on the wait list, but they are not allowing her to take on more classes and she will be coming to teach the K-1 kids here at Westlake.

Mr. Curley believes the waitlists are for ROP classes, which are not visual arts classes. This is where the facts are not very clear. If you go to the meeting, you may not get any answers due to confidentiality. The next board meeting is May 11@6:30 at the county office.

As a PTA, we can lobby the board.

*****MOTION**

A Motion for the PTA to petition the board on behalf of Julie Nolte brought by Nicole Levey

Second Sarah Wickens

Approved unanimously.

5th Grade Culminating Project will be further down the wall from last years. It will be Trees to Seas...ecological scene.

Auction for next year-what should it look like?

-The arts committee feels we should go back to a fair or a BBQ instead of an adult night like it has been. Other parents like the idea of an adult night out. Some feel we should break up the auction into different parts. Board might send out a survey asking parents what kinds of events they would go to.

Decision about the auction will be made by the 2016-17 board.

PTA Program updates/upcoming events

- Day of dance 4/29
- Dining for dollars-Burger 5/2
- Mini Plant Sale 5/6
- Penny Ice Creamery Fundraiser 5/10
- Teacher Staff appreciation 5/11
- Bike to School Day 5/12
- Walkathon 5/18

See the attached sheets for 2016-17 Exec Board/Event Chair Positions Available along with descriptions.

Meeting adjourned 8:20pm

Open PTA Event/Program Chair Positions
2016-2017

****Reminder** ALL of the chair positions listed below can be done independently OR with one or more co-chairs to assist.**

Artsonia Fundraiser (Co-Chair needed)

Description: Work with current Artsonia chair Carrie Haber, Art Instructor Julie Nolte, and Arts Coordinator Dorothy Franks to scan student artwork and upload to Artsonia website. Copy and distribute flyers to teachers, and post on school campus.

Time Commitment: Approximately 1 hour per week throughout the school year, with availability on weekday mornings/afternoons for using scanner.

Back to School BBQ

Description: Plan and recruit volunteers for this BBQ/carnival that takes place on a weekday evening at the end of September/beginning of October; this event fundraises specifically for 5th grade science camp, and is often coordinated by 5th grade parents. The event includes: BBQ dinner for purchase, carnival games, raffle, and optional music/entertainment. Follow detailed, step-by-step event plan provided by last year's chair, Greg Larson, or work with PTA board to create a new one. Copy and distribute flyers to teachers, and post on school campus.

Time Commitment: Approximately 10-15 hours total, with all work completed by the first week in October.

Dining for Dollars

Description: Work with local restaurants to set up dates throughout the year to help fundraise for Westlake; this is usually done by having patrons present a flyer to the restaurant on the established date, and a certain percentage of each patron's bill is donated back to Westlake. Solicit the same restaurants that have participated in past D4\$ promotions, or look for new ones. Copy and distribute flyers to teachers, and post on school campus.

Time commitment: Approximately 15 hours total throughout the school year. Dining for Dollars events usually happen once every month or two during the months that school is in session.

Directory

Description: Collect contact info from Westlake families (via forms sent home in the first day packets), solicit local businesses to advertise, and create directory document that will be copied and distributed to all students. Familiarity with Excel (or a similar program) is helpful.

Time commitment: Approximately 20-30 hours total, concentrated within the first two months of the school year. Most of the work is data entry/formatting, and can be done in the evenings/on weekends.

Enrichment Programs (Co-Chair Needed)

Description: Work with current Enrichment chair, Angela Dobkin, to: research and review enrichment programs that are offered outside of school hours; coordinate enrichment providers; manage publicity related to enrichment programs; plan and schedule programs in consultation with school staff; reconcile checks and parent information, develop spreadsheets with participant data and costs for PTA Treasurer; manage, coordinate, and do outreach for Young Scientist Club; attend PTA meetings as necessary and report to President prior to meetings; research, identify, and manage School-wide Assemblies related to Enrichment Program Areas (assemblies are decided on with input from Principal and PTA President and/or Board).

Time commitment: Approximately 30 hours total throughout the school year.

Fifth Grade Culmination

Description: Help plan the commencement ceremony for our 5th grade graduates. This involves booking the location (Westlake usually rents the Fellowship Hall from Peace United Church), putting together a short paper program listing commencement speakers, creating a short slideshow, ordering a cake/refreshments, and purchasing a balloon arch from Woodworm. Use the detailed plan from previous years' ceremonies, or work with the PTA board to create a new one.

Time commitment: Approximately 10 hours total, mostly concentrated in the last 2-3 weeks of the school year.

Fifth Grade Day Away

Description: Help plan a day-long field trip for our 5th grade students; the field trip typically happens during the first week of June. Planning includes contacting a local destination (past trips have been to Roaring Camp, Camp Campbell, and Simpkins), arranging payment from 5th grade parents, coordinating drivers, and arranging for snack/lunch for all students. Use the detailed plans from previous years' Day Aways, or work with the PTA board to create a new one.

Time commitment: Approximately 10 hours total, mostly concentrated in March-June.

Goodwill Truck Fundraising Drive

Description: Coordinate a date (usually Friday/Saturday/Sunday) with Goodwill Industries to host a trailer on the Westlake campus that collects donated items from the school community (Westlake gets \$500 per full trailer). Recruit volunteers to help collect donated items during Drive hours. Copy and distribute flyers to teachers, and post on school campus.

Time commitment: Approximately 5-10 hours total, mostly limited to email and the designated Fundraising Drive dates (Friday/Saturday/Sunday).

Movie Night

Description: With the help of the PTA board, select various dates throughout the school year to screen movies for our community in the MUR. There are usually 3-4 Movie Nights per school year, and they always take place on a Friday evening from

5-8pm. Some Movie Night duties: ensure that movie license has been renewed by PTA board; purchase food to serve to families (there is always a dinner available for purchase); run the popcorn machine; coordinate a bake sale table. Copy and distribute flyers to teachers, and post on school campus.

Time commitment: Approximately 20 hours total throughout the school year.

Popcorn/Popsicle Fridays

Description: Recruit and schedule volunteers to take turns selling popcorn and popsicles weekly on Fridays after school. Purchase popcorn and popsicles biweekly.

Time commitment: Approximately 25-30 hours total throughout the school year. Most of these hours will need to be on weekdays, during school hours.

Science Fair

Description: Recruit student participants and adult judges for this day-long event held in the MUR in February 2017. Set up registration procedures and serve as point person for event questions. Purchase poster boards and distribute to participating students. Plan the event schedule and ensure that there are enough volunteer judges to assess each project. Collect and tally all scores, and decide on winning projects. Detailed plan from past Science Fair events is available from previous chair, Michael Usher.

Time commitment: Approximately 20-30 hours total, mostly concentrated in December-February. The Science Fair takes place during the school day, so weekday availability is a must.

Spirit Wear

With the assistance/approval of the PTA board, order Wildcat spirit items to be sold on the PTA website and at the physical spirit store (times TBD by Spirit Chair and board). Re-order past years' items, or work with PTA board to select new ones.

Time commitment: Approximately 20 hours total throughout the school year. Physical Spirit Store hours normally take place during school hours, and occasionally at evening/weekend PTA events.

Sweatshirts

With the assistance/approval of the PTA board, design and order Westlake sweatshirts to be sold to school community. Use last year's design and colors, or work with PTA board to select new ones. Communicate with printing company. Graphic design experience is helpful. Copy and distribute flyers to teachers, and post on school campus.

Time commitment: Approximately 10-15 hours total, mostly concentrated in October-November (when sweatshirt orders are collected and then again when sweatshirts are distributed).

Walkathon

Description: Copy and distribute fundraising tally sheets, work with teachers to set up walking schedule by grade, and recruit parent volunteers to help run this day-

long fundraising activity in May 2017. Purchase and distribute healthy snack (usually oranges) and water to students participating on the event. Set up cones on upper and lower fields to establish walkathon course. Purchase and distribute a small gift (yo-yos, jump ropes and rubber balls have all been used in the past) for participating students. Optional: arrange for a DJ to provide music and motivation. Copy and distribute flyers to teachers, and post on school campus.

Time commitment: Approximately 20 hours total, mostly concentrated in April-May and especially on the Walkathon date (hours are usually 8:30-11:30am).

Wildcats and the Arts

Description: Select multiple art projects and recruit volunteers to supervise at this daytime community event that usually takes place in March or April; event hours are normally 12:30-4:00pm. Shop for and purchase art materials, and set up art project "stations" at tables in the MUR. Copy and distribute flyers to teachers, and post on school campus.

Time commitment: Approximately 20 hours total, mostly concentrated in March or April. Must be available to work during school hours.

Yearbook

Description: Create layout and take pictures for the school yearbook that is distributed in June 2017. Graphic design/photography background is a big plus. Work with yearbook printer, Memory Book, on setting order deadlines and layout parameters. Use detailed plans from previous years' Yearbook Chairs (Becky Saltikov and James Partch), or work with the PTA board to create a new one.

Time commitment: Approximately 40 hours total throughout the school year.