

Westfield PTO Meeting Minute

April 4, 2017

Call the meeting to order: Kari Whitlow

In Attendance: Tabitha Lightfoot, Tara Dirks, Kari Titus, Angie Trenary, Amy Robertson. Ed Rogers, Angie Roling, Kristie Mattson, Sara Mishler, Kari Whitlow, Lisa Comer, Colleen Bakker, Dawn Wonick, Kim Bauer and Sylvia Shannon

March Minutes Approved

Principal Report: Ed Rogers

Linn Mar District Plan Follow-up items:

The plan to build the 5th/6th grade buildings has not changed and is pending board approval. At the last meeting, it was asked if childcare would be available to students in the 5th/6th grade buildings. The district was not able to confirm this would be available. A long-term plan is needed because Ed confirmed that Indian Creek will have portable pods next year.

ALICE Safety Drill Training

The ALICE training continues at Westfield. This training gives students and staff the skills to respond to an intruder wanting to harm them. If the intruder is outside the building the school goes into lock down. However, if an intruder gets into the building the best thing to do is evacuate the building. This will result in students going to a safe location (**Twin Pines Baptist Church**). The police and buses will also meet them at this location. In an actual emergency, parents would be notified to pick-up students at bus transportation center in Marion. Westfield will be doing controlled grade level drills and an entire building drill in the next few months. If you have any questions regarding this training, please feel free to contact Mr. Rogers.

School Activities

April is a busy month with testing and events. (4th Grade State Date, Kindergarten Zoo, 5th Grade Track Day, Art Show, Anti-Bully Assembly, etc.) Please visit school website for a complete list of activities.

Treasurer's Budget Update

The below budget was selected by the majority at the April PTO Meeting:

Proposed Income 2017/2018

Check writing campaign	\$ 18,111.50
Box Tops	\$ 1,000.00
HyVee Cash for Kids	\$ 1,000.00
Class Packs	\$ -
Yearbooks	\$ 500.00
Westfield Night @ Kernels	\$ 200.00
Culver's Nights	\$ 800.00
Total Income	\$ 21,611.50

Budget is based on 100 new students and 6 new teachers

Budget Proposed 2017/2018

Classroom Funds	\$ 5,550.00
School Funding Requests	\$ -
Rollerskating	\$ 3,240.00
Field Trips (\$5/ student) extra 5 th grade	\$ 2,887.50
Back to School Night	\$ 1,500.00
Razz Kids	\$ 1,000.00
Children's Choice Awards	\$ 700.00
School Assembly	\$ 850.00
Learning Night	\$ 500.00
Movie Night	\$ 525.00
Staff Appreciation Days	\$ 500.00
Chorus Medals	\$ 300.00
Music	\$ 250.00
Volunteer Coordinator	\$ 250.00
Open House	\$ 250.00
Parades (Homecoming)	\$ 200.00
Child Care	\$ 160.00
School Beautification	\$ 150.00
Popcorn supplies	\$ 175.00
PTO Manager (software)	\$ 129.00
Art Show Social	\$ 100.00
Box Tops Expense	\$ 100.00
Linn Mar Foundation Event	\$ 100.00
Printing costs	\$ 100.00
Readathon expense	\$ 100.00
HyVee Cash for Kids	\$ 60.00
America Reads	\$ 50.00

Bank Charges	\$ 25.00
Running Club	\$ 350.00
Art Binders	\$ 350.00
1st Grade Writing Journals	\$ 300.00
Stride for Pride	\$ 860.00
TOTAL EXPENSES	\$ 21,611.50

Items in yellow are new budget items. You will notice this budget has no money under school funding requests. Any extra money raised or extra classroom funds not used by January 31st will be used to purchase school funding requests. This year those extra funds purchased items such as iPads, Microphone System, Art Case, etc. We will vote to approve the above budget at the May meeting. If you want the PTO to consider any changes, you must contact the PTO prior to the May meeting.

It was suggested that the PTO send a quick note home reminding families of the Write One for Westfield Campaign that kicks-off at the Open House in August.

Old Business

Running Club - It is going well. Thank you to Melissa Tillotson for organizing this activity.

Culver's Night – We raised \$474.27. Thank you to everyone that participated. Sorry for the long wait times. They will try to improve that next year.

Executive/Committee Positions

The following people were nominated for executive positions:

Kim Bauer – Secretary

Sylvia Shannon – Co-Treasurer or Vice President

Kristie Mattson – Treasurer

Colleen Bakker – President

The above PTO members will consider the nominations and we will vote at the next PTO meeting. We can have two PTO members in each position. Please consider being part of the PTO Executive Committee next year.

If you don't want to be on the Executive Committee, we also have several openings for Committee Chair Leaders (School Beautification, Sock Hop, PTO Childcare Coordinator, etc.)

New Business

Class Packs- Form is coming home soon. You can order on-line April 10th-April 30th.

Sock Hop – April 7th is the school sock hop. We need more volunteers to help during the event.

Super Skate – Will take place April 10th. Tickets are sold at Super Skate the night of the event.

Open Discussion

Don't forget to order your yearbook. Deadline is April 17th.

Mrs. Kanz came to request funding for a microphone system. We approved \$1170 to purchase the microphone system. This will help students hear Mrs. Kanz clearly and save her from straining her voice.

At the next meeting, Angie and Tabitha will provide an account balance minus any outstanding expenses. The PTO likes to start each school year with about \$5000 in the account. If we have significantly more we will vote to purchase additional iPads for the school.

Please excuse any spelling or grammar errors. It is our goal to get the minutes out as quickly as possible and mistakes happen.
Respectively Submitted by: Colleen Bakker and Kim Bauer, Co-Secretaries