

Westfield PTO meeting minutes 3/6/18

Attendees: Kristie Mattson, Colleen Bakker, Kim Bauer, Kari Whitlow, Amy Robertson, Jess Fitzpatrick, Michelle Langston, Ben Young, Sarah Mishler, Ed Rogers, Helen Royer

The meeting was called to order by Colleen Bakker and minutes from the January 2018 PTO meeting were approved.

Principal/School Report: The PBIS major/Minor template was discussed. This is the second phase of our positive behavior program; this new form allows staff to track behavior. The purpose of PBIS is still to focus on positive behavior but we are also learning what we need to work on.

The major/minor offense sheet helps communicate the behavior issue from the teacher to the appropriate staff without taking the teacher away from the classroom. The forms are also helping with organization and having clear and defined steps to react to certain behavior issues district wide. The process is not really changing it is just getting streamlined. It also helps to identify clusters of bad behavior that might be happening, helping staff to identify if certain daily routines could be changed to better help the students.

Question and Answer:

Q. Is the counselor involved?

A. Yes.

Q. Do major reports follow students to middle school?

A. Yes but referrals do not go into a student's cumulative folder.

Q. What if the same behavior continues?

A. It will be a layer that we add onto the PBIS program, but the main goal is to figure out what is causing that behavior.

Q. Are there any new actions being taken by the district in light of the recent school shootings?

A. Yes we have our current ALICE training. A letter was also read describing actions by a safety and security audit team and a safety and security committee that will review and make suggestions to the school board about what more we can do to keep our students safe. The audit will be completed by the end of March.

Q. How are the recent legislative changes affecting school lunches going to impact the Linn Mar district?

A. The district will continue to provide whole grain products and our sodium requirements will also meet expectation.

Thank you to all who made rough rider night and Pancake night possible both went great! Old Creamery theater came for an assembly and the students loved it.

We need substitutes for associates at Westfield (and all other Linn Mar buildings)!!!! Please contact HR how to sign up to be a substitute!

Treasurer Report:

Large school funding request for 2017-2018 school year. We have \$3852.01 to spend. Suggestions were heart monitor bands for PE, more balls for recess and a new pump, indoor recess supplies and more IPADS.

Time 2017/2018

	Budgeted	Actual	
Book writing campaign	\$18,111.50	\$16,475.28	(still waiting for matching funds from Rockwell- estimating \$2,030 outstanding)
Box Tops	\$1,000.00	\$919.00	(another collection is waiting- some of this income was last year's box tops)
Free Cash for Kids	\$1,000.00	\$-	(projecting roughly \$1200 this year- collection does not end until the end of March)
Over Amount	\$3,756.00	\$3,756.00	
Field Night @ Kernels	\$200.00	\$-	(did not sell enough tickets for the money)
Parents Nights	\$800	\$318.52	(only reflects one night)
Yearbook	\$500	\$227.56	(there were \$100 in yearbook expenses- recommend this is not considered an income)
Cellaneous	\$-	\$942.21	(Amazon, Shutterfly, Chipotle, Lebowski's)
Total Income	\$25,367.50	\$22,638.57	

Budget and Actuals to Date(2/22/18)

	1	2	
Grade Writing Journals	\$300.00	\$287.50	
Spanish Reads	\$50.00	\$18.17	
Binders	\$350.00	\$-	
Show Social	\$100.00	\$-	
Back to School Night	\$1,500.00	\$1,125.00	
Book Charges	\$25.00	\$-	
Box Tops Expense	\$100.00	\$31.80	
Child Care	\$160.00	\$80.00	
Children's Choice Awards	\$700.00	\$-	
Class Medals	\$300.00	\$-	
Room Funds	\$5,550.00	\$4,523.51	
Field Trips (\$5/ student)	\$2,877.50	\$435.00	(only one grade has gone so far)
Free Cash for Kids	\$60.00	\$-	
Field Night	\$500.00	\$255.20	
Mar Foundation Event	\$100.00	\$100.00	
Cellaneous Expenses	\$-	\$139.89	(yearbook expenses and checks)
Movie Licensing and Movie Night	\$525.00	\$482.41	
Music for Sock Hop	\$250.00	\$-	
Open House	\$250.00	\$179.55	
Homecoming	\$200.00	\$189.97	
Recess supplies	\$175.00	\$84.04	

ting costs	\$100.00	\$67.00	
Manager (software)	\$129.00	\$129.00	
Kids	\$1,000.00	\$1,000.00	(actual cost \$1597.47- overage covered by school funding requests)
dathon expense	\$100.00	\$-	
erskating	\$3,240.00	\$3,312.00	
ning Club	\$350.00	\$-	
ool Assembly	\$850.00	\$625.00	
ool Beautification	\$150.00	\$-	
ool Funding Requests	\$3,756.00	\$930.48	
f Appreciation Days	\$500.00	\$281.75	
Je for Pride	\$860.00	\$734.78	
nteer Coordinator	\$250.00	\$13.91	
TOTAL EXPENSES	\$25,357.50	\$15,025.96	

uming the rest of the "open" categories stay within budget and we spend the school funding request money, we can estimate \$955 carryover.

	Proposed
Book writing campaign	\$18,300.00
Books: Tops	\$1,000.00
Free Cash for Kids	\$1,000.00
Rollover Amount to be used in 2018/2019 (estimate)	\$1,000.00
Westfield Night @ Kernels	\$200.00
Take-out Nights/Shutterfly/Amazon	\$1,300.00
Total Income	\$22,800.00

Budget is based on 35 new students and 2 new teachers

Budget Proposed

Grade Writing Journals	\$-	(will need to be added in 2019/20 budget)
Merica Reads	\$50.00	
Binders	\$-	(will need to be added in 2019/20 budget)
Show Social	\$100.00	
Book to School Night	\$1,500.00	
Book Charges	\$25.00	
Books: Tops Expense	\$100.00	
Child Care	\$-	
Children's Choice Awards	\$500.00	
Courtesy Medals	\$300.00	
Classroom Funds	\$5,850.00	
ClassyFun Night	\$100.00	
Field Trips (\$5/ student)	\$2,953.00	includes \$5 per child plus extra for fifth grade field trip
General Supply Fund	\$100.00	
Free Cash for Kids Expense	\$60.00	
Grading Night	\$500.00	
Mar Foundation Event	\$100.00	
Movie Licensing and Movie Night	\$525.00	
Musical Sock Hop	\$250.00	
Open House	\$175.00	
Homecoming	\$200.00	
Star Express Treat	\$50.00	
Popcorn supplies	\$175.00	
Printing costs	\$100.00	
Software Manager (software)	\$129.00	
Books: Kids	\$1,700.00	
Marathon expense	\$100.00	
Figure Skating	\$3,522.00	
Chess Club	\$286.00	(to be increased to \$350 if rollover amount is sufficient)
Book Assembly	\$850.00	
Book Beautification	\$150.00	
Book Funding Requests	\$1,000.00	
Book Appreciation Days	\$600.00	
Books for Pride	\$400.00	

unteer Coordinator	\$250.00
indow Décor	\$100.00
TOTAL EXPENSES	\$22,800.00

\$-

Thank you to Belltone for the donation of the Panera gift card for the conference meals.

Skating night is rescheduled for 3/26 from the previous snow cancellation.

Mrs. Wirtjes requested \$13.70 which was approved

Several committee chairs are open for the 2018-2019 school year! Also all PTO board positions are open as well! We would like to have two people in each position for next year. Come to the April PTO meeting to see how you can get involved!

We will vote on next years budget and the large school-funding request at the April meeting. Be there and make your voice heard! See you Thursday April 5th!