

# Meeting Minutes

## West PTCO Executive Board Meeting

### September 7, 2018

## CALL TO ORDER

*A meeting of the West Middle School PTCO Executive Board was held at West Middle School on Friday, September 7, 2018. The meeting was called to order at 9:30 am.*

### Attendees Included:

Brent Wilhelmi, Rosalina Decidue, Emily Wilhelmi, Laurel Lennon, Cady Sheldon, Valerie Stern, Sophia Burke, Brooke O'Donnell, Sara Watson, Kendall Katskee, Holly Shrewsbury, Ann Fitch, Sam Schwartz, Monica Garcia and Don Zapfel.

## APPROVAL OF MINUTES

No approval of prior minutes this meeting. This was the first meeting of the 2018-2019 school year.

## REPORTS

### Principal's Report (Monica Garcia)

- **Staff Update**
  - The perfect storm of changes occurred over the summer. Many, many changes that were still happening up until the start of school.
  - Principal still on leave; In the process of hiring a new bookkeeper
  - Registrar retired (Kathy Clark)
  - New art teacher, 8th grade math teacher, social studies teacher, 7/8 science teacher, registrar, bookkeeper, counselor and deans
  - For more details, talk to Ms. Garcia if needed
- **School Size**
  - Projected at 1,300 students (1,297 students enrolled, 6th grade is the smallest)
- **G/T Identification**
  - 300 kids were identified as G/T through district testing. This is the highest middle school number in the district.
- **Safety and Security Update**
  - Dan at the front security desk retired
  - New Door buzzer at the front door and 61 cameras around the building were installed (PTCO paid for additional cameras beyond what district provided)
  - All perimeter doors to the school are now locked full time and staff will eventually have keycard access

- The District has re-structured their security department to include 6 security heads that oversee each feeder area. Our area head is a retired US Marshall and our middle school lead is Justin Matthews. They will be adjusting school drills to be better and more efficient.
  - District also moved from Care Line (which was managed by the schools) to Safe2Tell, which is managed by the Colorado State Patrol.
- **Innovation Center Update**
    - The bond money from the election a few years ago has been rolled out in 3 phases.
    - West is in the third of three phases to begin designing innovative learning spaces with the \$750,00 bond funding.
    - A 10-12 person committee has been formed (consisting of 1 parent, 6 students and a mix of teachers and administrators) to participate in the design meetings. Construction will begin in the summer of 2019.
- **Testing Updates**
    - Test scores from last year indicate that overall, we look pretty good. However, we are not as good when we dig down into our student sub-populations.
    - West's scores in the area of writing show the need for greatest focus, specifically in Written Expression.
    - CMAS continues to have low participation - would like to renew our desire to educate parents on the importance of not opting students out.

**Action Item: We will go over results and detailed reports (provided by Ms. Garcia) at the October board meeting.**

## **Treasurer Report**

- **Current Budget**
  - Copies of current budget distributed. Kendall noted that it wasn't totally accurate due to cash being moved from Cheddar Up to the PTCO bank account

**Action Item: Please bring updated copies of the budget to the next meeting.**

## **Presidents' Report**

- **2017/2018 Grant Money Update**
  - It was discovered that while we gave the school the money for the grant items, most things were not purchased at the end of the year or over the summer.
  - Brent and Rosalina are working with the school on this to determine if outstanding items are still needed, get things ordered, etc.
  - Sara moved to vote to approve purchase of Language Arts training (PEBC program) for all 3 grades. Laurel seconded the motion and it was approved. (Proceeds from last years grant to language arts for one grade was combined with fundraising from this year, so it was purchased for all three grade levels).

**Action Item: Please provide update on the grant items and status at October meeting.**

- **Bylaws**

- Bylaws have been updated and circulated over email. Please review and provide comments and be ready to vote on them before the next meeting over email.

## **Committee Reports**

- **Promotions/Social Media/Website (Holly)**

- Holly provided written statistics about our Instagram/Facebook/Twitter usage for the school
- Holly also taking on job of updating the West PTCO website
- She also provided an update from her committees:
  - West Fest - came in close to budget with a sponsorship
  - The Hospitality committee has met with Principal Garcia and everything will remain the same as last year for this school year (see list below). Committee will ask for help from school via SignUp Genius and Cheddar Up.
    - Coffee Cart and Burrito Breakfast on 10/8
    - Veterans Day Breakfast 11/8
    - Fall Teacher Conference Lunch 11/9
    - Staff Holiday Luncheon 12/13
    - Winter Conference Dinner 3/5
    - Winter Conference Breakfast 3/7
    - Teacher Appreciation Breakfast 5/3 (possibly combined with coffee cart)

**Action Item: Please allow time for Holly to give details about social media and her recommendations at the October meeting.**

## **ADJOURN**

The meeting was adjourned at 11:45 a.m. The next meeting is on Friday, October 5th from 9:15 to 11:00 a.m. Please block out the time on your calendar and plan to stay the entire time if possible.