

Meeting Minutes

West PTCO Executive Board Meeting

October 5, 2018

CALL TO ORDER

A meeting of the West Middle School PTCO Executive Board was held at West Middle School on Friday, October 5, 2018. The meeting was called to order at 9:30 am.

Attendees Included:

Brent Wilhelmi, Rosalina Decidue, Emily Wilhelmi, Cady Sheldon, Brooke O'Donnell, Valerie Stern, Sophia Burke, Seems Shah, Kendall Katskee, Holly Shrewsbury, Ann Fitch, Laura Summers, Monica Garcia and teacher Judy Still.

APPROVAL OF MINUTES

The minutes for the September meeting were voted on and approved. We welcomed Laura Summers as a new member of the board.

REPORTS

Principal's Report (Monica Garcia)

- **Staff Update**
 - Gay in the main office is back as office manager; still in process of hiring a new bookkeeper
 - We have interim part time bookkeeper from the district helping out in the meantime
 - Also searching for para-professionals in ILC and BD and crossing guards
 - Our sub fill rate is 70% compared to 20-30% at other middle schools
- **Teacher Update (Ms Still)**
 - Thank you to PTCO for Wildcat Challenge and food for conferences
 - Discussion about our needs in Language Arts with regards to standardized testing and what they need at Creek. The teachers don't know in some cases what is on the standardized tests and there are 42 versions.
 - We need more alignment vertically between Creek and West's language arts per Ms Still. Discussion about what we can do to improve things. The training we just purchased through PTCO will help this (PEBC). November 1st PEBC training roll out and it will take a year (not a one and done training, it is ongoing)
- **Testing Updates**
 - CDE School Performance Framework reports distributed. See report for more information. Results: Our growth (not achievement) is where we need the most work and improvement. Focus on teacher PLC is to align the teachers better within departments and create consistency. On the 2nd page, this shows more of a breakdown which is less in the green ("meets").

- CMAS continues to have low participation - would like to renew our desire to educate parents on the importance of not opting students out. The school does use these reports to help with planning, staffing and identifying areas for improvement.
- Accountability meeting is October 22nd if anyone wants to learn more about the testing results.
- **2017/2018 Grant Money Update**
 - Principal Garcia, Brent and Rosalina met to go over past grant items and re-evaluate everything
 - The page that was publicized via Family Giving with hearts on it was finally located in the summer.
 - Many of the items requested/included on the list were put together for the Maker Space/Innovation and not discussed with many of the teachers
 - SOME of the items we approved are being/have been purchased, such as the new 3D laser printer, health class textbooks and online support, 2 VEX kits, language arts curriculum (PEBC), sound booth components
 - New Grant item requests presented by Monica
 - Raz Kids license reimbursement, NJHS membership which has expired, At the Table with Dr. King (2nd half payment), new banners for exterior of school, lease of new large xerox machine upstairs just for this school year
- **Communications (co-report with Seema)**
 - Last year, Laurel and Seema had good system to communicate with parent community
 - The office just got the database of students a few days ago, so now Seema and Laurel can send all PTCO communications.
 - Send info to include to wmscommunications@gmail.com by Wednesday at 5 pm, WWN will go out on Sundays
 - Communication from West main office vs. WWN - Monica may send separate communications for certain items, such as assessment dates

Treasurer Report

- **Current Budget**
 - Kendall updated and distributed revised budget
 - Kendall created new cash count form to require two people to use when cash is being processed (will send out via email)
 - Wildcat Challenge revenue report will go out soon, but net raised amount is around \$83K. This number may increase due to company matches.

Presidents' Report

- **Grant Discussion and Approval**
 - Refer to new grant list and grant application forms (with back up for why they want) handed out at meeting
 - The lines of communication are now more open and they went back to teachers about what they need/want
 - Grant Items Discussed and Voted Upon (see separate sheet for more info):
 - Cyber Patriot Security Competition - APPROVE \$375 for the sponsor pay; asking questions about team registration
 - 2nd Step Curriculum - APPROVED
 - Phonics Workbook Series - APPROVED
 - TOPL-2 Standardized Test - APPROVED

Social Studies extra textbooks - APPROVED
Vista Higher Learning Digital License - APPROVED
Taste of Salt books - APPROVED (ask how many though)
News Quiz Games - APPROVED
Books for young adult book study - APPROVED (Just additional \$2,320 beyond what is in budget)
Food for Affinity - APPROVED
Flamenco Dancers - Maybe? Need more info
Boom Boxes, radios - APPROVED
CQUEUE - APPROVED
Violas - APPROVED
At the Table with Dr. King - \$4,800 APPROVED
Ms. Healy's Student Grant Requests - Brooke sent an email to Ms. Healy to request more information from the students (see dates in my most recent email).

- **Bylaws**
 - Bylaws approved and voted on via email
 - Need to post to website

Committee Reports

- **Promotions/Social Media/Website (Holly and Laura)**
 - Holly launched new website and is adding updated content
 - Laura is posting important info on both Instagram and Facebook (trying to also consolidate our 2 Facebook accounts into one)
 - There was a discussion about gift giving for teachers

ADJOURN

The meeting was adjourned at 12:00 pm. The next meeting is on Friday, November 2nd at 9:30 (arrive at 9:15).