

Meeting Minutes

West PTCO Executive Board Meeting

January 11, 2019

CALL TO ORDER

A meeting of the West Middle School PTCO Executive Board was held at West Middle School on Friday, January 11, 2019. The meeting was called to order at 9:32 am.

Attendees Included:

Brent Wilhelmi, Rosalina Decidue, Monica Garcia, Sophia Burke, Laura Summers, Laurel Lennon, Brooke O'Donnell, Kendall Katskee, Laurel Lennon, Sara Watson, Cady Sheldon, Emily Wilhelmi, Sam Schwartz and Valerie Stern.

REPORTS

Principal's Report (Monica Garcia)

- **Update on Puppy Project**
 - Two puppies were able to be purchased for the Veterans project. The PTCO grant provided an additional puppy for a total of 3.
 - Next year, Frank has some ideas about how to expand the program, including designing t-shirts that could be sold, and proceeds would go toward puppy
 - A small assembly/presentation (30 kids) held on 1/14
- **CCSD in the News**
 - Custodian charges and Smoky Hill gun issue
 - Monica shared the information in the letter that the District sent out to families
- **Enrollment**
 - We had 36 less students than enrollment projections (based on October count day) so we lost funding for that number
 - At the end of February or first week of March, Monica will have projected numbers
- **2018/2019 1st Round Grants**
 - 1 water bottle filling station going in next week (already paid for and approved)
- **2018/2019 2nd Round Grants (see attached spreadsheets for additional details; Also see addendum at bottom of minutes)**
 - Water bottle filling stations previously installed aren't currently using filtration system - would like to fix this. Need to get plumber in to re-do these
 - Mrs. Polland (French teacher) - asking for the remaining set of licenses for Vista Higher Learning so she has a class set
 - New rug for timeout room, where kids SED (Serious Emotional Disability) go to "re-set"
 - Support for fundraising for NJHS - they want help purchasing supplies to sell concessions at sporting and other school events. Monica shared information regarding this sponsor's current

budget overage. At this time, this club's activities budget is frozen until the overage is repaid. Monica also stated that she is working with staff to work within their allotted budget.

- WMS will need a new WEB sponsor for the 2019-2020 school year. The training will be offered this spring. The new person has to go to 3 day training (to pay for subs). Request for Ryan Lopez to be trained. Also requesting money for new t-shirts and supplies for next year but we are going to push that to next school year.
- La Raza Youth Leadership Conference - admission to leadership conference for 30 hispanic students (\$600)
- Art - there are a lot of requests to help update the room, functionality, etc. - they have depleted their decentralized budget for the year (from the art fees charged to students at registration) - stepladder, hanging hooks, storage cabinets for artwork
- Nurses clinic - water bottles for kids that come in
- 2 additional, water bottle filling stations
- ILC requests: Furniture for reading corner, News2You for special education
- Mr Wiggins videos - needs renewal of the Algebra software (3-year license)
- Orchestra/Guitar teacher Ms. Jaynes - purchase class set of Guitar Method 2 books
- Band, Mr Westwood - asking for 2 new instruments that students aren't able to rent - current instruments are very old and they have been fixed over and over (baritone sax and euphonium)
- ELL - English Language Learners - 74 students - language building games and snacks for Access exam
- 8th Grade Capstone Project - would like to enhance Mock Congressional project to make it across all subjects - asking for \$510 of substitute coverage so the 6 teachers can plan properly for this
- Funding for Mrs Orzak (Speech-Language Pathologist) to attend Social Thinking Conference in Denver - social awareness in the classroom. She will come back and share it with many other teachers

• **School Budgets**

- Discussion about school decentralized budget and new processes Monica is working with staff on to ensure that we are fiscally responsible and working within our budget.
- Last year's grant money coming back to PTCO in the amount of \$14,644.90

- **SSR** - New policy is that on Tuesdays and Thursdays, homework is allowed

Treasurer's Report (Kendall Katskee)

- Kendall distributed updated budget
- Discussion about what expenses are coming in

Presidents' Report

• **Innovation Space Update**

- All construction and furniture and materials coming out of \$750K budget from the district. Expanding library into storage and courtyard areas and into current computer lab
- The school may still need additional support with items such as storage units and some seating options that could be utilized beginning this year and then moved into the Innovation space.
- Construction happening summer 2019
- **Xerox machines** - we are paying for 1 machine for 2 years and then the new district contract will be negotiated.
- **Teacher Holiday Gifts** - \$13,600 was collected from West families. It was distributed equally and it came out to \$100 per teacher. The extra \$ was spent on treats and a popcorn machine for teachers and all was delivered on Monday the 8th.

- **Wellness and Character Development (Rosalina)**
 - Wellness Program: February 7th and 12th at 6:30 – 2 part series for parents – Save the Date! Feb 7th will also be combined with General Board Meeting. 6:30 pm at Greenwood Community Church
 - 7th grade Character Development speaker for students (Jeff Yalden) on February 15th
 - 8th grade Character Development speaker for students in February
 - Rachel's Challenge will be introduced beginning of 2019 school year for 7th and 8th grade - 5 challenges for students
- **Student Directories** - these were distributed before winter break
- **Mingling with Monica**
 - January 24—Brent is hosting. To be capped at 20. Board members should not sign-up, but can show up to support.

APPROVAL OF MINUTES

The minutes for the December meeting were voted on and approved.

ADJOURN

The meeting was adjourned at 12:10 pm. The next meeting is on Friday, February 1 at 9:30 (arrive at 9:15).

ADDENDUM TO MEETING MINUTES - GRANT APPROVALS

Grant approvals over email took place the week of January 28th. After confirmation that we have the funds, Rosalina moved to approve all of the grant items on the spreadsheet created by Brent, minus the art cabinets. Cady seconded the motion. The motion was approved by: Sophia Burke, Sam Schwartz, Emily Wilhelmi, Kendall Katske, Valerie Stern, Laura Summers, Seema Shah, Laurel Lennon, Ann Fitch and Holly Shrewsbury. None were opposed.