



# WESTGATE PSO | MINUTES

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Meeting date | time 06/10/15, 6:30-8:00 PM | Meeting location Westgate Elementary's Library

## AGENDA TOPICS

**Present:** Bryan Cox, Andrea Cox, Megan Hampson, Becky Porter, Tammy Snow, Veronica Nappen, Chris Nappen, Popeye, Robert Elder, Francis Icasiano, Jan Chong, Susan Lathrop, Lea Agol, Lisa Levasseur, Ning Hodson, Yoko Gilginas

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| Agenda topic: PSO Board Meeting |

### **Meeting minutes:**

Susan begins with identifying the agenda. Members are asked to review minutes of last meeting. Lisa moved to approve; Megan 2<sup>nd</sup> the motion.

### **Principals report:**

Susan spoke to painting interior and carpets being replaced. Susan also speaks to receiving smarter balanced scores from the state. Scores are coming in one at a time. Hardly any scores have been returned.

Treasurers report was tabled until later in the meeting

### **Old Business:**

A strategy meeting was discussed for summer. Andrea and Susan have been working on a survey for staff to get information regarding the PSO. Francis will facilitate the meeting. The meeting will be July 29<sup>th</sup> (Wednesday). The board would like to do 4 hours. The best option is to get it done. Timing and child cared need to be discussed. Francis speaks to doing a bare bones meeting in 2 hours...up to 4 hours. The plan is to have a strict agenda to use for efficiency. Andrea will touch base with members who will not be present. 6:00 is the identified time for now.

PSO Back to School Event: Slated to take place the day before school starts – 9/8/15. The plan is to back it up with the peek and meet event (meet teachers, drop off supplies). Jessica had mentioned helping; Andrea suggests we move forward with volunteers. Several members present volunteer.

Susan shares that Wednesday, 9/2 will be the Kindergarten Orientation. Susan gives an overview of how full day kindergartens are funded and how this applies to Westgate.

T-shirt pricing: Grey t-shirts are \$5.11; white t-shirts are \$4.46. The desire is that all students have a Westgate t-shirt for the fun run in the fall.

### **New Business:**

Jessica and Yoko have accepted the positions for the Enrichment Chair. This motion was seconded and voted in approval with no opposition.

September 2015 Board meeting will be set for 9/16. A 6:30 time works for most.

It was mentioned that meetings feel somewhat rushed with a lot to discuss. Previous board members mention how meetings have run in the past. It is discussed that the hope is that new structure in place will help with efficiency of the meetings. Andrea notes that her hope is that trust is instilled in the board to make decisions independently or by committees. Table talk relates to how the strategic meeting will assist with aligning the mission of the board.

Review of new budget: By-laws indicate that the next year's budget needs to be approved the spring prior. Tammy passes around the current budget. The fiscal year for the school starts on Sept. 1. At this time Tammy will hand the books over to Chris. Tammy will give an overview of the books. We began the school year with 0 in the general budget. Tammy notes that we have done well overall with our budget. In the students category we have done well – we have reserve. In the Teachers category we have reserve as well. We did overspend in Teacher Appreciation. A staff lunch before school cost quite a bit and may have been related to the overspending. Tammy notes that Westgate had more teachers this year than in the past. Office Supplies is bound to go up. Tammy notes that coping, field trips and printing will go up over the summer. The library fund has reserve. Tammy notes that the librarian spends her money wisely and could use a bigger budget. Tammy pulled out Enrichment from the general budget. Looking at fundraisers – we are about \$9000.00 short with \$26306.91 total raised. Our total in checking at start of year was \$29112.95; balance right now is \$26983.50.

One member asks about the enrichment fund. Input is shared about what counts as an enrichment activity. A question is asked about pros and cons in keeping enrichment a separate line item. Discussion was had about moving enrichment fund to the general fund. A group discussion was had about waiting on the proposed budget until the strategic meeting. When the financial books are transferred the outgoing officers M. Nye, K. Orstad and T. Gallen will no longer be signers. The incoming officers Chris Nappen and Yoko Gilginas will have signing authority on 2 accounts # 000621198114 and # 00053527156. Yoko will be the acting secretary and signature cards will be updated at the Bank of America Edmonds branch in August or September.

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| Agenda topic: Grant Requests |

Westgate applied for the Hazel Miller grant and were turned down. Susan presents a grant request to the PSO for Leader in Me Books for a parent book study. The grant request is for \$500.00 for the books which include both English and Spanish versions. One question that Andrea raises is regarding the amount of money we pay for the Leader in Me curriculum. As a group it was determined that the grant fund has enough money to cover the the grant request. There was motion for approval; it was seconded.

Susan brought forward a request by ASB to use left over water bottles for new students who come to Westgate later in the year. There was a motion for approval; it was seconded.

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| Agenda topic: Other | concluded at 8:00 p.m.

Jan Chong asked the board for their input as to what kind of information we (as a board) want from the staff. A discussion was had about the importance of having a staff member present as a point person and liaison between the board and the school. Input from teachers is necessary in making decisions and revisions to events and activities. A question is asked about getting feedback from teachers. Jan wants to know how she can best be used. Andrea encourages the board members to actively listen to teacher's wants, needs, and concerns and report back to the board. Popeye shares a desire to see more staff at school events.

Desire to update the website – design, clean-up

Francis asks about the PSO having an opt in option so that Sari does not have to send out all the communication.

Yoko requests help with cleaning the PSO closet

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