



Westgate Elementary School

PTA General Board Meeting Minutes

October 12, 2016

-Third General Meeting of the 2016-2017 Fiscal Year-

The meeting was called to order at 7:05pm, by Julie Carlson, Westgate PTA President.

Roll Call & Attendance

There were eleven (11) members, four (4) officers, two (2) teacher representatives, the principal and assistant principal in attendance at this month's meeting.

President's Welcome - Julie Carlson

1. Julie welcomed everyone to the meeting.

Principal's Report - Brad Carter

1. Skate Night: Thank you to all who planned the Westgate Skate Night. Dr. Carter and his family attended, everyone had a great time.
2. District 25 Board Meeting: Westgate students will be speaking about Leader in Me at the Board meeting on Thursday, October 20th at 7:30pm, at Patton Elementary School. They will also be showing the Leadership Day video to the Board. Westgate community is encouraged to attend, it will be the first item on the agenda at the meeting.
3. Halloween Parade: A permission slip will be sent home this Friday for children who will be going home at lunchtime to change into their Halloween costumes. If it is raining this year, the parade will be cancelled. Dr. Carter will decide at noon on Halloween, Monday, October 31st. If the parade is cancelled, parents will be notified via School Messenger.
4. Election Day: School will not be in session on Election Day, Tuesday, November 8th. Westgate is not a polling location, but staff will be in off-site meetings that day.
5. Superintendent Visit: Dr. Bein will be coming on November 14th at 6pm. to discuss the Westgate enrollment forecast. The Westgate community is encouraged to attend.
6. Conferences: Parent/teacher conferences will be held on Monday, November 21st and Tuesday, November 22nd. Sign Up Genius will be used again to reserve time slots.

7. Student Behavior Documentation/Communication: A new turquoise-colored form will be used to communicate with parents about student behavior incidents. If students are sent to Dr. Carter or Mr. Walton, they will call parents to let them know, and will send home one of these forms. The forms will also be used to communicate with parents about recurring behaviors at recess, in hallways, at lunch, etc. Parents will be asked to sign and return the form. The form is essentially a communication tool to let parents know how things are going. Dr. Carter and Mr. Walton are going to create a “positive behavior” form to highlight good behavior staff has observed around the school.

Teacher Representative - Paula Sullivan

1. Halloween Parties: Planning has begun. Students are giving input into party activities.
2. World’s Fair: The third grade will be having their annual World’s Fair on Monday, November 7th.
3. Leader in Me Action Teams: Received well over 100 applications from students. Action teams are currently being formed. Everyone who submitted an application by the due date will be placed on an action team.
4. Student Leadership Opportunities Request: PTA chairs are asked to look for any leadership opportunities for students in upcoming activities. Students can help with publicity, idea generation, decorations, help run the event, etc.
5. Jackets at Recess: Now that weather is getting chillier, it is time to send kids with coats/jackets. If the temperature is below 60 degrees, kids must have coats to go outside for recess.
6. Excess Funds: Teachers are still spending excess funds on items for their classrooms.

Treasurer’s Report - Jessica Buchholz

1. See attached.

Secretary’s Report - Lissa Wengronowitz

1. Minutes: Minutes from September meeting were posted on the PTA website and the shared Google Drive. Lisa Kusumpa made a motion to approve the September minutes, Lauren Cruz seconded the motion. There was no discussion. All were in favor, no one opposed. Motion was passed to approve the minutes.
2. Correspondence: A thank you note from the Birenbaum family.

“Administrative” Committee Reports

Membership Committee -

1. DirectorySpot App - Melody Pekarek
 - a. I'm still waiting for an alpha list from Robyn of students by teacher. Once I have that I will be able to finish up the uploading and let people know that it's live. Apologies to the group for this delay.

First Vice-President's Report - Tracey Petrusonis

“Ways & Means and Service” Committee Reports

Westgate Cares Committee - Lauren Cruz

1. Socktoberfest: The committee is trying to encourage RSVP's from attendees so they can determine how much food to buy. Popcorn, cotton candy and water will be served, and there will be a dj/entertainer. Attendees are encouraged to dress up in 50's attire or wear crazy socks.

Second Vice- President's Report - Gina Hammond

“Enrichment and Social” Committee Reports

Westgate Skate Night - Emmy Butler

1. Planning for 2017: Emmy needs to put a deposit on the date for next year's Skate Night and asked whether we felt this Thursday before Columbus Day worked better than the Thursday before the Thanksgiving break, when we've held it in the past. The consensus was that this Skate Night was very well attended and we should try to book the same date next year.

Chess Club - Dolores Georg

1. Update: Sign up will open on October 17th at 8pm. The club starts on the first Wednesday in November. Information has been posted on Facebook, Wolverine Weekly, Westgate PTA website, and in the glass display case adjacent to the main doors. They are still looking for high school volunteers to assist - only minimal chess experience is necessary to assist, and volunteers can sign up to help at any or all sessions. In return, they will get service hours.

Room Representative Committee - Lisa Kusumpa

1. Halloween parties: Room reps will let Robyn and Debbie know who the volunteers will be for class parties by October 25th so they can have all of the name tags ready when volunteers arrive. The classrooms will be decorated after school on the Friday prior to Halloween - October 28th.

Art Club - Christine Naunheimer

1. High School Volunteers: Juliet Skuldt, the founder of Westgate Art Club, visited with her 8th grade daughter Cordelia, who assisted with the project. Christine would like to get more high school/middle school students who need service hours to come and assist with future sessions.

Juvenile Protection and Safety Committee -

1. Traffic - Lisa Peters
 - a. Update: The Traffic Committee has had several meetings: with the administration, Village Traffic Engineer, and Officer Veenstra. They have plans in place to add "No Parking" signs in front of and just beyond the traffic circle, to help with the flow of traffic from the circle. They would also like to have the curbs re-painted so it is more clear which areas are restricted for parking.
 - b. Volunteers: The committee is still looking for volunteers to help with morning drop off. Volunteers do not need to sign up for regular spots, ideally, we would have a wider group of parents volunteering on an occasional basis, rather than a small group of regulars who assist weekly. They plan to post a link to the Sign Up Genius on the PTA website and in the Wolverine Weekly.

President's Report: Julie Carlson

1. PTA Holiday Party: We are confirmed for PTA holiday party at Fausto's on December 7th.

Liaison Committee Reports:

ABC/25 Liaison - Dana Foley

1. Yankee candle fundraiser has begun and will run through January.

New Business - Coach K

1. Field Day PTA Committee: Coach K would like to collaborate with the PTA to plan Field Day. He would like to have a group of volunteers meet with him regularly from



January until the event to plan the day, and to help set up before the event. Dryden's PTA collaborates with their PE teacher to run their Field Day. Coach K will speak to the Dryden PE teacher to find out more about how their joint effort works, and Julie Carlson will reach out to the Dryden PTA President to discuss the same.

Adjournment

Meeting was adjourned at 7:53pm by Julie Carlson.

Secretary: _____ Lissa Wengronowitz*

Reviewed by President on: 10/13/16 Approved by General Board on:

Secretary: _____

**Denotes that the original signatures are provided on the hard copy of the monthly PTA minutes.*

Note: Electronic versions of minutes can be found on the Westgate PTA Website- www.westgatepta.com And Google Drive- <https://goo.gl/OpnNeq>

Calendar Highlights

See Calendar: <http://www.sd25.org/Page/24>

October

Spirit Day (Crazy Hair/Hat) - Friday, October 14

Chess Club Registration opens - Monday, October 17

PTA District 37 Council Awards Banquet - Monday, October 17

Picture Re-Take Day - Tuesday, October 18

Socktober Sock Hop - Saturday, October 22

Schoolhouse Rock Live Assembly - Tuesday, October 25

Leader in Me Information Night - Thursday, October 27

5th Grade Camp Duncan - Friday, October 28

Box Tops Due - Friday, October 28

Classroom Halloween Parties and Parade - Monday, October 31

November

Vision & Hearing Screenings - Wednesday, November 2

3rd Grade World's Fair - Monday, November 7

Election Day, No School - Tuesday, November 8

Kindergarten Fun Night - Wednesday, November 9

Spirit Day - Friday, November 11

Reflections Projects Due - Friday, November 11

Dr. Bein's Visit - Monday, November 14

Thanksgiving Holiday, No School - Monday, November 21-Friday, November 25

Parent/Teacher Conferences - Monday, November 21 and Tuesday, November 22

PTA Teacher/Staff Luncheon - Monday, November 21

December

PTA Holiday Party - Wednesday, December 7

Spirit Day - Friday, December 16

Winter Wonderland - Friday, December 16

Westgate Cares Caroling Downtown - Friday, December 16

Winter Break, No School - Monday, December 19 - Monday, January 2

January

Spirit Day - Friday, January 13

MLK Day, No School - Monday, January 16

Westgate Cares Bingo, Lutheran Home - Saturday, January 21

No School - Monday, January 23

PTA Book Fair - Wednesday, January 25 and Thursday, January 26

Open House - Thursday, January 26