



Westgate PSO General Meeting

June 15th, 2022

Meeting called to order 6:33pm - In attendance: 18 in-person, 1 on Zoom

Attendees:

- Tara Blake, PSO Chair
- Kalina Shouse, PSO Treasurer
- Krysta Johnson, PSO Secretary
- Lisa Hamilton, Teacher Liaison (Zoom)
- Michele Hamilton, Office Manager
- Stephen Hearn, Principal
- Kati Skeslien
- Selina Gillespie
- Ellen Sontra
- Cherry Smith
- Jessica Stern
- Sarah Lemmon
- Katie McGee
- Kara Gillanders
- Kristin Grecco
- Dacia Christin
- Kristina Tieck
- Melissa Phares
- Leah Winters

Agenda:

1. Introduction (Tara)
2. Principal/School Updates (Michele/Lisa/Stephen)
3. Treasurer Update: Discuss final budget items, money made from spring auction, library report (Kalina)
4. Meeting minutes from last meetings – Vote to approve (Krysta)
5. Vote for any new board members (Tara)
6. Questions, comments (open to all)

Minutes:

- (2) Principal/School Updates
 - Field day is coming up on Friday June 17th
 - 6 grade graduation next Wednesday June 22, 2022 at 10 am
 - Yearbooks go to students on Thursday June 23, 2022
 - End of year assembly to take place on Thursday June 23, 2022
 - Focused on safety – adding a gate (possibly around the playground) and cameras to add additional safety measures

- (3) Treasurer Update: Discuss final budget items, money made from spring auction, library report (Kalina)
 - Treasurer Report
 - The auction after expenses made \$5412.93!! This will cover school supplies for the 22/23 school year
 - The Spring Charleston Wrap made \$1498.20
 - And as a note, AmazonSmile has made \$800 which is about \$300 more than last year so thank you to everyone who has added the PSO to your Amazon Smile.
 - The current bank balance is \$44,809.04. Known upcoming expenses for the end of the year are 6th grade promotion and Safety Patrol.
 - In recap:
 - We paid \$1,196.40 to Woodway Center teachers in the form of grants. 6 teachers applied
 - We paid \$3000 to the library for new books (Ms. Wittmann has asked for her library end of year report to be shared also)
 - We paid \$4124.85 in teacher reimbursements. 19 staff applied for reimbursement.
 - We paid \$1686.07 in grants to teachers/grade levels.
 - Kalina provided an overview of Ms. Wittman's end of year report
 - Was there a line item for field day?
 - May have been in the past, but was likely removed during COVID
 - Jessica used donated Winco card, but there may be additional expenses
- (4) Meeting minutes from last meetings – Vote to approve
 - Prior meeting minutes approved by unanimous vote
- (5) Vote for any new board members
 - Open vote on Chair and Fundraising Chair roles
 - Kalina provided overview of Fundraising Chair role
 - We are postponing filling Enrichment Chair until the fall
 - Candidates:
 - Ellen Sontra, co-chair, 4th grader and 1st grader, has helped with the PSO as she could and learned a lot that way, wants to focus on quality over quantity next year, want to ensure we're making the most impact and serving the community, excited about ability to reinvent what the PSO is and encourage parent participation
 - Kristin Grecco, co-chair, 4th grader, has similar feelings as Ellen, wants to make sure we're bringing loved events back and building connections among families and staff

- Jessica and Cherry to mentor for final year they have children at Westgate (as prior Chairs/Fundraising Chairs)
 - Katie and Christina volunteered to be co-Fundraising Chairs
 - Chair vote:
 - Cherry nominates Ellen Sontra and Kristin Grecco as co-chairs, seconded
 - Unanimously approved
 - Fundraising Chair vote:
 - Michelle nominates Katie and Christina as co-fundraising chairs, seconded
 - Unanimously approved
- (6) Questions, comments
 - Krysta to share Greg Plumis, photographer, contact information with Michelle
 - Transferring bank account access to new co-chairs
 - We need to coordinate getting Tara off the account and one of the new co-Chairs on the bank account
 - Ellen Sontra and Kristen Grecco, co-Chairs, to be added to the Westgate PSO bank account
 - Tara, Kalina, Brenda, Ellen and Kristin to coordinate a time to go to the Bank of America branch to initiate the required changes (removing Tara Blake and Brenda Rannow from the Westgate PSO Bank of America account, adding Ellen Sontra and Kristin Grecco to the Westgate PSO Bank of America account)
 - What is the plan for next year?
 - We made a determination this year to pivot from monthly meetings to quarterly meetings due to low attendance
 - We need to make a determination if we are going to do the same for the 2022-23 school year
 - It would be helpful to understand what PSO volunteers do for a living, are good at and what their interests/hobbies are to leverage those skills
 - What is the best communication strategy for next year?
 - Not everyone is on Facebook, the main method of communication outside of flyers and school/teacher emails
 - How do we attract more folks at meetings?
 - Social component (off-site meetings, post-meeting meet ups) makes a huge difference
 - The next PSO board meeting will take place in August

- Huge thank you to Tara for all she has done all over the years, including during Covid and being Chair and Fundraising Chair, and making the yearbook happen the last two years

Meeting called to a close at 7:30 PM