



Westgate PSO General Meeting

November 16th, 2022

Meeting called to order 6:33pm - In attendance: 10 in-person, 9 on Zoom

Attendees:

- **In-Person**
 - Kristin Grecco, PSO Co-Chair
 - Kalina Shouse, PSO Treasurer
 - Krysta Johnson, PSO Secretary
 - Kati Skeslien, PSO Fundraising Co-Chair
 - Stephen Hearn, Westgate Principle
 - Michele Hamilton, Office Manager
 - Michael Savage
 - Megan Wolfe
 - Jessica Stern
 - Brian Hartman
- **Zoom**
 - Ellen Sontra, PSO Co-Chair
 - Sarah Lemmon
 - Liz Bennet
 - Hadley
 - Ramya
 - Leah
 - Jen Machuga
 - Brenda Rannow
 - Amanda

Agenda:

1. Introductions (Kristin)
2. Approve minutes from last meeting (Krysta)
3. Enrichment Chair Spot Open
4. Overall school update (Mr. Hearn)
 - Holiday Help
5. Treasurer update (Kalina)
 - Grant proposal passed
 - Bylaws proposed change regarding grant approval
6. PSO Chair update (Kristin)
 - Fun Run 2022 - Thank you!
 - Spirit Wear sales + delivery
 - Wreath/Greenery fundraiser + delivery on 12/1
7. Teacher luncheons (Jessica Stern)
8. Upcoming events
 - 11/17 - Celebration of Cultures - 6 PM

- 12/13 - Hops n' Drops Fundraiser + Silent Auction - 5-8 PM
- 2/23 - Science Night - More details to come + committee needed
- April 24-28 Art Walk/Silent Auction Spring Fundraiser

9. Questions/Comments (Open to all)

Minutes:

Meeting called to order at 6:38 pm

- Introduction (Kristin)
- Approve minutes from last meeting (Krysta)
 - Motion to approve minutes from the last meeting. Seconded.
- Enrichment Chair Spot Open
 - We have someone that is interested but we want to ensure that we open the role up to any one that is interested. Nominations are open to anyone.
 - In the past, this role has been responsible for in-school enrichment and has included things like Science Night and Chess Club in the past.
 - Kalina nominates Amanda and shared Amanda's statement as she couldn't be here in person or attend via Zoom. Seconded. Unanimous decision to vote in Amanda as Enrichment Chair.
- Overall school update (Mr. Hearn)
 - Mr. Hearn
 - Things are going great at Westgate. There are a few things in the works regarding safety and Mr. Hearn will keep us updated as things change. ___ trying to leverage the community changes that are occurring to make things more safe for students.
 - This year has been pushing expectations of kindness and respect as we return to the new normal. This includes a focus of socioemotional development.
 - We're off to a great start.
 - Michelle:
 - The Fun Run Assembly was a great success and the kids were engaged and participating. Veteran's Day Assembly followed and was an amazing demonstration of what the kids are capable of. Tomorrow is the Celebration of Cultures and this week has included daily morning announcements and share something about their traditions and cultures which has been really cool and exciting for the kids and staff.
 - Holiday Help
 - Westgate has traditionally done Holiday Help and will be making an ask soon for donations of cash and gift cards as well as families that could use a little extra help at the holidays.
 - Ellen will be reaching out to local businesses that would be willing to have a giving tree in their offices. If you have any ideas, please reach out to the co-chairs and
 - Music Assemblies coming up:

- Edmonds Woodway High School jazz band will be performing for intermediate students.
 - College Place Music person (??) will be coming to perform for the primary students
 - Westgate band students will perform and Mr. Wolford will have some students sing.
 - Parents are always invited to assemblies and events!
- Treasurer update (Kalina)
 - Copy paste notes
 - Grant proposal passed
 - A grant for the 4th grade team to bring boxes from the Burke Museum to supplement their lessons.
 - This was approved at the last board meeting.
 - Bylaws proposed change regarding grant approval
 - Given the time between general meetings, we are proposing a change to the bylaws to allow the PSO Board to discuss and approve requests via email.
 - Seconded. Majority board vote to approve.
 - Also, asking for leeway to reimburse reimbursement requests within a reasonable time frame instead of the 2 week requirement that exists in the bylaws today as it's not always feasible.
 - Seconded. Majority board vote to approve.
 - Updates
 - Fun Run
 - Over \$32,000 was raised!
 - We still have funds coming in from company match
 - We spent less than \$20/child
 - Harvest Fest paid for itself and did not require the PSO to dip into funds.
 - Big thank you to the committee that ran it as well the volunteers!
- PSO Chair Update (Kristin)
 - Fun Run 2022 - Thank you!
 - The assembly was amazing and the kids had so much fun.
 - Not having trinket items as prizes was a huge success and we are actively trying to find additional ideas if any one has them!
 - Spirit Wear sales + delivery
 - This is not an actual fundraiser at this time
 - We should receive all the items by end of November
 - For delivery, we will likely set up a drive-thru. We don't want to put anything else on the teachers or make anything unequitable for students who do not purchase
 - Wreath/Greenery fundraiser + delivery on 12/1
 - We set a goal of \$5,000 and about 50% will be brought into the PSO.

- We will receive the items on 11/30 between 10 and 11 - we need volunteers to help unload
 - From 4-7 on 12/1, we will organize a drive-thru to get them to families
 - There are sign up sheets being circulated and there is a sign-up genius link in the FB group to volunteer for the drive-thru
- Teacher luncheons (Jessica Stern)
 - Jessica has been trying to bring back teacher luncheons that happened pre-covid.
 - This is her last year, so she is looking for two people to take this on but she is willing to help with the first one.
 - One person can do this, but it's easier with two people
 - Requirements
 - Need to be available the day of during the day before lunch for set up and after for tear down
 - Need to create a sign-up genius to make sure food is provided
 - 2-3 Mains, 3-4 sides, drinks, plates and cutlery
 - In the past, we've never had a problem for getting food/supplies
 - Jessica suggests that we pair grades for donations to get this going and it would be good to get this going for December.
 - Coordinate dates with Mr. Hearn/Michelle to make sure it works
 - In the past, it's been semi-themed (chili, breakfast for lunch, soup, etc.)
 - Kati agreed to fill one of the slots.
- Upcoming events
 - 11/17 - Celebration of Cultures - 6 - 7:30 PM
 - At Westgate in the gym
 - 12/13 - Hops n' Drops Fundraiser + Silent Auction - 5-8 PM
 - Will take place at location on 99 and 196th
 - Flyers will go home with the students soon - You must mention the flyer or bring the flyer in to have 20% of your check go to the school
 - There will also be a silent auction that is open from December 7-13th and 100% of those proceeds go Westgate PSO
 - If people would like to donate items we have ___ baskets and people can donate whole baskets as well. Deadline to turn items in to Kati is December 6th. She can be reached at westgatefundraisingchair@gmail.com
 - 2/23 - Science Night - More details to come + committee needed
 - We will be setting up a committee to help plan this
 - In the past, we have had a variety of volunteers (with dinner provided): school nurse, reptiles, robotics, papermaking. We have had about 30 presenters in the past.
 - First week of December is when we have had to reach out to presenters in the past.
 - Kristin will gather information regarding what we have done in the past and coordinate people will start reaching out

- We will need volunteers to help set up and breakdown and will need to get permission to use teacher's classrooms
 - A sign-up sheet will go around for committee volunteers
 - April 24-28 Art Walk/Silent Auction Spring Fundraiser
 - The Art Walk and Open House will be on 4/27
 - Gauging interest in the Spring Carnival
 - We did not budget for it this year so this would be an added expense.
 - It would likely be slightly different than it has been in the past.
 - We have considered extending Field Day and making it part of that celebration.
 - Teachers would vote against doing it the day of Field Day
 - In the past, it has cost about \$5,000 and took place the first Friday in June
 - We have never done this free in the past and have given each student 10 tickets
 - We could take the opportunity to reimagine the event to make it more similar to Harvest Fest
 - This will require a ton of volunteers - if people are interested, please reach out to the PSO at westgateps@gmail.com
 - June 9th (a half-day) might be a good option for a day
 - We should consider leveraging 6th graders and student leaders
 - Lots of kids play soccer - consider adding a soccer game or a soccer element
 - Goodwill Fundraiser is happening and to be scheduled
 - PSO needs to follow up to see if we have called to request trucks
- Questions/Comments (Open to all)
 - None

Meeting called to a close at 7:45 PM