

WES PTO 2023-2024 Minutes

Date: August 21, 2023

Location: Westside Elementary Cafeteria

Meeting Called To Order By: Amanda Hutto, President

Time: 6:00 pm

Attendance: 34 people present, see sign-in sheet

Officer Attendance: Amanda Hutto, Heather Carlton, Andrea Landry, Tara Carter, Kim Clayton, Jennifer Carreiro, Heidi Cline, Lauren Wall, Kelli Murray

Officers' Reports

President: Amanda Hutto

Called the meeting to order and welcomed everyone. Roll call was completed by all Officers and introductions by all those in attendance.

Minutes: Minutes for the WES PTO meeting on May 8, 2023 were read and reviewed.

Motion made by: Heather Carlton

Motion seconded by: Ariel Snyder

May 8, 2023 minutes approved as written.

Treasurer: Kim Clayton and Jennifer Carreiro

Reviewed the Balances from the current treasures report, to include purchases made by Executive Board during the summer when meetings were not in session (Administration Retreat, Professional Development, Open House, and Back-to-School Bash).

Motion made by: Heidi Cline

Motion second by: Heather Carlton

August 2023 Treasurer Report approved as presented.

Reviewed process of Bank Account Authorized User. Sam Hiser should be removed from the WES PTO bank account due to no longer being an officer. Kim Clayton, Jennifer Carreiro, and Kelley Murray will remain on the account. The Bylaws need to be updated to reflect this action to address as officers change.

Motion made by: Heather Carlton

Motion second by: Belinda Ray

Removal of Sam Hiser from WES PTO bank account is approved.

Old Business

Fall 2023 Boosterthon:

Fall 2023 Boosterthon is scheduled for October 2-11, 2023. More information to come.

New Business

Budget Approvals:

Santa Shoppe will be held this year and was a well-received event in the past. The committee requests \$10,000.00 to stock the Santa Shoppe. This is not a fundraiser but rather a break-even event.

Motion made by: Ariel Snyder

Motion second by: Jessica Strickland

\$10,000.00 approved for Santa Shoppe budget for 2023.

Smencil Cart will be starting back up on September 8th. The committee requests to allow Ms. Jennifer Carreiro permission to spend funds to keep the Smencil Cart stocked for operation.

Motion made by: Amanda Cline

Motion second by: Lauren Wall

Jennifer Carreiro approved to make purchases to keep Smencil Cart stocked for the 2023-2024 school year.

Student of the Month, will be signs only this year due to price increase. Katie Edlemon is requesting \$2,500.00 to cover the cost of the signs. It was recommended that we get additional quotes from other print services to ensure we are getting competitive bids for the work. Kelley Murray agreed to send the information for additional quotes.

Motion made by: Kim Clayton

Motion second by: Lauren Wall

Up to \$2,500.00 approved for the purchase of Student of the Month signs.

Welcome Back Appreciation Meal for Teachers and Staff, provide breakfast at 7am for everyone on September 1st. Invite parents to volunteer to serve during this time. Request a budget of \$1,500.00 to provide breakfast for 100 people.

Motion made by: Tara Carter

Motion second by: Andrea Landry

\$1,500.00 approved for Welcome Back Appreciation Meal for 100 people.

2023-2024 WES PTO Calendar of Events: calendar of events provided and reviewed. No questions or discussion.

Review of Bylaws: copy of Bylaws provided to those in attendance, review requested with discussion to be held during September 18, 2023 meeting.

PTO Communication: review of communication channels of WES PTO to include, Facebook, Remind, school web page, and yearbook

Walking Track Reveal/Grand Opening: tabled until September meeting.

Lil' Warrior Spirit Wear Shop: coming soon, items specific to WES.

COMMITTEE REPORTS

The WES PTO 2023-2024 Committee listing was reviewed with all those in attendance, to include introduction of the committee chairs and the events being considered. All attendees were invited to visit with the committees that were of interest to them following the adjournment of the meeting. The WES PTO 2023-2024 Committees and Charis are as follows:

Holiday Events | Co-Chairs: Kim Clayton, Jennifer Carreiro

Outdoor Classroom & Playground | Co-Chairs: Heidi Cline, Lauren Wall

Fundraising | Co-Chairs: Lauren Wall, Amanda Hutto

Recognition Team | Co-Chairs: Tara Carter, Lauren Wall

Springfest | Co-Chairs: Tara Carter, Lauren Wall, Kim Clayton

Teacher Appreciation | Co-Chairs: Heather Carlton, Amanda Hutto

ANNOUNCEMENTS

Open House Drawing: the winner of the basket from Open House event is Sandra Matthews. The basket was presented to Sandra and her picture was taken.

Next Meeting: September 18, 2023

Adjournment: meeting adjourned at 6:55 p.m. with committee chairs being present to meet with those interested in said committee.

Motion made by: Lauren Wall

Motion second by: Andrea Landry

Meeting adjourned at 6:55 p.m.