

**August 19, 2024 PTA Meeting  
Westmore Elementary School**

**Minutes are considered a high-level overview of the meeting.**

**For more information on any specific topic, please ask PTA officers.**

**Welcome**

The Westmore Elementary School PTA met on Aug. 19, 2024. The meeting was called to order at 6:31 p.m. About 20 people were in attendance in person.

Attendees went around and introduced themselves.

President Ande Ngola gave a brief overview of PTA and shared events and funding from the 2023-2024 school year.

There are currently 43 Westmore PTA members.

**Installation of New Officers**

President Ande Ngola and Vice President Caisey Schneider were sworn in by Treasurer Taryn Mueller.

**Audit**

The audit ended June 30, 2024. Books were correct, and there were no outstanding checks. It was signed and entered into Givebacks. The balance is currently \$23,318.02. Treasurer Taryn Mueller moved to adopt the audit report of 2023-2024. Carson Simek seconded. The audit was accepted.

**Budget**

Treasurer Taryn Mueller reviewed the current budget and new items. Some big changes include Movie Nights (adding in budget for a projector) and increasing amount for Safety Patrol field trip. We also want to add in Parents Night Out line item to the budget. There's also a new line item for Grade Level Parents. PTA tries to make money this year for next year's budget.

Taylor Thinnes shared that she planned a Westmore Parents Night Out on September 6, 7-9 p.m. at Noon Whistle for music bingo. She has gift cards from local businesses for prizes as well. The cost is \$450 for 75 people for music bingo, and the room costs \$600. We would charge \$15 per person. It will cost \$1,050 total. There's an invoice link for the \$450 that is paid up front. We pay that day for the \$600 cost. We can use CheddarUp for the event.

Nikki Sheehan made a motion to approve the budget as it was presented. Carson Simek seconded the motion. This was accepted.

Taylor Thinnes made a motion to amend the budget to add Parents Night Out line item. Jacqueline Luna-Montes seconded the motion. This was accepted.

There was discussion on the Safety Patrol budget line and possibly discussing other ideas in the future, instead of a field trip, since it's a bigger part of the budget.

Raquel Mahoney made a motion to amend the Safety Patrol budget to \$1,300. Taryn Mueller seconded the motion. This was accepted.

Grade Level Parents: There will be three events throughout the year where parents will help support the event (Halloween, Book Blizzard, and class picnics at the end of the year). The cost is around \$0.50 per student per event.

### **Introduction of Bylaws Amendment**

President Ande Ngola shared that the current bylaws say there should be regular meetings of the executive board 10 times per year. She would like to change this to a minimum of 8 times per year and have 50% plus 3 active committee chair members included for a quorum. Please reach out to Ande Ngola for more information.

### **Secretary's Report**

Secretary Rachel Fowler shared that PTA has an event planner form and event summary form for everyone to fill out when working on events that will help figure out logistics now and in the future. She will share the forms with the meeting minutes.

The bylaws say there's a committee chair manual, which currently doesn't exist.

### **Treasurer's Report**

Treasurer Taryn Mueller shared that you should request if you need the cashbox for an event. She would like to be told 48 hours in advance. Cash receipt and deposit forms need to be returned after the event. The form needs to be signed by two PTA members. The cash needs to be returned to the treasurer. The check request form should be filled out as well, as soon as possible after the event.

### **President's Report**

President Ande Ngola reported that we need committee chairs for certain events. Chairs are needed for Movie Night, STEM Night, and Fundraising.

Carson Simek will chair the 5th Grade Committee. Nikki Sheehan will chair Teacher Appreciation.

### **Principal's Report**

Mr. Dart shared that kindergarten survived their first week. There are over 400 students. Katherine Portilla is the new ELL teacher at Westmore who was in attendance. There was a bus evacuation drill on August 19. The first fire drill will be on August 28. Every drill will happen in the fall. The charter is complete as well. The theme is sports, and the motto is: Together, we are a winning team. Early dismissal is on August 28 with the theme kickoff. September is Pediatric Cancer Awareness Month. School pictures are September 13. Curriculum Night is September 27 from 6-7:30 p.m.

### **Committee Reports**

**Back to School Bash:** Carson Simek shared that there was a really good turnout. There was ice cream, chips, and a scavenger hunt. We need to buy more balls. We could use Scholastic Dollars for this. One sign from the scavenger hunt is missing.

**Spiritwear:** Nikki Sheehan proposed a year-round store with no time cutoffs with a turnaround time of two weeks. She would like to talk to current chair Kris Castaldi about this. There would be more options, too. We could design shirts for other events, too. We'll discuss this further at the next PTA meeting.

**Parents Night Out:** Taylor Thinnes shared information about the Westmore Parents Night Out on September 6, 7-9 p.m. at Noon Whistle for music bingo.

**Kindergarten/1st Grade Social:** Taylor Thinnes shared that the social will be Tuesday, Sept. 17, at Lufkin Park from 5-7 p.m. There will be a food truck there.

**Membership:** Jaqueline Luna-Montes shared that her and Raquel Mahoney will work together on social media and a content calendar. Ande can provide Jacqueline with PTA member information. She suggested adding a PTA blurb in teacher emails, too.

**Fundraising:** Ande Ngola shared that our fundraising doesn't align with our expenditures. Ande proposed a read-a-thon event at the end of September. We'll use a company called 99 Pledges. They take 2-3% but manage all donations.

### **New Business**

Jacqueline Luna-Montes proposed time limits on agenda items so PTA meetings don't run too long.

### **Announcements**

August 23—Pool Party • 7:00 - 9:00 p.m.

September 6—Parent's Night Out • 7:00 - 9:00 p.m.

September 10—Next PTA Meeting • 6:30 p.m.

September 13—School Pictures

September 17—Kindergarten/1st Grade Social • 5:00 - 7:00 p.m. at Lufkin Park

September 27—Movie Night

The meeting was adjourned at 8:02 p.m. The next meeting is scheduled for September 10 at 6:30 p.m.

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