

# PTG MEETING MINUTES

Wilson Elementary School PTG

*Tuesday, Jan 9, 2024 7:00 pm | Wilson Elementary Library | Meeting Called to Order at 7:02 pm by Kendra Chapman*

*Minutes Submitted by Ana-Maria Ehrler*

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## PTG Officers in Attendance

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Kendra Chapman, President

Tonja Brown, Vice President via Zoom

Gretchen Cleveland, Treasurer

Ana Ehrler, Secretary

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## Approval of Minutes

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The [November minutes](#) were reviewed. Motion to approve by Ana Ehrler, Sarah Rogers seconds. All in favor. — Passes

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## Guest Speaker—Spokane Public Library Caris O'Malley

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- Kendra Chapman introduced Caris O'Malley with the Spokane Public Library. Mr. O'Malley provided the group with basic information about the [Upcoming Levy](#) renewal request. He stated the current Levy is taxed at \$0.07 cents/\$1000 per thousand home value. \$418,000 = \$28 dollars a year. They finished the current Levy by renovating, 7 library/buildings. At the current level of funding they are able to keep the library's open 7 days a week and continually work to expand events. If the Levy does not pass he stated we would see a decrease in services. This year is the first year in history to break 1 million visitors at the Spokane Public Libraries. They have had record breaking successes with 18K room reservations and 200 events per month and they looking to maintain this momentum into the next 3 years. The last Levy passed with 66% voter approval. It's not a additional tax but a renewing of existing Levy. Josie Dix asked if we could get yard signs? He answered: Yes please contact him through his provided personal email @ [carisomalley@gmail.com](mailto:carisomalley@gmail.com) or visit <http://yesforspokanelibrary.com/>.

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## Celebrations, Kendra Chapman, President

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- Kendra Chapman took the time/opportunity to acknowledge and recognize our wonderful volunteering parents and expressed sincere thanks for all parents do for our students and staff. She extended thanks to Sarah Rogers & Emily Allen for the holiday staff breakfast and mentioned there were also multiple thank you notes from the staff as well. Thank you to Stephanie Newman for her first edition of Paw Prints. It was amazing, the second edition is ready to be sent out. We are very grateful for Stephanie for taking this on. Thank you to Kate Smith & Raederle Swanson; thank you for your time and for creativity for putting on Art night. It was a huge success. Thank you to Ana for the Directory. Thank you to Tonja for organizing the Wilson dine outs. Thank you to Jeff for all your work in extra curricular. Big thank you to Jed Whittaker and his team at Jack Pine Media for their work with the Website. Thank you to Andrew Brajcich for all of the help with the IRS dealings and for filing the 2023 taxes today!!! Thank you to Gretchen Cleveland for volunteering to serve as treasurer and all she has done thus far as she has put in 50+ hours with uploading all of this year (and last years for historical data) into Quick books, categorized it and made is supremely useful. Kendra has some post it notes on the tables for anyone to add Thank You's so we can share thanks for all everyone is doing. We are so grateful for all of our volunteers and for the Wilson Community.
- Kendra also wanted to give a special thank you to those who donated during the book fair as this money went to the Community fund and Mrs. Alfstad was able to allow kids to choose a book who may not have been able to

buy them. The PTG also provided the teachers with a small gift card to the Hidden Bagel and the support for local business was also greatly appreciated.

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## Treasurer's Update, Gretchen Cleveland, Treasurer

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- **Budget Update**— Gretchen Cleveland—has been diligently working on updated and categorizing both FY23 and current [FY24 budgets and spending](#). She has categorized what was spent, as well as what revenue was brought in. This gives the PTG a more clear picture of what we are working with for the rest of this year and into next. We know the IRS has cashed the checks, and we should know in the next 45-90 days whether we will be provided a refund from the IRS. The board (and Andrew Brajcich) will be in contact with the IRS to see the way forward with these should they be refunded. As mentioned before, the FY23 taxes submitted this week. THANK YOU! Upon reconciling the budget, it is reported the financial situation is not as dire as originally thought, but still tight. As the PTG continues to fund amazing and excellent programs through the approved FY24 budget. Gretchen is looking to do a review of previous years with the events coming up. Quickbooks is live and reconciles with the bank account real time.
- Reimbursements will be coming directly from STCU via check—make sure the address submitted for the reimbursement is accurate on the reimbursement request forms.
- One of the reasons it is not so dire (given the amount unexpectedly paid to the IRS in penalties) can be attributed to the fundraising efforts of PTG, particularly the Wilson dining out Tonja Brown has organized.
- Kendra Chapman-Recommend we pause funding but this is up for a vote and Gretchen will provide some potential guiding principles for spending FY24.

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## Discussion Items

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- **Guiding Principles for 2023-24 Spending**--Gretchen Cleveland—given our current financials, as mentioned while not as dire as thought in November, additional spending should be done with caution. As we do not have a substantial amount of money carrying over into the next school year. The Wildcat Walk originally proposed to be an every 18 month fund raiser; had 2 years between them; the first one was in Fall 2021, with the most recent one completed in 2023. During this time Wilson added a lot of programs and extracurriculars to execute these funds. This is all amazing for the Wilson community, but we have a full slate of expenses and need to proceed with caution for anything not currently in the budget. It is not saying no, but more-so prioritizing funding to what the PTG votes on. There is a finite amount of money so if something is added, the recommendation is to be taken from something that potential underspent or where there is money in this years budget in order to carry over enough to make it to at least the 18 month point (April-ish of 2025).

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## Funding Requests

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- **Ukuleles for Music Room**-This is a [request](#) from November 2023 when the budget was uncertain and through a vote the PTG determined to pause spending until a more clear picture could be presented. This request was brought again, but Mrs. Knapp was unable to attend. Tonja Brown mentioned there was a range from low end to high end, how do we know or figure out how much is really needed? She also brought up a request to ask what money given to Music has previously been spent on? Mrs. Smulkowski brought up a point to ask the teach if this is a request stemming from “PTG has a lot of money so ask for what you want, or is this a need.” She later reiterates re-engaging with Mrs. Knapp for this request. Josie Dix expressed concern as she wants her 5<sup>th</sup> grader to play music and perform. Andrew Brajcich brought ups great point as we should have an idea in 90 days on whether we get the IRS money refunded. Mrs. Reilly piggy backed on Mrs. Smulkowski’s, as the teachers are talking and realizing where the PTG is at financially and understand and are appreciative of the PTG. Jeff Klein —putting more effort to art in the winter per the feedback from last year. He proposed not to do a spring Art with EWU to put about \$1300 back in the budget. Mrs. Smulkowski motions to table and talk with Mrs. Knapp and table until next meeting. Tonja Brown seconds. All in favor—-Motion passes.
- **Playground Equipment**-This [request](#) was brought forward by Emily Allen. She took inventory of what the students had for playground equipment. They have one foam soccer ball, 2x deflated tether balls, 2 x basketballs,

so the original request was for 2 x volleyballs & 1 football. After discussion with the PTG and the footballs already purchased for Flag Football (12 junior footballs and 5 pee wee) the football request was withdrawn. The question about where does the equipment come from? How are they accountable? It was mentioned the Kids need to take ownership about checking in and checking out. What is the sign in/sign out procedures? Miss Huffaker was unaware of this being an issue. Sarah Rogers asked; Could it come out of building fund? Miss Huffaker Yes, we can, there is building funds to help with this. Mrs. Reilly concurred we don't have volleyballs. We want to make sure kids have things to play with. Kendra suggested to put a line item in the budget for replacement balls in the future. Kendra Chapman made the motion for \$75 for playground equipment to Miss Huffaker. Jeff Klein seconds. All in favor. Motion passes.

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## Information Items

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- **PTG Emails and Texts**-Kendra Chapman—please add wilsonptgannouncements@gmail.com to your contacts and please check your email. PTG information emails and texting will not go out through the office any more. Event Chairs can coordinate with any of the PTG Executive Officer to have information sent out. The Executive officer are still working out the processes and what makes the most sense for communication. The Wilson Staff will need to opt in to text announcements by emailing the PTG their phone numbers. Will seek feedback in a few months/weeks.
- **CAC Update** (Sarah Rodgers) – Dr. Swinard talked about the odd holiday schedule this year. The board update focused on the bond/levy, majority of the meeting was on the extra-curricular across the district. There is a Podcast that goes out from the district called “Extra.”
- **Book Bingo**- Scott Rasmussen—Next Thursday Jan 18<sup>th</sup> 6-7:30PM in the Gym, Mrs. Perry agreed to MC again. Popcorn will be pre-made and drinks will be served. Books were donated from global neighborhood thrift and Kiwanis. Need volunteers. Open house style, come and go as you need.
- **Dine out Events**: Tonja Brown has organized 4 dine out events this year. Next dine out Feb 5<sup>th</sup> MOD pizza—they give the PTG 30% of the profits. The upcoming dine out schedule: March 4<sup>th</sup> @ Red Robin downtown. April 15<sup>th</sup> @ Caruso's. We have been averaging \$250 per event, and have raised ~ \$1,000. Thank you again to Tonja for setting all of this up.

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## Updates from Wilson Administrators Miss Jennifer Huffaker

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- **Art night was a huge success.** Thank you to Kate Smith & Raederle Swanson for hosting.
- **Book Fair was also a huge success.** Thank you to the parents who helped both set up and take down as well as all of the volunteering. Huge thank you to the parents for the staff holiday breakfast.
- **Attendance team**, Mrs. Admire, Melissa Alfstad & Miss Huffaker—meet twice a month—biweekly. The team discusses chronic absenteeism; those missing more than 10% of school. They have been working to take in the whole picture and ask the teacher questions such as; “Is the student missing for time with family or are they falling behind?”
- **Generation Alive Program** as previously brought up at the last PTG meeting—getting kids involved with community. Partnering with them with the 5<sup>th</sup> graders.
- **Progress Conferences**—Looking forward to seeing everyone at progress conferences Jan 24<sup>th</sup> & 25<sup>th</sup>.

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## Staff Share

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- **Mrs. Smulkowski (K-2 rep)**-- Lots of holiday stuff leading into the break Fuller & Stailey did a gingerbread scavenger hunt, so fun to see the kids around the school. Some classes also hosted holiday concerts. 2d grade in Mrs. Bozo's & Mrs. Holcomb's class made ceramic gingerbread ornaments. She also presented a Reading strategies hand out; She suggested when you r child is reading out-loud and they come to a word they don't know wait...and keep waiting. K-2 use what they know about their letter sounds before you give it to them. For older kids, break it into pieces they already know. [Reading guide](#) is provided on the website/link for families. Explanation of reading skills. Promote family engagement.
- **Mrs. Reilly (3-5 rep)**— Thank you so much to all the parents for the staff holiday breakfast. The décor was great, getting together as a staff was great. It was wonderful and thank you for the gifts. Thank you for using the local

business in their time in need. Love the book fair and thank you to those who donated to the classrooms; these books reside in our libraries in our classrooms and the kids love them. 3d grade finished their field trip to the MAC and their scavenger hunt though the Campbell house prior to the holiday break. Thank you to the PTG supporting this. 3d grade, finished up the sea unit. The new ELA, wit & wisdom has 3d graders doing more Non-fiction and higher level reading and the engagement with the kids. This sea unit consisted and culminated with dissected a squid. Parent volunteers helped with the dissection; thank you. Mrs. Reilly provided a 3-5 grade math, tip as they are developing and learning multiplication facts and repeated addition. She suggested to look at the things we have around us and use those to help the kids learn. Asking, how many rows, how many columns? Using the things around you to find arrays. Make games out of a deck of cards, and/or dice. Make games out of things around the house. Use the things around you.

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## Extracurricular Committee Update

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- **Extracurricular Committee Update** (Jeff Klein):
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## Next Meeting

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**Tuesday**, February 6, 7:00 PM

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## Meeting Adjourned

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8:35 pm by Kendra Chapman

Attendance: (23 total in attendance—12 in person —11 online)