

# PTG MEETING MINUTES

Wilson Elementary School PTG

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*Tuesday, May 14, 2024 7:00 pm | Wilson Elementary Library | Meeting Called to Order at 7:01 pm by Kendra Chapman*

*Minutes Submitted by Ana-Maria Ehrler*

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## PTG Officers in Attendance

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Kendra Kimball Chapman, President  
Tonja Brown, Vice-President  
Gretchen Cleveland, Treasurer  
Ana Ehrler, Secretary—Via Zoom

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## Welcome / Intro from Kendra

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Kendra Chapman called the meeting to order at 7:01PM and started with a big thank you for the community to keep showing up as the world continues to throw us curve balls. It's been a really tough year, with the Music teacher being placed on leave, and the principal resigning as well as the Principal's Assistant. We have learned a lot this year. We have been busy advocating and the good news is the listening, restorative and healing with the district will take place in two sessions; these will each be the same; Thursday, May 30th 3:30-5 and Thursday June 6th 4:30-6. There will be a formal invitation and the expectation is to RSVP. We also got a push from the district for the Districts Building Bridges Program this will happen in the fall. Aim is to create pathways to communication and a shared language. First session will be Staff only session, second session is for parents & caregivers and third is shared with a meal.

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## Approval of Minutes

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The April Minutes were reviewed. Motion to approve by Kendra Chapman, second by Jake Rodgers, all in favor. — Motion Passes

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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, students and staff.
- Thank you to the Wilson Carnival Team! All the Carnival volunteers, parents of current students, parents of Wilson Alumni, and Wilson graduates who returned to help. Thank you to all those who donated during Carnival. The community donated \$687 and gave away over \$800 worth of carnival tickets to our community members.
- Thank you to Trish & Rui who are so generous to support our team. Trish expressed being grateful to those who helped our amazing custodial Team. Thank you to teachers and students who help keep our playground tidy. Trish asked to thank everyone for picking up rocks on the playground.
- Thank you to Dine Out Chair Tonja Brown, raised over \$1400 dollars this year for the PTG.
- Thank you to Jake Rodgers for the Parents Night Out Chair, 40 people attended and Jake plans to do it again next year.

- Thank you to those who contributed to the week, and also to hospitality chairs Emily Allen and Sarah Rodgers for spearheading Staff appreciation Week.
- Thank you to Shannon Lawson for supporting the community during this transition as we recognize her steady hand in the office during this transition.
- Thank you to Katelyn Hunt for organizing the Flower Basket Sale. Lima Greenhouse was very generous to us.
- Thank you to Josie Dix for finishing up our brick sales and convincing our engraver to come out before we'd fulfilled the min order. Brick Sales will be closing for a bit after this round of bricks.
- Thank you to Lima Greenhouse for supporting our flower basket sale and sponsoring an amazing field trip for our kinders once again this year; it was an amazing field trip and Kendra's favorite.

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*Guest Speaker, Andee Atwood, Accounting Director for SPS*

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- PTG Compliance and SPS Policies—Kendra stated these are new to us guidelines, not necessarily new. Andee's role in the district; she is in charge of district compliance and works with the district auditors. She works with them 11 months of the year. These auditors live in our community and their kids go to our schools. It is very important for us to follow our guidelines.
- Fundraising—The district and the PTG are two separate entities and must remain so and be advertised as such. The building administrators are here as advisors to the PTG but do not dictate how money within the PTG should be spent. When there is a fundraiser, the distinction between the two separate events and when PTG is doing it, MUST be advertised as such because there are things a non-profit can do that the local government (school) cannot do. These fundraisers, when for the PTG, cannot happen during instructional hours utilizing school resources and taking away from instruction time.
  - Josie Dix, Sac and Hutton do a Walk-a-thon. And they do it during the school day? Andee does not go around and look for violations. District really does try to get to yes with the things local PTGs want to accomplish.
- School District Board Policy (SPS 81). This is not the first PTG Andee has visited and shared information with. Andee has a responsibility to educate in order to help compliance.
  - Is there a place where all of these policies are held?
    - Yes. All of the district's policies are on the district website.
- District doesn't have formal training for PTGs, and their job does not include providing this training, but there is a state website where some state PTG/PTA information can be found.
  - Tonja Brown—how do we figure out what we don't know as this is the second incident where we have been told we were supposed to have something (multicultural club) but we didn't know it was needed?
    - You won't know it, and we have a lot of new administrators and the district can probably do a better job in sharing this information and try to ensure our new administrators know district policies.
  - Gretchen Cleveland—working to create more written procedures for the treasurer role and provide better documentation to ensure compliance when the job transitions to others. Would you be willing to meet with me on that? Andee-Yes.
- Copier use, as separate entities, the copier machine is intended for school business. Lots of copies, flyers and supporting fundraising efforts, the school printer cannot be used. Gretchen-As we are trying to become more environmentally responsible without paper, can the teachers still scan and send reimbursement receipts to the PTG via a copier. Andee-Yes.

- Field trips—the PTG has been writing checks directly to vendors. When it's an instructional day those activities should be coming from the district (for various reasons—tracking, liability, insurance etc.) not the PTG. The ask it to provide a donation to the vendor.
  - Kendra—who are we writing these checks to? And how can we do it and ensure we aren't wasting money? It can be paid from a district fund, and then the PTG can reimburse with a check. OR the PTG can make a donation. Over \$500 is reported to the board.
  - Tonja—does this just go through the office? Yes—Ferris High school does this. The business office tracks this and then it is distributed. If it is truly an instruction extracurricular, then yes it should flow through the office.
  - What about expenditures above a certain threshold? Andee—Anything over \$3500 has to go through the purchasing department with the district.
  - Tonja—Do you have any best practices? Is it easier if we just buy and then donate it? Andee—potentially but it all depends on what the ask is.
  - Andee—The administrator is here as an advisor and that is their job is to help advise the PTG. If they don't know they should be contacting me.
  - Jeff—this isn't all that hard; Some of this is very laborious, and I don't think it's working very well based off the feedback from your office about how we did. The partnership this past year. Andee—but that is our job.
- Shannon Lawson—I have had this come to a head with 3 PTGs when they combined, and the school administrator's responsibility is to support. There are gaps that need to be bridged. We need to fill in these gaps in order to help the organization to move forward.

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### Treasurer's Update, Gretchen Cleveland, Treasurer

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- **Budget Update**—Carnival, had excess revenue in about \$3,000 more than submitted expenses thus far, and we know it's never supposed to be a fundraiser. We don't have the full picture yet. There are still Carnival expenses to be paid. Amy Barker has expended all the book fair funds that carried over from last year. We will be going an entire Fiscal Year before the next Wildcat Walk Fundraiser. Planned for FY25 fall to allow for new principal to arrive and settle in.
- **2024-2025 Budget Discussion**— We are budgeting for both next year and the beginning of the school year in fall of 2025. 28% of the budget is built to go toward school support which matches the survey feedback received. Events are intended to be money in and money out. Remaining expenses, we are budgeting carryover conservatively. 50K into next year. We intend to meet with a couple local banks this summer to explore better non-profit services and a better interest rate on our money market account. The proposed budget built is around 70K which includes expenses for the next fiscal year (FY25) and the start of the following year's expenses leading up to the next Wildcat Walk (FY26). Conservative revenue but also more aggressive in utilizing what we have in our assumptions. This gives us an approximate 5K buffer for next year. One thing that has been proposed, is building a STEM night. This would run \$1750, but it is not currently in the draft budget. The other proposed change is related to extracurriculars. Currently, extracurricular budget is built with each activity having a dedicated budget line. Proposal to instead build the extracurricular budget as one pot with an amount for extracurricular and leave it to an extracurricular sub-committee to make decisions. Drama and Lego Robotics would continue to have dedicated line items in this budget model. Jeff still wants to start an extracurricular sub-committee. Jeff, if we can get an extracurricular committee formed, the proposed budget model is a good idea. Kendra—Do we want to do STEM night? Kendra-I motion we set aside

the money for STEM night to put in the budget for next year. Raise of hands were in favor of adding this to the proposed FY25 budget to be voted on in the June meeting. Teacher checks for FY25 will be \$300 based on 1.0 FTE; the same amount is proposed also for the fall of 25 (FY26).

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## Information Items

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- **CAC Update**-Sarah Rodgers—Dr. Swinyard, started stating the district is in a strong fiscal position, Seattle is closing 20 school; Moses Lake laid off teachers; SPS district is lucky in that aspect. Most of the meeting was dedicated to talking about going to a more balanced calendar. We attend school 180 days of school & 11 weeks of summer vacation. They are looking at going to 180 days of school but spreading out the vacation to 10 days of fall break, 15 days at Christmas, 10 day spring break and 7-8 weeks of summer. Jake Rodgers talked about the process as they brought in a bunch of experts and sought feedback from various levels from students to experts. Fairly thorough process. If you have input please put it through Let's Talk.
- **DEI Subcommittee**-Lindsey Gilbert— parent of Locklin, a 4th grader. Wilson PTG decided to establish the subcommittee. We will have a DEI segment in PTG meetings, and in PAW prints as well. Here are the mission and vision statement.
  - Vision Statement—Our vision is to ensure that our children learn and grow in an inclusive, equitable environment, where differences enhance the learning environment, and all feel valued, included, and heard.
  - Mission Statement—Consistent with the Wilson School Parent Teacher Group's overriding purpose, the DEI Subcommittee will convene, in a spirit of collaboration, parents and guardians of our Wilson Elementary School students, administrative staff, teachers, and district representatives, in order to build, foster, and encourage a culture of transparency, belonging, empathy, and resilience, where diversity, equity, and inclusion are fundamental values, where students, parents, and teachers feel respected, included, and heard, and where the welfare of our children is truly a paramount concern.
- **PTG Survey Preliminary**—Kendra Chapman— quickly shared the PTG survey data, Classroom support. is where people expressed priority for PTG funds. Priority also expressed on extracurricular activities. For what we built to continue it needs longevity. There were other extra-curricular suggestions, Chess Club, Math is Cool/Math League, Foreign Languages, ASL, Yoga, Music, Sewing, Knitting/Crocheting, Science Club and many more. Email Jeff if you are interested in helping. We also need someone to spearhead and chair a Multicultural Event. The other big piece learned—texts and emails were highly rated for preferred communication, secondary was the website and teacher newsletters. Social media and paper flyers ranked lowest around 22% & 18%. We strive to continually improve and learn and grow. We are always open to feedback.
- **2024-25 Open Chair Positions**— Kendra Chapman, Stephanie Newman is taking on CAC with Kelli Wright. We also have a team for Monster Mash and Carnival. We are in need of Technology Chair, Multicultural Event, and STEM Event.
- Spring Extracurricular—Jeff Klein, spent some time talking about the job requirements of extracurricular committee members. Dave Allen, Jillian Farland, and Kelli Wright volunteered to join the committee. Jillian would like to see more opportunities for Kinders. Diana Costa was not present but it was suggested that she should be invited as well, as she has expressed the same sentiment.
- **Memorial Brick Wall Update**-Josie Dix—I started this brick wall with a bunch of parents. The district gave us bricks to engrave. The campaign ends tomorrow (May 15).
- **Carnival**-Josie Dix—The carnival is my baby as my kids love the Carnival. I moved here in 2005 with a 3rd grader and a 3 year old for the first one and I was asked to continue this tradition. We will be back to volunteer but my kids are growing, but thank you for all the years of Carnival.
- **Dine Out Events**-Tonja Brown Thank you for everyone who participated as we exceeded all of our anticipated expectations.
- **2024-2025 PTG Board Elections**-Tonja Brown ran the Elections—Nomination for Secretary is Krista Kauffman all in favor. Motion passes. Nomination for Treasurer Elect is Ana-Maria Ehrler, all in favor, motion passes. Nomination for Gretchen Cleveland for her 2nd year in the Treasurer position, all in favor, motion passes. Nomination for Vice-President is Kelli Wright, all in favor, motion passes. Nomination for Kendra Chapman for her 2nd year in the President position, all in favor motion passes.

- Tonja Brown moves to add Ana-Maria Ehrler, our newly elected Treasurer Elect to the Wilson PTG bank account at STCU. Gretchen Cleveland (Treasurer) and Kendra Chapman (President) will remain as authorized users on the Wilson PTG bank account. We grant full banking privileges, together or separately, to Gretchen Cleveland, Ana-Maria Ehrler & Kendra Chapman effective immediately. All in favor, motion passes.

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### Updates from Wilson Administrators

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- Shannon Lawson —sharing what I feel like you need/want to know. Staffing & hiring, the principal hire has gone through initial screening and should get info on the next step very soon. The support secretary position had a lot of applicants and they narrowed it down. Classroom staffing: the district looks at rolling the children up a year and then determines staffing needs for the school. If overstaffed, lowest priority get put into an involuntary move, and no one was sent to involuntary move from Wilson. The big changes; Mrs. Stailey will have a K/1 combo. For a 2/3 Combo, we picked up a transfer Julian San German an amazing teacher from Mullen Road, Mrs. Smulkowski will move to 4th grade as we have the bubble of 3rd graders as the largest class in the school, Music still TBD. Counselor Mrs. Alfstad announced her retirement, this position is currently open for applicants. Kaylynn Meija also announced her retirement, as has Amy Barker in the library. Mrs. Kovarik will be the librarian next school year. 90 families completed the survey for placement, thank you for that. There is a new volunteer application form for next year, you can get ahead of it and fill it out now.

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### New Discussion Items—Questions—Comments—Ideas

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To close things up, the Wilson Scholarship 6 applicants, \$500 max.

Next Meeting **Tuesday, June 4, 7:00 PM** will be hosted either at the Kleins or Allens.

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### Meeting Adjourned

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8:42 pm by Kendra Chapman — Attendance: (26 total in attendance—20 in person —6 online)

On-line

Emily Allen, Gretchen Cleveland, Josh Cleveland, Ethan Wolcott, Alicia Richards, Ana-Maria Ehrler