1. Welcome & Introductions - all who attended tonight

2. Business Items
   a. Approved May 2020 Minutes
      i. West High PTSA website - https://west.slcschools.org/community/ptsa/
         1. Posted May PTSA meeting minutes
            https://west.slcschools.org/community/ptsa/documents/MayPTSAMinutes.pdf
   b. Treasurer’s Report - Bethany Johnson
      i. Discuss & Approved 2020-2021 Budget
         1. Shared screen of the past budget & what PTSA has funded the past two years.
         2. We have $1568 in our account. We need to generate income to help fund this year.
            a. Masks were purchased for last year’s graduation.
               i. Sandra gave out some of the masks to students & volunteers at the recent supplies pick-up this week.
               ii. What should be done with the extras? (100-200?)
            b. PTSA needs to solicit donations through an email listing specific ways PTSA spends the money & direct them to MySchoolFees to join &/or make an online donation.
               i. Possible announcements
                  1. WHSPSN email
                  2. School Announcements (sent via email)
                  3. School Facebook page
            c. Canvas sends announcements, but they go through teachers to their classes. In the past, few parents signed up to follow their students so there may be better ways to reach parents/guardians.
   3. Reflections has a budget of $500, but this is an area where we can cut back to help offset our low account balance.
   4. Teacher Appreciation: $1000 budgeted.
      a. Kathy thinks teachers will appreciate anything. May is nice because teachers are frazzled, but any little thoughtful, little surprise would be good - validation.
      b. Teachers are allowed to decide if they work from West or home. We don’t know how many are planning on being in the building for food, but teacher boxes are still a great way to distribute items.
      c. There are probably 120 teachers at West.
      d. We may have a connection through Hilton to donate a meal.
   5. The budget was approved.
   ii. Basic Fiscal Management & Ethics/Conflict of interest forms
      1. Bethany is training next week with Monica. She will ask for how the regional PTA will accept signed forms to be in compliance & let us know.
iii. Proof of insurance (AIM) - Kristin is looking into the insurance so we can get it paid. Bethany will let us know when we have proof of insurance.

iv. West PTSA Bylaws are up for renewal
   1. Sandra is getting a copy of the old bylaws & will send them out to us to review. We are to let her know if anything should be changed so they can be approved and submitted by December.

3. Teacher’s Report: Kathy Bernard
   a. Kathy emailed everyone to see how PTSA could help teachers this year & she received 5 back. Some were funny while others were interested in organizing volunteers to help monitor ZOOM call chat feeds (must be cleared by admin), career presentations, …
   b. Mental health is crucial & teachers are doing well, but overwhelmed with the added work to make everything online. Morale is low so any kind of recognition is good.
      i. Use teacher’s boxes? They are being asked to check their boxes at least once a week & someone will run items out to them if they’d rather not go into the building.
      ii. Thank you emails & acknowledging their position & hard work? And ask for ways to help?
   c. Kathy walked us through Zoom access though Canvas & the school schedule.

4. Principal’s Report - not in attendance tonight

5. West PTSA Committees
   a. PT Conference Meals: not anticipated as needed 1st term, but we will look into ways to support teachers
   b. Community Outreach: nothing discussed
   c. Reflections: Heather May
      i. Reflections are all online this year thanks to the National PTA. Issues may arise, but Ms. Delfin is involved. Nov. 16th will probably be the due date.
   d. Teacher Appreciation: see above
   e. Grad Night: We’ll wait and see how the year develops
   f. Student Rep: none in attendance
   g. Teacher Rep: see above
   h. Communication: Paul Stach
      i. Paul will look into ways to enhance communication for West High’s PTSA. We’re excited to have this position filled & with such a qualified parent!

6. Calendar
   a. Sept – Parent Teacher Conferences… Virtual; need our support?
   b. Nov – Food Drive (?)
   c. Reflections due to Region (?)
   d. March – Parent Teacher Conferences
   e. May – Senior Prom (Note: did not include Homecoming Dance or Junior Prom…)
   f. May – Teacher Appreciation Week
   g. June – Commencement & Grad Night

7. Next Meeting: October 7, 2020 @ 5:30pm via Zoom