



MINUTES

Parkway West Middle School

PTO General Meeting

May 9, 2024 | 7:00 – 7:40 PM

West Middle Library

BOARD MEMBERS: Myriam Andrews (President), Casey Pfarr (President-Elect) Stephanie Stokes (VP, Fundraising), Robyn Hayes (VP, Community Events), Tamara Welliver (VP, Communications), Mary Curtis (Secretary), Martin White (Treasurer), Julie Wyatt (Former President)

Attendance: all board members, Christina Merriman, Dr. Kealen

ORDER OF BUSINESS:

1. Welcome – Myriam Andrews

2. April Meeting Minute Approval – Mary Curtis

First Approval: Casey Pfarr; Second Approval: Martin White

3. May Meeting Minute Approval – Mary Curtis (Sep 2024)

- a. Motion to Approve: Tamara Welliver
- b. First approval – Tamara Welliver, Second approval – Lakshmi Papineni
- c. Votes to approve: 7 yays, 0 nays

4. President Report – Myriam Andrews

a. 23-24 PTO Accomplishments (from Casey Pfarr):

i. **Student Events:**

1. Stuff the Locker
2. All-School Fall Tailgate
3. 6th Grade Welcome Event (Fire It Up)
4. Fun Food Days (5): Sep, Nov, Jan, Mar, Apr
5. Grade Level Socials

ii. **Staff Appreciation:**

1. Welcome Back Breakfast
2. Stock the Lounge (monthly)
3. Fall Conference Dinners
4. Winter Wishlist
5. Teacher Grants: 2 cozy saucer chairs, math graphing white board, flexible seating, standing desk, scooters, 3D printer.
6. National Teacher Appreciation Week

iii. **Community Events:**

1. Spooky Stampede Run
2. STL City 2 game (2 events – Sep & Apr)

iv. **PTO Fundraising:**

1. You've Been Hooked Yard Sign Fundraiser
2. Spiritwear Sales: Open House, Holiday Boutique, Online Sales
3. Spirit Nights: restaurants, merchants (e.g. Kendra Scott, Evereve, Goodcents)
4. STL City 2 games: 2 events – Sep & Apr
5. Trivia Night
6. Longhorn Legacy (\$24K!)

- a. Capital Project Funding (Cafeteria Microwaves & Stations)

b. Teacher Appreciation Week, Monday May 6 – Friday, May 10

c. Capital Project / School Improvement Ideas:

i. "Cafeteria Improvement Project" goal to raise \$7K, which includes:

1. 6 commercial microwaves
2. 3-6 self-service stations
3. Fully equipped lunch prep essentials
4. Self-sufficient cleaning stations

5. Signage of expectations of shared space
 - ii. Electrical work has been secured.
 - iii. Still need to figure out the space needed.
- d. PTO Board positions and Committee chair position recruitment 2024-2025
 - i. Still looking for President Elect, VP of Community Events, and more Grade Level Reps for 6th grade
 - ii. Vote to Approve 24-25 Board Members: Discussion: none; Vote: All Yays; No Nays

Leadership Changes:

 1. Myriam Gitt-Andrews moved from President to Past President
 2. Casey Pfarr moved from President Elect to President
 3. Treasurer changed from Martin White to Sarah Masterson

New 24-25 Board:

 1. President: Casey Pfarr
 2. President-Elect: TBD
 3. Treasurer: Sarah Masterson
 4. Recording Secretary: Mary Curtis
 5. VP of Fundraising: Stephanie Stokes
 6. VP of Community: TBD
 7. VP of Communications: Tamara Welliver
 8. Past President: Myriam Gitt-Andrews
- e. Need to review and approve revised 24-25 budget (adjusted based on feedback from April's meeting; see Treasurer's section below).

5. Fundraising Report – Stephanie Stokes

- a. Trivia Night
 - i. Recap of Event on 4/20 @ Elite Performance
 - ii. Recap of what went well and what we'd like to do differently next year:
 1. Space:
 - a. Elite was expensive and we had to rent tables and chairs, and breakdown afterwards.
 - b. Moving to Trinity Lutheran Church next year where tables and chairs are included in the rental fee; space is a bit cozier versus the warehouse ceiling height of Elite.
 - c. Booking an earlier date (March) for next year will be better timing for attendance, as well as moving it to Friday night (fewer weekend conflicts)
 2. Volunteers: NJHS helped with setup and that was great
 3. Sponsors: received good feedback from the sponsors, nothing negative
 4. Silent Auction: great selection of items
 5. Raffle:
 - a. Overall, raffles went well but we could use more volunteers walking around selling raffle tickets to folks at their table.
 - iii. 2025 Trivia Night already reserved for Friday night, March 7th at Trinity Lutheran Church.
- b. Longhorn Legacy Update
 - i. Raised nearly \$24K!
 - ii. 5th Grade Yard Signs are selling really well; made nearly sold over \$2K with \$1.2K in profit so far.
- c. Fun Food Days
 - i. Amanda Ringhoffer will chair fun food days again next year.
- d. Spirit Wear Sales
 - i. Solicited ideas for new products on Facebook.
 - ii. Interest expressed for blankets, crewneck sweatshirts, tote bags, charcuterie board, and laser engraved custom tumblers (side business for West High student)
- e. Spirit Night Monthly Fundraiser
 - i. April 19 STL City 2 SC (Friday Night)
 1. Event went really well.
 2. Sold 73 tickets which resulted in \$365 in direct donations to PWM.
 3. The date for a fall game has already been booked.
 - ii. April 20: Goodcents Fundraiser – PWM received ~\$277 for all sales on trivia day, not just from folks who mentioned West.

6. Community Report – Robyn Hayes

7. Communications Report – Tamara Welliver

8. Principal's Report - Dr. Adam Kealen

- a. Grade level enrollments for next fall:
 - i. 264 6th graders for 24-25
 - ii. 277 7th graders for 24-25
 - iii. 284 8th graders for 24-25
- b. MAP testing is going on this week; NWEA testing is next week.
- c. Field trips and concerts coming up.
- d. Summer work:
 - i. Elective Character Education workshops will be held this summer (staff and students)
 1. Work through 11 principles of character education (mid-June)
 2. Small groups to discuss intervention program.
- e. Getting together June 4th to discuss building plan.

9. Treasurer Report – Martin White

- a. Budget Notes, P&L Review, Proposed Budget for 24-25
 - b. **Highlights include:**
 - i. Longhorn Legacy Goal
 - ii. Trivia Night Fundraising
 - iii. 8th Grade Celebration
 - iv. Total Funds Raised for the Year
 - c. We reached our internal goal of \$20k for LL! We are now at \$23,834.78.
 - d. We raised an additional \$16,124.33 from Trivia Night Registration and Silent Auction! Along with the Longhorn Legacy gifts we raised over \$22k at trivia night!
 - e. We have collected \$13,723.72 for 8th Grade celebration so far. That includes around \$2,100 that we transferred into that account at the beginning of the fiscal year because we didn't have a home for it.
 - f. Our bank account has \$86,188.60 total!
 - g. After subtracting all the 8th Grade Celebration money we collected, we have currently raised \$31,077.85 for the year!
 - h. **Reimbursement Deadlines!**
 - i. Wednesday, May 22: Last day for PWM approved program event expense reimbursements.
 - ii. Monday, June 3: Last day for 8th Grade Celebration expense reimbursements.
10. Motion to approve amended budget for 2024-2025:
- a. First Approval: Myriam Andrews; Second Approval: Robyn Hayes
 - b. Remaining votes: All Yays, No Nays

11. New Business

- a. \$500 Gift Card will be given to Dr. Kealen for a home improvement store for school beautification over the summer (already included in current year budget).

Upcoming Dates:

MAY:

Thursday, May 9 – PTO General Meeting

Friday, May 24 – 6th & 7th Grade Field Day Trips (Bowlero, Dave & Busters)

Monday, May 27 – No School (Memorial Day)

Tuesday, May 28 – 8th Grade Field Day (Six Flags)

Thursday, May 30 – Last Day of School

APPENDIX – 23-24 BUDGET



West Middle School PTO
2312 Baxter Rd.
Chesterfield, MO 63017

PTO Budget as of 5-2-2024 @ 10:09am

Income Categories	23-24 Budget	YTD Actual	Notes
Longhorn Legacy Direct Giving Campaign	\$10,000.00	\$23,834.78	Catch all for income not earmarked in the budget
Spirit Nights/Events	\$750.00	\$715.73	Kendra Scott and Dine Out nights
Fun Food Days	\$2,000.00	\$2,514.51	Days when we sell food at school lunches
Spirit Wear Sales	\$10,000.00	\$27,806.87	Current Profit \$4,813.53; Please note that Spirit wear items were sold to teachers at cost, and other items have been donated to Principals
All School Fall Event	\$750.00	\$1,345.57	Offset by \$700 below, charge admission/food - Fall Tailgate – Friday, Sept 9, 2023 ; Funds Raised to be Donated to Parkway Food Pantry (\$491.92)
All School Winter/Spring Event	\$750.00	\$0.00	Offset by \$700 below, charge admission/food – Possible Outdoor Movie Night – Friday, Apr 26, 2024
Trivia Night Registration	\$6,000.00	\$4,579.99	Registration and sponsors
Trivia Night Silent Auction	\$2,500.00	\$11,544.34	Silent Auction + concert ticket sales
8 th Grade Celebration Collection	\$3,000.00	\$13,723.72	
Fun Run	\$600.00	\$500.00	Income from sponsors
Interest	\$100.00	\$127.33	
Total Income	\$36,450.00	\$86,692.84	

Expense Categories			
Longhorn Legacy Direct Giving Campaign	\$400.00	\$1,009.38	hooked fundraiser, fundraiser expenses
Fun Food Days	\$1,300.00	\$2,473.20	fun food days
Spirit Wear Expenses	\$5,000.00	\$17,273.98	Spirit Wear Exp.
All School Fall Event	\$700.00	\$1,345.57	All School Tailgate
All School Winter/Spring Event	\$700.00	\$0.00	Offset by raising \$750 (entry charge, food sales) – Possible Outdoor Movie Night – Friday, Apr 26 2024
Trivia Night Expenses	\$1,980.00	\$3,890.31	Trivia Night Expenses + bank fees from trivia night
Grants	\$5,000.00	\$5,166.69	Teacher Grants
Staff Appreciation	\$3,000.00	\$596.65	Staff Appreciation/Teacher appreciation
Conference Dinners	\$3,000.00	\$2,332.08	Conference Dinners
Teacher Gifts / Awards	\$400.00	\$100.00	Teacher Gifts
6th Grade Welcome Event	\$500.00	\$500.00	6th grade welcome event
6 th Grade Social	\$1,500.00	\$1,769.68	6th grade social, 6-8th grade socials
7 th Grade Social	\$1,500.00	\$878.78	7th grade social
8 th Grade Social	\$1,500.00	\$1,025.93	8th Grade Social
8 th Grade Celebration	\$6,000.00	\$1,926.71	8th grade Finale
Longhorn Pride	\$1,000.00	\$0.00	Longhorn Pride
Membership Toolkit/Quickbooks	\$900.00	\$320.00	Dues and subscriptions
Liability Insurance	\$500.00	\$466.00	PTO Today liability insurance payment
Benevolence	\$150.00	\$200.00	Provides funding for families in need; July 2023 - Coulter Family (\$100) & Moellenhoff Family (\$100)
Principal Misc	\$150.00	\$1.00	PTO/President Misc.
PTO Office/General Admin Expenses	\$300.00	\$320.81	
Background Checks	\$200.00		Provide funding to volunteers in need for finger printing fees
Playground Equipment	\$200.00		Gaga ball pit maintenance & playground equipment replacement (sports balls, etc.)
Spirit	\$250.00	\$250.00	Spirit/Homecoming
Fun Run	\$300.00	\$44.50	Spooky Run
Total Expenses	\$36,430.00	\$41,891.27	

23-24 Planned Income:	\$36,450.00	First Community Checking	\$77,129.69
23-24 Planned Expense:	\$36,430.00	First Community MM	\$9,058.91
23-24 Planned Net Income:	\$20.00	Total Cash	\$86,188.60

APPENDIX – 23-24 P&L

Parkway West Middle School PTO
 Profit and Loss by Tag Group
 July 1, 2023 - May 2, 2024

	Total	School Budget Title
Revenue		
8th Grade Finale Collection	11,605.00	8th grade celebration
All School Tailgate	1,345.57	all school fall event
Fun Run	500.00	fun run
Fundraisers		
Fun Food Days	2,514.51	fun food days
Welcome Back Breakfast	296.49	Longhorn Legacy
Total Fundraisers	\$ 2,811.00	
Get Hooked	1,305.25	Longhorn Legacy
Interest/Dividend Earned	127.33	Interest
Longhorn Legacy	22,233.04	Longhorn Legacy
Paypal from 2022FY	2,118.72	8th grade celebration collection
Spirit Nights/Events	715.73	spirit night/events
Spirit Wear Sales	27,806.87	spirit wear sales
trivia concert ticket sales	2,475.89	trivia night silet auction
Trivia Night Auction + Sponsors	9,068.45	trivia night sponsors
Trivia Night Registration	4,579.99	trivia night registration
Total Revenue	\$ 86,692.84	Number Equals Total Income
Cost of Goods Sold		
Fun Food Days	2,473.20	fun food days expense
Spirit Wear Exp.	17,273.98	spirit wear expense
Total Cost of Goods Sold	\$ 19,747.18	
Gross Profit	\$ 66,945.66	
Expenditures		
6-8th Grade Socials	235.00	6th grade social
6th Grade Social	1,534.68	6th grade social
6th Grade Welcome Event	500.00	6th grade welcome event
7th Grade Social	878.78	7th grade social
8th Grade Finale	1,926.71	8th grade celebration
8th Grade Social	1,025.93	8th grade social
All-School Tailgate	1,345.57	All school fall event expense
Bank Charges	49.38	Longhorn legacy expense
Benevolence Fund	200.00	Benevolence
Conference Dinners	2,332.08	conference dinners
Dues & subscriptions	320.00	Membership toolkit/Quickbooks
Fundraising	200.00	Longhorn legacy expense
Hooked Fundraiser	760.00	Longhorn legacy expense
Liability Insurance	466.00	Liability Insurance
Office/General Administrative Expenditures	229.87	PTO office/General Admin Expenses
PTO Copies/Supplies	90.94	PTO office/General Admin Expenses
PTO President-Misc.	1.00	Principal Misc
Spirit/Homecoming	250.00	Spirit Expense
Spooky Run	44.50	Fun Run
Staff Appreciation	596.65	Staff Appreciation
Teacher Gifts & Awards	100.00	
Teacher Grants	5,166.69	Grants
Trivia Night Expenses	3,890.31	Trivia Night Expenses
Total Expenditures	\$ 22,144.09	Total Expenses This number plus total cost of goods sold equals
Net Operating Revenue	\$ 44,801.57	
Net Revenue	\$ 44,801.57	

APPENDIX – Proposed 24-25 Budget



PTO Budget as of 10-17-2023

Income Categories	23-24 Budget	PROPOSED 24-25 Budget
Longhorn Legacy Direct Giving Campaign	\$10,000.00	\$10,000.00
Spirit Nights/Events	\$750.00	\$750.00
Fun Food Days	\$2,000.00	\$2,000.00
Spirit Wear Sales	\$10,000.00	\$15,000.00
All School Fall Event	\$750.00	\$750.00
All School Winter/Spring Event	\$750.00	\$750.00
Trivia Night Registration	\$6,000.00	\$6,000.00
Trivia Night Silent Auction	\$2,500.00	\$3,000.00
8 th Grade Celebration Collection	\$3,000.00	\$3,000.00
Fun Run	\$600.00	\$600.00
Interest	\$100.00	\$100.00
Total Income	\$36,450.00	\$41,950.00

Increased to better reflect actual spirit wear sales

Expense Categories	23-24 Budget	PROPOSED 24-25 Budget
Longhorn Legacy Direct Giving Campaign	\$400.00	\$1,000.00
Fun Food Days	\$1,300.00	\$1,300.00
Spirit Wear Expenses	\$5,000.00	\$10,000.00
All School Fall Event	\$700.00	\$700.00
All School Winter/Spring Event	\$700.00	\$700.00
Trivia Night Expenses	\$1,980.00	\$2,000.00
Grants	\$5,000.00	\$5,000.00
Staff Welcome Back Breakfast (August)		\$400.00
Staff Conference Dinners (November)	\$3,000.00	\$3,000.00
Staff Appreciation (May)	\$3,000.00	\$3,000.00
Teacher Gifts / Awards	\$400.00	\$400.00
6 th Grade Welcome Event	\$500.00	\$500.00
6 th Grade Social	\$1,500.00	\$1,500.00
7 th Grade Social	\$1,500.00	\$1,500.00
8 th Grade Social	\$1,500.00	\$1,500.00
8 th Grade Celebration	\$6,000.00	\$6,000.00
Longhorn Pride (Grounds Beautification)	\$1,000.00	\$1,000.00
Membership Toolkit/Quickbooks		
Accounting Software	\$900.00	\$500.00
Liability Insurance	\$500.00	\$500.00
Benevolence	\$150.00	\$150.00
Principal Misc	\$150.00	\$150.00
PTO Office/General Admin Expenses	\$300.00	\$300.00
Background Checks	\$200.00	
Misc. PTO Purchase Requests – ex: Replacement Playground Equipment	\$200.00	\$200.00
Spirit	\$250.00	\$250.00
Fun Run	\$300.00	\$300.00
Total Expenses	\$36,430.00	\$41,850.00

Increased to better reflect overhead costs for our direct giving campaign

Increased to better reflect actual spirit wear spending

*NEW LINE ITEM

*RENAME THIS LINE ITEM – “ACCOUNTING SOFTWARE”

*REMOVE THIS LINE ITEM

*RENAME THIS LINE ITEM – “MISC PTO PURCHASE REQUESTS”

23-24 Planned Income:	\$36,450.00	\$41,950.00	24-25 Planned Income
23-24 Planned Expense:	\$36,430.00	\$41,850.00	24-25 Planned Expense
23-24 Planned Net Income:	\$20.00	\$100.00	24-25 Planned Net Income