



MINUTES

Parkway West Middle School

PTO General Meeting

November 19, 2024 | 7:00 PM
West Middle Library

BOARD MEMBERS: Casey Pfarr (President), TBD (President-Elect), Stephanie Stokes (VP, Fundraising), TBD (VP, Community Events), Tamara Welliver (VP, Communications), Mary Curtis (Secretary), Sarah Masterson (Treasurer), Myriam Andrews (Former President)

ORDER OF BUSINESS:

1. **Welcome – Casey Pfarr**
2. **October Meeting Minute Approval – Casey Pfarr**
 - a. Motion to approve – Casey Pfarr
 - b. Second approval – Christina Merriman
 - c. Votes to approve – 6 yays, 0 nays
3. **Treasurer Report – Sarah Masterson**
 - a. Still waiting on invoice for shirts from Fun Run
 - b. Robyn Hayes donated cost of coffee truck, which had to be rescheduled due to flooding issues.
 - c. Need to keep truck expense in the budget for future runs.
 - d. An extension had to be filed this year for taxes since we brought in more money than what we can file using the EZ form; a fellow parent CPA is assisting with the tax returns.
 - e. PTO would like to increase the budget for pre-purchased spirit wear inventory since we are at the top of the budget and we have additional selling opportunities for in-person sales.
 - f. Budget Change Proposed:
 - i. PTO recommended increasing expense from \$10K to \$15, and income from \$15K to \$20.
 - ii. Tamara motioned to update the spirit wear budget line items; Casey Pfarr seconded the motion.
 - iii. Votes to approve – 6 yays, 0 nays
4. **President Report – Casey Pfarr**
 - a. Review of Oct/Nov events:
 - i. Staff Appreciation - P/T Conference Dinner for teachers/staff - Thursday, Oct 17th
 - ii. Longhorn Herd Hustle 3K Fun Run - Saturday, Nov 9th – 150 runners; it was well attending.
 - iii. Fun Food Day - Friday, Nov 15th – glazed donuts; students love it!
 - b. Teacher Grants - \$5K budget, \$3.5K delivered so far, an additional \$800 in requests have come in and need to be reviewed and considered.
 - c. Capital Project / School Improvement – backlit school marquee (2yr fundraising project, estimated at \$20K)
 - d. PTO Board and Committee chair positions: President Elect? VP of Community Events?
 - i. 2025-2026 board positions will be available and advertised starting in January 2025.
5. **Fundraising Report – Stephanie Stokes**
 - a. Longhorn Legacy Update: Kickoff was Tuesday, Oct 15th
 - i. You've Been Hooked – fundraiser is finished except for one last herd; brought in just over \$700
 - ii. Trivia Night 2025: Friday, Mar 7th @ Trinity Lutheran Church.
 1. New Committee Chairs, emcee, and auction vendors have been booked.
 2. Margie Scott is the new chair; she's run several trivia nights in the past.
 3. Theme still needs to be decided; a voting option will be placed in the Longhorn Way email for folks to weigh in.
 - b. Fun Food Days (Fridays): #3 - Jan 24, 2025
 - c. Spirit Wear Sales: Holiday Boutique closes Sunday, Nov 24th
 - d. Spirit Night Monthly Fundraisers: Kendra Scott – instead of doing a shopping party, PTO working on securing a weekend shopping date and an online code.
6. **Community Report – Casey Pfarr**
 - a. Grade Level Parties: 6th-Jan 23, 2025; 7th-Jan 30, 2025; 8th-Feb 6, 2025
 - b. PTO held Rep party meetings to discuss coordination last week.
 - c. PTO will assist with booking the 360-degree photo booth.
 - d. Dr. Kealen will assist with securing the DJ.

- e. School W.E.B. leaders will help plan the 6th grade theme and decorations.

7. Communications Report – Tamara Welliver

- a. No update.

8. Principal's Report - Dr. Adam Kealen

- a. Veterans' Day celebration was packed with veteran guests; Dr. Marty was here to speak. Students did a lot of work to prepare.
- b. Walk-Thru week with teachers: peer observations, prizes, bingo cards for gift cards as incentives to observe and learn as much as possible. Really fun idea sharing happens to inspire the teachers and elevate student learning.
- c. Halloween: let kids wear costumes for the first time since Dr. Kealen has been here. Made it a fundraising event where students contributed \$1 to wear a costume. Raised over \$400.
- d. Parent Teacher Conferences: well attended; will keep virtual options in future.
- e. Megan Meier Foundation on bullying/cyber bullying at end of October and it went great. Two students also presented. Some students also spoke out about their own struggles and have since sought help.
- f. Thurs night 11/21 is our first Listen and Learn – short podcast on social media concerns for parents, then they get together and discuss. Signup link is in the Longhorn Way if anyone is still interested.

9. New Business

- a. No update.

ATTENDEES: Casey Pfarr (President), Tamara Welliver (VP, Communications), Mary Curtis (Secretary), Sarah Masterson (Treasurer), Dr. Kealen (School Principal), Christina Merriman (parent)

Upcoming Dates:

November

W-F, 27-29 No School – Thanksgiving Break

December

T, 3 Giving Tuesday

T-F, 3-6 6th Grade Camp (Red Team)

W, 11 2-Hour Early Release

M, 16 Staff Appr. Stock the Lounge (Collab. W/ Front Office)

F, 20 Half Day

23-Jan 2 No School-Winter Break

January

F, 3 No School - Professional Development

M, 6 School Resumes

M-F, 6-10 Supply Drive (Collab w/front office)

Th, 16 Half Day

F, 17 No School - Records Day

M, 20 No School - Martin Luther King Jr. Day

T, 21 PTO General Meeting (VIRTUAL), 7PM

Th, 23 6th Grade Party, 3:30-5PM

F, 24 Fun Food Day #3

W, 29 2-Hour Early Release

Th, 30 7th Grade Party, 3:30-5PM