



MINUTES

West Middle PTO General Meeting

September 19, 2023 | 7:00 – 8:15PM

Guest Speaker: n/a

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

ORDER OF BUSINESS:

1. Welcome – Myriam Gitt-Andrews

2. Approval of May 2023 minutes – Mary Curtis

- a. Lauren Deichmann - first approval
- b. Katie Mullens – second approval

3. September Meeting Minute Approval – Mary Curtis (10-17-2023)

- a. Robyn Hayes – 1st Approval
- b. Martin White – 2nd Approval

4. Treasurer Report – Martin White

- a. Budget Update
 - i. P&L Update: See Appendix
 1. looking good with 3.6K in net revenue
 - ii. Looking to amend budget for review and vote at October meeting, to:
 1. include new initiative line items for this year
 2. remove initiative line items from last year that will not be undertaken this year
- b. Status of PTO Account
 - i. Zettle payment processors – this has been a great addition to the payment toolkit

5. President Report – Myriam Gitt-Andrews

- a. Review of PTO Sponsored Events or Events with a PTO Presence
 - i. Staff Welcome Back Breakfast: 8/14
 1. Huge success with small hiccup without AC
 2. Need more fruit trays
 - ii. Stuff the Locker: 8/16 & 8/17
 1. Great night for spirit wear sales
 - iii. Open House: 8/31
 1. Huge night for spirit wear sales
 - iv. Staff Appreciation Stock the Lounge: 9/8
 1. Proposed Monthly Themes:
 - a. October - "All Things Chocolate"
 - b. November - "Breakfast"
 - c. December - "Winter Wishlist"
 - d. January - "Supplies Restock"
 - e. February - "Fresh Fruit"
 - f. March - "Refreshments"
 - g. April - "All that and a Bag of Chips"
 - h. May - "Gift Cards"
 - v. All School Fall Event – Tailgate: 9/8
- b. PTO Board position and Committee chair position recruitment 2024-2025

6. Fundraising Report – Stephanie Stokes

- a. Longhorn Legacy Update
 - i. Kicked off 9/3
 - ii. PTO's annual fundraising/direct giving "ask"
 - iii. Ways to donate this year - PayPal or credit card, Venmo, Check, Cash
 - iv. DON'T FORGET Employer/Company Match
 - v. Suggested donation is \$100 per child, but any amount is welcome

- b. Fundraising Events – past, current, and future:
 - i. ‘You’ve Been Hooked’: Started 8/14
 - 1. Raised \$942 so far
 - 2. Off to a good start but hope to raise even more with 5 weeks left to go
 - ii. Spirit Wear Sales: Fall sales closed 9/10; Will host another sale before the holidays
 - 1. Looking into new items requested, like pj pants, car decals, etc.
 - 2. Holiday store will be an online store only
 - 3. Looking to have a few flash sales to move the excess inventory stored in the school store
 - iii. STL City 2 game: 9/17
 - 1. Great event with a lot of attendance (93 tickets)
 - 2. Brought in \$5 per ticket (\$465)
 - 3. Looking to do a similar night with the Battlehawks later in the year
 - iv. Fun Food Day: 9/29
 - 1. Amanda Ringhofer and Tamara Welliver spearheading donut sales and “dough-nation” bucket
 - 2. No kid will be turned away if there isn’t enough money in the dough-nation bucket to pay for them if they cannot pay
 - 3. A set amount will be available for all 3 grades
 - v. Trivia Night: Saturday, 4/20/2024; Elite Performance
 - 1. Replacing Bingo Night with Trivia Night
 - 2. This year will be a BYOB event; price per person is still TBD
 - 3. Still looking for a chairperson for the event
 - vi. Stay tuned for monthly fundraiser events
 - 1. Battlehawks
 - 2. Kendra Scott event for the holidays
 - 3. Raising Cain
 - 4. Nothing Bundt Cakes

7. Community Report – Myriam Gitt-Andrews (on behalf of Robyn Hayes)

- a. 6th Grade Welcome Event - Get Fired Up for 6th Grade
 - i. Friday, 9/22, 5:30pm-7:30pm
 - ii. Logan College Outdoor Pavilion
 - iii. 198 people have already registered; roughly ~80 families out of ~250 6th graders
- b. Parent/Teacher Conferences
 - i. Tuesday, 10/24 & Thursday, 10/26
 - ii. Staff Appreciation committee to provide staff meals
 - iii. Looking to do one night catered and one night potluck
 - 1. Looking for 120 people to donate \$10 to help offset the costs
 - 2. Dr Kealen requested some gluten free options
- c. Spooky Stampede
 - i. Saturday, 10/28, 8:00am
 - ii. West Middle School upper field
 - iii. Register by 9/28
 - iv. Can run in costumes if interested
 - v. Will receive a t-shirt with registration

8. Communications Report – Tamara Welliver

- a. There will be a new teacher grant request process that will come out on 10/1
- b. New expense reimbursement form is out on the school’s website under the PTO header
- c. We will be branching out into Instagram and X (formerly Twitter) platforms as well
- d. There’s a new portal for payment with the Ways To Give page
- e. We are phasing out Membership Toolkit and will not continue using it after this school year

9. Principal Report - Dr. Adam Kealen

- a. School is starting to feel more like pre-Covid times with routines
- b. We have 3 really great grade levels that receive positive feedback from the teachers
- c. Overall vibe has been very positive
- d. Added to last year’s “FOR” theme with a twist this year:

- i. FOR all students (tailored intervention program to reach every child)
 - ii. Started academic lab today (9/19)
 - iii. implemented new benchmarking test to get quick read on where students are academically-speaking
 - iv. focus is reading and math, study skills, enrichment opportunity to explore topics of interest
 - v. 5 week sessions
- e. Conferences:
 - i. 10/24 night will be in person, 10/26 night will be virtual (teachers will be in person)
- f. Gym Floor Update:
 - i. Gym is now renovated and in use as of today (9/19)
- g. Gym Sound System Update:
 - i. Supply chain issues caused delays
 - ii. Looking to install in October prior to Veteran's Day assembly
 - iii. Plan is to install wiring up and over the gym
 - iv. Planning to protect the gym floor with boards and padding while the lifts roll over for the install

10. New Business

- a. No new business

11. Upcoming Dates & Adjournment – Myriam Gitt-Andrews

Upcoming Dates:

Tuesday, Sept 19 - PTO General Meeting - 7:00pm

Friday, Sept 22 - 6th Grade Welcome Event - Get Fired up for 6th Grade, Logan College 5:30pm-7:30pm

Friday, Sept 29 - Fun Food Day - Donut Day

Wednesday, Oct 11 - PTO Exec Board Meeting - 7:30pm

Thursday, Oct 12 - 2-Hour Early Release

Friday, Oct 13 - No School (Fall Break)

Monday, Oct 16 - No School (Fall Break)

Tuesday, Oct 17 - PTO General Meeting – 7:00pm

Tuesday, Oct 24 - Parent Teacher Conferences

Thursday, Oct 26 - Parent Teacher Conferences

Friday, Oct 27 - Half Day

Saturday, Oct 28 - Spooky Stampede, 8:00am

APPENDIX – Attendance

Myriam Gitt-Andrews, Casey Pfarr, Julie Wyatt, Mary Curtis, Martin White, Stephanie Stokes, Tamara Welliver, Amy Pinson, Katie Mullins, Lauren Deichmann, Christina Merriman, Dr. Kealen



Profit & Loss Statement as of 9/13/2023

	Total	Notes
Revenue		
All School Tailgate	1,245.57	
Fundraisers		
Welcome Back Breakfast	296.49	
Total Fundraisers	\$ 296.49	
Get Hooked	942.16	
Interest/Dividend Earned	13.00	
Longhorn Legacy	920.00	
Paypal from 2022FY	2,118.72	Previous FY revenue
Spirit Wear Sales	12,263.87	
Total Revenue	\$ 17,799.81	
Cost of Goods Sold		
Spirit Wear Exp.	9,002.50	
Total Cost of Goods Sold	\$ 9,002.50	
Gross Profit	\$ 8,797.31	
Expenditures		
6-8th Grade Socials	235.00	Previous FY reimbursement
6th Grade Welcome Event	500.00	This weekend @ Logan
8th Grade Finale	1,501.21	Previous FY reimbursement
All-School Tailgate	853.65	
Benevolence Fund	200.00	
Hooked Fundraiser	760.00	Includes startup costs
Office/General Administrative Expenditures	229.87	Zettle Payment Processors
PTO Copies/Supplies	22.00	
PTO President-Misc.	1.00	
Spirit/Homecoming	250.00	Welcome back sign
Spooky Run	175.00	
Staff Appreciation	54.91	
Teacher Gifts & Awards	300.00	Giftcards for staff
Trivia Night Expenses	100.00	Deposit on Space
Total Expenditures	\$ 5,182.64	
Net Operating Revenue	\$ 3,614.67	
Net Revenue	\$ 3,614.67	
Bank Balances	48,386.08	
Venmo balance	\$143.42	
Paypal Balance	\$371.95	
Total Balance	48,901.45	

