



MINUTES

West Middle PTO General Meeting

October 17, 2023 | 7:00 – 8:15 PM

Guest Speaker: Mental Health Matters

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. **September Meeting Minute Approval – Mary Curtis**
 - a. Robyn Hayes – 1st Approval
 - b. Martin White – 2nd Approval
3. **October Meeting Minute Approval – Mary Curtis (11-16-2023)**
 - a. Casey Pfarr – 1st Approval
 - b. Martin White – 2nd Approval
4. **Guest Speaker: Mental Health Wellness (Student Wellness Program)**
 - a. **Presenter:**
Brian Kuhn, MA, LPC
Director, Student Wellness Program
Mental Health America of Eastern Missouri
 - b. Presentation was given ahead of the opt-in screening for 7th graders, who are the focus for this program
 - c. Recording of the presentation will be shared online
 - d. All aggregate data will be shared back with the school for review
 - e. Parents can request a web-share session to review the questions in advance
 - f. Lauren Cordy (7th grade counselor) was also present and spoke generally about continued counseling efforts (in addition to the wellness program survey)
5. **Treasurer Report – Martin White**
 - a. Budget Update
 - i. Most of the updates were category names to better clarify income/expenditures tracking
 - ii. See the appendix for updates
 - b. Review and approve reorganized line items with current-year initiatives
 - i. Robyn Hayes – 1st Approval
 - ii. Myriam Gitt-Andrews – 2nd Approval
 - iii. Yeas – Remaining attendees; Nays - None
6. **President Report – Myriam Gitt-Andrews**
 - a. Review of PTO Sponsored Events or Events with a PTO Presence
 - i. STL City 2 game: 9/17
 - ii. 6th Grade Welcome Event: 9/22
 1. Kids had a great time
 2. Diverse group of 6th graders and their families attended
 - iii. Fun Food Days: Dollars for Donuts 9/29
 1. Made over \$100
 2. Kids loved it
 - iv. Staff Appreciation Stock the Lounge: October Chocolate Theme
7. **Fundraising Report – Stephanie Stokes**
 - a. Longhorn Legacy Update
 - i. Raised approximately \$5K so far
 - ii. Folks who contribute before Halloween will be entered into drawing for 2 \$50 gift certificates for Spirit Wear

- iii. Giving Tuesday: 11/28
- iv. Capital Project / School Improvement Ideas
- v. Teacher Grant Requests
 - 1. 2 grant requests have been submitted so far
- b. Fundraising Events
 - i. 'You've Been Hooked': Longhorn Yard Sign Fundraiser
 - 1. Fundraising/Herd Wrangling ends 10/27
 - ii. Spirit Wear Sales
 - 1. December Holiday Boutique – online sales only
 - iii. Trivia Night
 - 1. Deposit paid for Elite Performance event on 4/20/24
 - 2. Still looking for an event chairperson
 - 3. Theme TBD – taking ideas
 - 4. Trivia will be run through Trivia Riot
 - iv. Spirit Night Monthly Fundraiser
 - 1. Raising Cain Dine-Out Night: 10/26
 - 2. November: 11/17
 - 3. Panda Express? May offer 50% off
 - v. Stay tuned for monthly fundraiser events

8. Community Report – Robyn Hayes

- a. Parent/Teacher Conferences
 - i. Tuesday, 10/24 - in-person; taco bar for teachers
 - 1. Beverages and fixin's still needed
 - 2. Volunteers for donations needed
 - ii. Thursday, 10/26 - virtual; catered meal for teachers
 - iii. Still looking for volunteers to provide food for 10/24 and donations for 10/26 catered meal
 - iv. Teach Conference [Sign-up Genius Link](#)
- b. Spooky Stampede
 - i. Saturday, 10/28, 8:00am
 - ii. West Middle School upper field

9. Communications Report – Tamara Welliver

10. Principal's Report - Dr. Adam Kealen

- a. Camp:
 - i. 6th grade camp went great; everyone had fun
 - ii. Erica Babb did a great job organizing events
- b. Book Fair is next week
- c. Veteran's Day assembly on 11/10
- d. The **new sound system** will be installed in the gym on Monday, 10/23
 - i. This sound system was funded by the PTO from multiple years of generous parent donations during the COVID pandemic, plus a highly successful Longhorn Legacy direct giving campaign last year
- e. Teacher Lounge Refresh
 - i. Looking for adult volunteers to categorize, label, and record surplus books on spreadsheets to send them to the surplus store

11. New Business

- a. Virtual PTO Meetings: Dr. Kealen would like to recommend alternating virtual vs in-person PTO Meetings

12. Upcoming Dates & Adjournment – Myriam Gitt-Andrews

Upcoming Dates:

Tuesday, Oct 24 - Parent Teacher Conferences (In-person)
Thursday, Oct 26 - Parent Teacher Conferences (Virtual)
Friday, Oct 27 - Half Day
Saturday, Oct 28 - Spooky Stampede, 8:00am
Thursday, Oct 26 - Raising Cain Dine-Out Night Fundraiser
Tuesday, Nov 7 – No School, Election Day
Wednesday, Nov 15 – Early Release
Wednesday-Friday, Nov 22-24 – No School, Thanksgiving Holiday
Tuesday, Nov 28 – Giving Tuesday

APPENDIX – Attendance

Myriam Gitt-Andrews, Casey Pfarr, Robyn, Hayes, Mary Curtis, Martin White, Julie Wyatt, Lauren Deichmann, Katie Mullins, Tamara Welliver, Dr. Kealen, Lauren Cordy, Brian Kuhn

APPENDIX – P&L Statement, Part 1



PTO Budget as of 10-4-2023

Income Categories	23-24 Budget	YTD Actual	Notes	Proposed Changes To Budget
Longhorn Legacy Direct Giving Campaign	\$10,000.00	\$5,001.72		Added the name Longhorn Legacy. Also Includes Welcome back Bkfst Gift Card donations, 'Get Hooked' fundraiser, StLCity2 game, Battlehawks, etc.
Spirit Nights/Events	\$750.00	\$0.00	Kendra Scott and Dine Out nights	Added the word "events" to the category
Fun Food Days	\$2,000.00	\$607.60	Days when we sell food at school lunches	Changed the name from Outside Food Sales/Pretzel Sales
Spirit Wear Sales	\$10,000.00	\$15,986.28	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)	Changed the name from All School Spring Event. Same income goal
All School Winter/Spring Event	\$750.00	\$0.00	Offset by \$700 below, charge admission/food – Possible Outdoor Movie Night – Friday, Apr 26, 2024	Changed the name to Winter to Winter/Spring
Trivia Night Registration	\$6,000.00	\$0.00	Tables and Tickets	
Trivia Night Silent Auction	\$2,500.00	\$0.00	Silent Auction	
8 th Grade Celebration Collection	\$3,000.00	\$2,118.72		Left over money in last fiscal year's PayPal account. Offset by reimbursements made in this fiscal year for 8th grade celebration from last fiscal year.
Fun Run	\$600.00	\$125.00	Income from sponsors	New category. We will at least break even with sponsors and spirit wear sales
Interest	\$100.00	\$23.05		
Total Income	\$36,450.00	\$25,207.94		

APPENDIX – P&L Statement, Part 2

Expense Categories				
Longhorn Legacy Direct Giving Campaign	\$400.00	\$1,028.94	Electronic payment fees; "Hooked" Fundraiser sign purchase (will be offset by funds raised from "hooking" yards), donation sign and printing	Changed name to add Longhorn Legacy. Costs associated with raising donations for Longhorn Legacy. Includes hooked signs.
Fun Food Days	\$1,300.00	\$507.38	Offset by outside food sales (Doughnut Day,)	Changed the name from Pretzel Sales. Made money first event.
Spirit Wear Expenses	\$5,000.00	\$11,172.75	Purchase of inventory	
All School Fall Event	\$700.00	\$853.65	Offset by raising \$750 (entry charge, food sales) – Fall Tailgate – Friday, Sept 9, 2023	Changed name from All School Winter/Spring Event
All School Winter/Spring Event	\$700.00		Offset by raising \$750 (entry charge, food sales) – Possible Outdoor Movie Night – Friday, Apr 26 2024	
Trivia Night Expenses	\$1,980.00	\$100.00	Cost of facility rental, tables & chairs rental	
Grants	\$5,000.00		PTO provides funds to teacher submitted requests for items needed to benefit students in classroom settings	
Staff Appreciation	\$3,000.00	\$354.91	PTO provides a wonderful week of appreciation for Teachers/Staff during Teacher Appreciation week (usually takes place in May)	\$300 Welcome Back Breakfast Gift Cards should be included in this expense line item, as it is part of Staff Appreciation – even though it was a wash as the \$300 was donated
Conference Dinners	\$3,000.00		PTO Provides dinner to teachers/staff during Fall Parent/Teacher Conferences (Fall 2023 Tues, Oct 24 & Thurs, Oct 26)	
Teacher Gifts / Awards	\$400.00		Teacher of the Year/Support Staff of the Year Gifts	
6th Grade Welcome Event	\$500.00	\$500.00	Rent the space - went great!	New line item
6 th Grade Social	\$1,500.00	\$235.00	PTO sponsored grade level social event	\$235 check was written to Aurella Clinkscale on 7-5-23 for reimbursement
7 th Grade Social	\$1,500.00	\$0.00	PTO sponsored grade level social event	
8 th Grade Social	\$1,500.00	\$0.00	PTO sponsored grade level social event	
8 th Grade Celebration	\$6,000.00	\$1,501.21		Reimbursement this fiscal year from Spring 2023 celebration
Longhorn Pride	\$1,000.00	\$0.00	School beautification (plants, mulch, etc.)	
Membership Toolkit/Quickbooks	\$900.00		Quickbooks fee (\$450) Membership Toolkit fee (\$450)	Added Quickbooks to the name instead of "online"
Liability Insurance	\$500.00		PTO Today liability insurance payment	Paying this month
Benevolence	\$150.00	\$200.00	Provides funding for families in need; July 2023 - Coulter Family (\$100) & Moellenhoff Family (\$100)	
Principal Misc	\$150.00			
PTO Office/General Admin Expenses	\$300.00	\$252.87		Combined "PTO Pres Misc" and "PTO Supplies" Largest expense was Zettle card readers and \$22 for new checks
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	Welcome Back Yard Sign	Removed the name "homecoming".
Fun Run	\$300.00	\$300.00	Coffee truck rental	Spooky Run coming up. Shirt sales and sponsors will make money.
Total Expenses	\$36,430.00	\$17,256.71		
23-24 Planned Income:	\$36,450.00		First Community Checking	\$43,021.63
23-24 Planned Expense:	\$36,430.00		First Community MM	\$7,405.24
23-24 Planned Net Income:	\$20.00		Total Cash	\$50,426.87