



MINUTES

West Middle PTO General Meeting

November 16, 2023 | 7:00 – 7:45 PM

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)

Attendance: all board members, Christina Merriman, Pim Homrighous, Lauren Deichmann, Dr. Kealen

ORDER OF BUSINESS:

1. Welcome – Casey Pfarr

2. October Meeting Minute Approval – Mary Curtis

- a. Casey Pfarr – 1st Approval
- b. Martin White – 2nd Approval

3. November Meeting Minute Approval – Mary Curtis (1/24/2024)

- a. Martin White – 1st Approval
- b. Myriam Andrews – 2nd Approval

4. Treasurer Report – Martin White

- a. See Appendix for Budget.
- b. We are up about \$2k from last month in profit.
- c. We donated \$491.92 to the Parkway Food Pantry. That shows up in the All School Fall Event Expense.
- d. We received money back for the coffee truck so it only ended up costing us \$44.50.
- e. We paid our insurance bill this month for the year.
- f. We paid for QB this month for the year.
- g. People donated to the conference dinners but we don't have a line item in our budget for that so it was put in LL.
- h. We are having about double the Venmo transactions than Paypal.
- i. Quite a bit of Spirit wear was sold in the past week or so.
- j. We are up to \$7,051.77 in LL donations.
- k. 8th Grade Celebration:
 - i. \$2K income came from money left in the PayPal account from last year.
 - ii. \$1.5K in expenses were paid out from late refund requests.

5. President Report – Casey Pfarr

- a. Parent-Teacher Conference Dinners: 10/24 (in person) and 10/26 (virtual).
 - i. Everyone loved the food choices.
- b. Spooky Stampede: 10/28
 - i. Went well; people showed up despite the very cold weather.
 - ii. Next year schedule to avoid Jr Longhorn football championship game day.
- c. You've Been Hooked Yard Sign Fundraiser, wrapped 10/27.
 - i. brought in \$1400 gross funds.
 - ii. may do in the spring; focus on incoming 6th graders.
 - iii. new sign legs will need to be purchased, but the signs themselves are in great shape.
- d. Staff Appreciation Stock the Lounge: November Breakfast Theme, kickoff 11/2.
- e. Teacher Grants – review of requests.
 - i. 10 total requests.
 - ii. 1 request fulfilled by technology department.
 - iii. 1 request partially approved.
 - iv. 8 were approved.
- f. PTO Board position and Committee chair position recruitment 2024-2025.

6. Fundraising Report – Stephanie Stokes

- a. Longhorn Legacy Update

- i. Giving Tuesday: 11/28
 - 1. A video will be posted from the Veteran's Day celebration as a preview of the sound system paid for by the last several years of direct giving to the PTO, as part of the Giving Tuesday push.
- ii. Capital Project / School Improvement Ideas
 - 1. "Cafeteria Improvement Project" to include additional microwaves.
- b. Fun Food Days
 - i. 2 large chocolate chip cookies for \$1, 11/17.
- c. Spirit Wear Sales
 - i. December Holiday Boutique – online sales only, kickoff 11/10.
 - 1. Currently \$3.6K in sales so far.
 - 2. Boutique will close on the Saturday after Thanksgiving, 11/25 at 11:59pm to ensure delivery before the holiday break.
 - ii. Orders will arrive in time for the holidays.
 - iii. Everything will be made to order.
- d. Trivia Night, 4/20 @ Elite Performance
 - i. Deposit paid for Elite Performance event on 4/20/24.
 - ii. Still looking for an event chairperson as well as volunteers to lead subcommittees.
 - iii. Look for theme poll to post online after Thanksgiving.
- e. Spirit Night Monthly Fundraiser
 - i. November 21: Raising Cain Dine-Out Night (Thanksgiving week)
 - ii. December 6: Kendra Scott in-store and online (code good for 6th in-store and online and 7th online only)
- f. Stay tuned for monthly fundraiser events, e.g. Battlehawks, STL City SC.

7. Community Report – Robyn Hayes

- a. Staff Winter Wonderland Wishlist:
 - i. This is a Secret Santa-like gift giving opportunity from the parents for the teachers.
 - ii. The participation signup form has been shared with the teachers and a SignUp Genius will be posted online for interested parents.
 - iii. Items will be delivered to the school no later than 12/15 and given to staff between 12/18-12/19.
- b. Grade Level Parties:
 - i. 7th Grade Party: 1/18 3:30-5:00pm (Abby Fox and Katie Vines)
 - ii. 6th Grade Party: 1/25 3:30-5:00pm (Danielle Haddox and Kristen Hughes)
 - iii. 8th Grade Party: 2/8 3:30-5:00pm (Lisa Quigle)
 - iv. For parents interested in participating in the parties, look for opportunities posted on Facebook or reach out to your grade-level coordinator(s).

8. Communications Report – Tamara Welliver

9. Principal's Report - Dr. Adam Kealen

- a. The Veteran's Day Assembly went well and there was very positive feedback from the veterans in attendance.
- b. Climate Survey went out to students recently.
 - i. Two questions in particular Dr. Kealen hones in on:
 - 1. Do you feel physically safe at school?
 - 2. Do you feel emotionally safe at school?
 - ii. Answers to both of these questions went up compared to last year and overall there was an increase in positive responses.
- c. Week of 11/13:
 - i. Goal for teachers to get into 4 classrooms to observe other teachers at work to look for new ways of teaching and to share what works with other teachers.
 - ii. Faculty will meet-up to discuss their observations on Friday, 11/17
- d. World Kindness Day – kids sent in responses for how they have shown kindness to others.
- e. Dr. Kealen would like to focus on elevating kids with special needs.
 - i. Thursday, 11/16, the West Middle Special Olympics Bowling team attended their championship game and came back with lots of medals.
 - ii. Jr. Longhorn Cheerleaders dressed up and cheered them on as they departed for the game on the bus.
- f. Leadership Survey – over 200 kids filled out they were interested in leadership opportunities.
- g. 6th Grade Camp: Red team goes to camp right after Thanksgiving.

10. New Business

- a. Virtual PTO Trial: Tuesday, January 16 – Virtual Google Meet PTO General Meeting – 7:00pm

11. Upcoming Dates & Adjournment – Casey Pfarr

Upcoming Dates:

NOVEMBER:

Friday, November 17 – Fun Food Day

Wednesday-Friday, November 22-24 – No School (Thanksgiving)

Tuesday, November 28 – Giving Tuesday - Longhorn Legacy Donation Campaign

Tuesday-Friday, November 28-December 1 – Team 6 Red Camp Lakewood

DECEMBER:

Wednesday, December 13 – 2-Hour Early Release

Monday, December 18 – 6th & 7th Grade Choir Concert

Thursday, December 21 – Half Day of School

Friday-Friday, December 22-29 – No School (Winter Break)

JANUARY:

Monday, January 1 – No School (New Year's Day)

Tuesday, January 2 – No School (Professional Development)

Friday, January 12 – No School (Professional Development)

Monday, January 15 – No School (Martin Luther King)

Tuesday, January 16 – Virtual Google Meet PTO General Meeting – 7:00pm

Thursday, January 18 – 7th Grade Party 3:30-5:00pm

Thursday, January 25 – 6th Grade Party 3:30-5:00pm

FEBRUARY:

Thursday, February 8 – 8th Grade Party 3:30-5:00pm

APPENDIX – BUDGET



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

PTO Budget as of 11-7-2023

Income Categories	23-24 Budget	YTD Actual	Notes
Longhorn Legacy Direct Giving Campaign	\$ 10,000.00	\$ 7,051.77	
Spirit Nights/Events	\$ 750.00	\$ -	Kendra Scott and Dine Out nights
Fun Food Days	\$ 2,000.00	\$ 607.60	Days when we sell food at school lunches
Spirit Wear Sales	\$ 10,000.00	\$ 17,454.78	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	\$ -	Offset by \$700 below, charge admission/food – Possible Outdoor Movie Night – Friday, Apr 26, 2024
Trivia Night Registration	\$ 6,000.00	\$ -	Tables and Tickets
Trivia Night Silent Auction	\$ 2,500.00	\$ -	Silent Auction
8 th Grade Celebration Collection	\$ 3,000.00	\$ 2,118.72	
Fun Run	\$ 600.00	\$ 500.00	Income from sponsors
Interest	\$ 100.00	\$ 36.03	
Total Income	\$ 36,450.00	\$ 29,114.47	

Expense Categories	23-24 Budget	YTD Actual	Notes
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
Fun Food Days	\$ 1,300.00	\$ 507.38	Offset by outside food sales (Doughnut Day,)
Spirit Wear Expenses	\$ 5,000.00	\$ 11,172.75	Purchase of inventory
All School Fall Event	\$ 700.00	\$ 1,345.57	Offset by raising \$750 (entry charge, food sales) – Fall Tailgate – Friday, Sept 9, 2023
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)
Conference Dinners	\$ 3,000.00	\$ 2,332.08	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
6 th Grade Welcome Event	\$ 500.00	\$ 500.00	Rent the space - went great!
6 th Grade Social	\$ 1,500.00	\$ 235.00	PTO sponsored grade level social event
7 th Grade Social	\$ 1,500.00	\$ -	PTO sponsored grade level social event
8 th Grade Social	\$ 1,500.00	\$ -	PTO sponsored grade level social event
8 th Grade Celebration	\$ 6,000.00	\$ 1,501.21	
Longhorn Pride	\$ 1,000.00	\$ -	School beautification (plants, mulch, etc.)
Membership Toolkit/Quickbooks	\$ 900.00	\$ 320.00	Quickbooks fee (\$450) Membership Toolkit fee (\$450)
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	\$ -	
PTO Office/General Admin Expenses	\$ 300.00	\$ 252.87	
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
Fun Run	\$ 300.00	\$ 44.50	Coffee truck rental
Total Expenses	\$ 36,430.00	\$ 20,611.21	

23-24 Planned Income: \$ 36,450.00
 23-24 Planned Expense: \$ 36,430.00
 23-24 Planned Net Income: \$ 20.00

First Community Checking \$45,162.42
 First Community MM \$7,418.22
 Total Cash \$52,580.64