



MINUTES

Parkway West Middle School

PTO General Meeting

January 24, 2024 | 7:00 – 7:45 PM

Virtual Google Meet Call

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, Dr. Kealen

ORDER OF BUSINESS:

1. Welcome – Myriam Gitt-Andrews

2. November Meeting Minute Approval – Mary Curtis

- a. First Approval: Martin White, Second Approval: Myriam Andrews

3. January Meeting Minute Approval – Mary Curtis (2-20-2024)

- a. First Approval: Martin White, Second Approval: Stephanie Stokes

4. Treasurer Report – Martin White

- a. See Appendix for Budget and P&L
- b. Not included in the financials is a \$624.23 outstanding invoice for holiday spiritwear.
- c. We paid directly for Gametime for 6th, 7th, and 8th grade. We also paid the \$100 deposit directly to St. Louis Pose 360 for 6th, 7th, and 8th grade. We also paid an additional \$162.50 towards St. Louis Pose 360 for the 7th Grade party. Each grade has a \$1500 spending limit. Reimbursement forms should be used moving forward.
- d. Parkway Food Pantry cashed the revised check.
- e. All of the Paypal transactions since 12/17/23 were Longhorn Legacy donations and all but one paid the transaction fee by check marking the box when checking out.
- f. We currently have \$14,819.42 net revenue for the fiscal year and \$12,113.65 donated to Longhorn Legacy.
- g. \$1,500.85 was spent on Teacher Grants.
- h. Financials do not include Kendra Scott donation from the event or money generated from the 7th grade party.
- i. We will be distributing the donation letters for 2023 by the end of the month.

5. President Report – Myriam Andrews

- a. Teacher Grants;
 - i. We continue to receive additional requests for grants, which we will review.
- b. PTO Board position and Committee chair position recruitment 2024-2025 – ongoing.

6. Fundraising Report – Stephanie Stokes

- a. Longhorn Legacy Update
 - i. Raised over \$12K so far.
 - ii. We've had a few company match checks as well that will be deposited soon.
 - iii. Capital Project / School Improvement Ideas
 - 1. "Cafeteria Improvement Project"; more details to be shared in the upcoming months.
- b. Fun Food Days
 - i. Next day is Jan 26: \$1 Donuts
 - ii. Profit from last donut day was about \$100
- c. Spirit Wear Sales
 - i. December Holiday Boutique review and recap:
 - 1. Really successful; over \$7000 in sales! Vendor said she had never seen a school sell so much.
 - 2. A lot of merchandise was sold for last-minute gifts right before the holidays.
 - 3. Best sellers: pajama pants, pajama shorts for girls, bubble hoodie (pink), Taylor Swift Eras hoodie
 - 4. Some of the grad year sweatshirts will be sold at the class parties.
- d. Trivia Night, 4/20 @ Elite Performance

- i. Deposit paid for Elite Performance event on 4/20/24.
- ii. Volunteers:
 - 1. Casey, Myriam, Stephanie, and Tamara are currently co-chairing the committee.
 - 2. Michelle Westerfield will chair silent auction.
 - 3. Still looking for volunteers to assist with **decorations**.
- iii. Trivia Night theme: Night at the Races (horse race derby themed)
- iv. Stephanie sent out a sign-up form and will post another one on Longhorn Way for this weekend.
- v. Auction Ideas:
 - 1. Actively seeking donations; please reach out if you have local business connections.
 - 2. Wagon of Fun (collapsible big-wheeled wagon)
- vi. Tickets go on sale March 11.
- e. Spirit Night Monthly Fundraiser – review and recap
 - i. November 21: Raising Cain Dine-Out Night (Thanksgiving week)
 - 1. Give-back was \$134.34
 - ii. December 6: Kendra Scott in-store and online
 - 1. Give-back was \$353.20
 - 2. Everyone shopped online versus in-store; may not need in-store promotion.
 - 3. The recommendation for next year is to do online discount code only.
- f. Stay tuned for monthly fundraiser events, e.g. Battlehawks, STL City SC (April or early May).

7. Community Report – Robyn Hayes

- a. Staff Winter Wonderland Wishlist review and recap
- b. Stock the Lounge – we will continue to collect and stock through May; please look for the new signups each month.
- c. Grade Level Parties Report:
 - i. 7th Grade Party: 1/18 3:30-5:00pm (Abby Fox and Katie Vines)
 - 1. had 180 attendants; everyone had a great time and it went really well.
 - ii. 6th Grade Party: 1/25 3:30-5:00pm (Danielle Haddox and Kristen Hughes)
 - 1. Tomorrow's party has 225 students signed up and registration is now closed.
 - iii. 8th Grade Party: 2/8 3:30-5:00pm (Lisa Quigle)
 - 1. 126 signed up so far, deadline to sign up is Feb 1st.

8. Communications Report – Tamara Welliver

9. Principal's Report - Dr. Adam Kealen

- a. Grade Level Parties: 80% of the 7th grade kids attended the party. It was really well received and everyone had a great time.
- b. The 8th Grade Orchestra Concert was last night at Manchester United Methodist Church. The team is headed to the Lake of the Ozarks for the MMEA performance.
- c. Art Show Reception is tomorrow night at the high school and the broader show is this weekend at Queeny Park.
- d. Principal's Council – cross section of student representation from each grade to talk about culture and climate from a student's perspective. Many kids applied and 19 are included in the group. Dr. Kealen met with them yesterday, 1/23.
- e. Academic Lab (Ac Lab) – 2 days a week we split up and help kids in academic areas, math and ELA. Performed a survey to see if program has worked. Kids had very favorable response and they feel more confident. Two thirds of students in need of intervention for math and ELA grew in their performance compared to where they started the year. It's been a big net gain in academic growth and confidence.

10. New Business

- a. No new business.

Upcoming Dates:

JANUARY:

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

Friday, January 26 – Fun Food Day

Wednesday, January 31 – Early Release

FEBRUARY:

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

Thursday, February 15 – Early Release

Friday, February 16 – No School (Professional Development)

Monday, February 19 – No School (Presidents' Day)

APPENDEX – BUDGET



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

PTO Budget as of 1-19-2024

Income Categories	23-24 Budget	YTD Actual	Notes
Longhorn Legacy Direct Giving Campaign	\$10,000.00	\$12,408.14	
Spirit Nights/Events	\$750.00	\$0.00	Kendra Scott and Dine Out nights
Fun Food Days	\$2,000.00	\$1,159.60	Days when we sell food at school lunches
Spirit Wear Sales	\$10,000.00	\$25,970.91	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	\$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	
Fun Run	\$600.00	\$500.00	Income from sponsors
Interest	\$100.00	\$63.96	
Total Income	\$36,450.00	\$43,566.90	

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	
Fun Food Days	\$1,300.00	\$999.30	Offset by outside food sales (Doughnut Day,)	
Spirit Wear Expenses	\$5,000.00	\$15,878.75	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	\$0.00	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	\$1,500.85	PTO provides funds to teacher submitted requests for items needed to benefit students in classroom	
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	
6th Grade Welcome Event	\$500.00	\$500.00	Rent the space - went great!	
6 th Grade Social	\$1,500.00	\$660.00	PTO sponsored grade level social event	
7 th Grade Social	\$1,500.00	\$587.50	PTO sponsored grade level social event	
8 th Grade Social	\$1,500.00	\$425.00	PTO sponsored grade level social event	
8 th Grade Celebration	\$6,000.00	\$1,501.21		
Longhorn Pride	\$1,000.00	\$0.00	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	\$28,747.48		
23-24 Planned Income:	\$36,450.00		First Community Checking	\$49,388.51
23-24 Planned Expense:	\$36,430.00		First Community MM	\$7,431.15
23-24 Planned Net Income:	\$20.00		Total Cash	\$56,819.66

Parkway West Middle School PTO

Profit and Loss by Tag Group

July 1, 2023 - January 19, 2024

	TOTAL
Revenue	
All School Tailgate	1,345.57
Fun Run	500.00
Fundraisers	
Fun Food Days	1,159.60
Welcome Back Breakfast	296.49
Total Fundraisers	1,456.09
Get Hooked	1,305.25
Interest/Dividend Earned	63.96
Longhorn Legacy	10,808.40
Paypal from 2022FY	2,118.72
Spirit Wear Sales	25,968.91
Total Revenue	\$43,566.90
Cost of Goods Sold	
Fun Food Days	1,056.83
Spirit Wear Exp.	15,878.75
Total Cost of Goods Sold	\$16,935.58
GROSS PROFIT	\$26,631.32
Expenditures	
6-8th Grade Socials	235.00
6th Grade Social	425.00
6th Grade Welcome Event	500.00
7th Grade Social	587.50
8th Grade Finale	1,501.21
8th Grade Social	425.00
All-School Tailgate	1,345.57
Benevolence Fund	200.00
Conference Dinners	2,332.08
Dues & subscriptions	320.00
Fundraising	200.00
Hooked Fundraiser	760.00
Liability Insurance	466.00
Office/General Administrative Expenditures	229.87
PTO Copies/Supplies	90.94
PTO President-Misc.	1.00
Spirit/Homecoming	250.00
Spooky Run	44.50
Staff Appreciation	354.91
Teacher Grants	1,443.32
Trivia Night Expenses	100.00
Total Expenditures	\$11,811.90
NET OPERATING REVENUE	\$14,819.42
NET REVENUE	\$14,819.42