



# MINUTES

## Parkway West Middle School

### PTO General Meeting

February 20, 2024 | 7:00 – 7:50 PM

West Middle Library

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**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: Myriam Andrews, Casey Pfarr, Stephanie Stokes, Mary Curtis, Tamara Welliver, Martin White, Christina Merriman, Jamie Gumpel, Dr. Kealen

#### ORDER OF BUSINESS:

**1. Welcome – Myriam Gitt-Andrews**

**2. January Meeting Minute Approval – Mary Curtis**

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

**3. February Meeting Minute Approval – Mary Curtis (4-16-2024)**

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

**4. President Report – Myriam Andrews**

a. Grants

i. National Junior Honor Society (NJHS)

- 1. PTO voted in favor of granting the National Junior Honor Society (NJHS) roughly ~\$130 to purchase up to 300 chocolate chip cookies for the grade level that donated the most food drive items; cookies will be served during lunch period.
- 2. NJHS will be responsible for providing transportation of food items to the Food Pantry.
- 3. 8<sup>th</sup> Grade won the food drive

ii. Teacher Grants

- 1. PTO also voted in favor to approve 4 new teacher grant requests worth approximately ~\$350, for items such as a yoga exercise ball, Spotify streaming audio subscription, Texas Instruments calculator, and label maker.

b. Playground Equipment

i. Gaga balls; PTO to follow up with gym teachers

c. All School Spring Event

i. We are going to combine the Spring Event with the Trivia Night

d. Capital Project / School Improvement Ideas:

i. "Cafeteria Improvement Project" to include additional 6 new microwaves plus rolling carts

- 1. It's recommended we put directions next to the microwaves to let the kids know how to prevent splatter.
- 2. Dr. Kealen to help coordinate cleaning the new microwaves as part of the kid leadership responsibilities for those helping in the cafeteria since microwave cleanup is not part of the custodial responsibilities.

e. PTO Board position and Committee chair position recruitment 2024-2025

i. VP of Community Board position will be open for anyone interested next year.

**5. Treasurer Report – Martin White**

a. Budget Notes, P&L Review

- i. All grade-level socials have been paid for.
- ii. Minimum quantity orders have been reached for Spirit wear so all orders moving forward will be made to order.
- iii. Form 990 was filed with IRS and all emails were sent to folks who donated \$250 or more for 2023.

**6. Fundraising Report – Stephanie Stokes**

- a. Trivia Night, 4/20, 7:00-10:00pm, doors open at 6:00pm
  - i. Location: Elite Football Academy (off Edison Rd in Chesterfield valley)
  - ii. Theme: Night at the Races (horse race derby themed)
  - iii. Volunteers: We need event volunteers! Please [sign up here](#).
  - iv. Auction Ideas:
    - 1. Actively seeking donations; please reach out if you have local business connections.
    - 2. Several items have been secured already, including some big ticket items.
      - a. Billy Joel & Sting tickets + full-service bar and ballpark buffet party suite (auctioned as raffle)
    - 3. Wagon of Fun (collapsible big-wheeled wagon filled with adult beverages; auctioned as raffle).
      - a. Sunday 2/25, PTO will be driving around for porch pickups from those who signed up online.
  - v. Fund the Need
    - 1. Will help fund the capital project.
  - vi. 32Auctions
    - 1. Silent Auction and text message alerts.
  - vii. Weinhardt table and chair rentals
  - viii. Round Sponsors: \$150 per sponsor for name on round. 10 rounds.
    - 1. 10 Round sponsors already secured.
  - ix. Tickets go on sale Monday, March 11.
- b. Longhorn Legacy Update
  - i. PTO has currently raised \$12.8K so far
- c. Fun Food Days
  - i. Kids loving it; Dollar Donuts are the favorite.
  - ii. March 8<sup>th</sup> is next Dollar Donuts.
- d. Spirit Wear Sales
  - i. Wrapped up mini sales for 5<sup>th</sup> graders.
  - ii. PTO has hit minimums for the items, so all future orders online will be made to order by the parents.
- e. Spirit Night Monthly Fundraiser
  - i. Sun, March 10<sup>th</sup> – Evereve at West County Mall; 15% of all sales will come back to PWMS PTO.
    - 1. Be sure to mention PWMS when checking out.
  - ii. Fri, April 19<sup>th</sup> – STL City 2 SC
    - 1. \$5 per ticket will come back to PWMS PTO.
    - 2. PTO will advertise on social media about 4 weeks before.

## 7. Community Report – Robyn Hayes

- a. Grade Level Parties Report:
  - i. 7<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> Grade Party Updates – all socials have been held
  - ii. Mobile video truck no-showed for 8<sup>th</sup> grade; PTO will be refunded.
- b. 8<sup>th</sup> Grade Celebration
  - i. Me2You mobile truck used last year; PTO recommends using them for this celebration.
  - ii. May 29<sup>th</sup> 6-9pm at high school
  - iii. DJ has been booked
  - iv. Signup sheet for volunteers will go out the week of 2/26
  - v. Ticket prices will be set once the 8<sup>th</sup> grade swag is determined
  - vi. June 15<sup>th</sup> is due date for expense reimbursement.

## 8. Communications Report – Tamara Welliver

- a. No updates.

## 9. New Business

- a. Spirit of Excellence will be this Thursday
- b. 493 food items collected for NJHS food donation event
- c. Junior Longhorn Student Council will be spearheading supplies for Foster Closet which supports foster families, located in Valley Park; starts March 4th
- d. Author coming in Jennifer Neilson coming to school March 5<sup>th</sup>



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**Upcoming Dates:**

**FEBRUARY:**

**Tuesday, February 20** – General Meeting

**MARCH:**

**Thursday, March 14** – General Meeting

**Mon–Fri, March 18-22** – Spring Break

**Thursday, March 28** – Half Day

**Friday, March 29** – No School

**APRIL:**

**Tuesday, April 16** – General Meeting

**Thursday, April 18** – Early Release

**Friday, April 19** – No School

**Saturday, April 20** – PWMS Trivia Night

**MAY:**

**Tuesday, May 7** – General Meeting

**Wednesday, May 8** – Early Release

**Monday, May 27** – No School (Memorial Day)

**Thursday, May 30** – Last Day of School

**ATTENDEES:**

Stephanie Stokes, Mary Curtis, Christina Merriman, Casey Pfarr, Martin White, Jamie Gumpel, Myriam Gitt, Tamara Welliver  
(by phone)

**APPENDIX – BUDGET**



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

PTO Budget as of 2-12-24

Income Categories	23-24 Budget	YTD Actual	Notes
Longhorn Legacy Direct Giving Campaign	\$10,000.00	\$12,825.44	
Spirit Nights/Events	\$750.00	\$715.73	Kendra Scott and Dine Out nights
Fun Food Days	\$2,000.00	\$1,781.50	Days when we sell food at school lunches
Spirit Wear Sales	\$10,000.00	\$26,185.91	
All School Fall Event	\$750.00	\$1,345.57	
All School Winter/Spring Event	\$750.00	\$0.00	
Trivia Night Registration	\$6,000.00	\$0.00	Tables and Tickets
Trivia Night Silent Auction	\$2,500.00	\$0.00	Silent Auction
8 <sup>th</sup> Grade Celebration Collection	\$3,000.00	\$2,118.72	
Fun Run	\$600.00	\$500.00	Income from sponsors
Interest	\$100.00	\$78.67	
<b>Total Income</b>	<b>\$36,450.00</b>	<b>\$45,551.54</b>	
Expense Categories	23-24 Budget	YTD Actual	Notes
Longhorn Legacy Direct Giving Campaign	\$400.00	\$1,028.94	
Fun Food Days	\$1,300.00	\$1,523.39	Offset by outside food sales (Doughnut Day, )
Spirit Wear Expenses	\$5,000.00	\$16,502.98	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) – <b>Possible</b> Outdoor Movie Night – Friday, Apr 26 2024
Trivia Night Expenses	\$1,980.00	\$400.00	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 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 <sup>th</sup> Grade Welcome Event	\$500.00	\$500.00	Rent the space - went great!
6 <sup>th</sup> Grade Social	\$1,500.00	\$1,469.75	PTO sponsored grade level social event
7 <sup>th</sup> Grade Social	\$1,500.00	\$966.86	PTO sponsored grade level social event
8 <sup>th</sup> Grade Social	\$1,500.00	\$1,356.93	PTO sponsored grade level social event
8 <sup>th</sup> 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
<b>Total Expenses</b>	<b>\$36,430.00</b>	<b>\$32,316.84</b>	
23-24 Planned Income:		\$36,450.00	First Community Checking: \$48,772.07
23-24 Planned Expense:		\$36,430.00	First Community MM: \$7,445.86
23-24 Planned Net Income:		\$20.00	Total Cash: \$56,217.93

## Parkway West Middle School PTO

## Profit and Loss by Tag Group

July 1, 2023 - February 12, 2024

	TOTAL
Revenue	
All School Tailgate	1,345.57
Fun Run	500.00
Fundraisers	
Fun Food Days	1,781.50
Welcome Back Breakfast	296.49
<b>Total Fundraisers</b>	<b>2,077.99</b>
Get Hooked	1,305.25
Interest/Dividend Earned	78.67
Longhorn Legacy	11,225.70
Paypal from 2022FY	2,118.72
Spirit Nights/Events	715.73
Spirit Wear Sales	26,183.91
<b>Total Revenue</b>	<b>\$45,551.54</b>
Cost of Goods Sold	
Fun Food Days	1,551.28
Spirit Wear Exp.	16,502.98
<b>Total Cost of Goods Sold</b>	<b>\$18,054.26</b>
<b>GROSS PROFIT</b>	<b>\$27,497.28</b>
Expenditures	
6-8th Grade Socials	235.00
6th Grade Social	1,234.75
6th Grade Welcome Event	500.00
7th Grade Social	804.36
8th Grade Finale	1,501.21
8th Grade Social	1,356.93
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	400.00
<b>Total Expenditures</b>	<b>\$14,070.44</b>
<b>NET OPERATING REVENUE</b>	<b>\$13,426.84</b>
	TOTAL
<b>NET REVENUE</b>	<b>\$13,426.84</b>