



MINUTES

Parkway West Middle School

PTO General Meeting

April 16, 2024 | 7:00 – 8:30 PM

West Middle Library

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, Christina Merriman, Sarah Masterson, Abhishek Tripathy

ORDER OF BUSINESS:

1. Welcome – Myriam Gitt-Andrews

2. February Meeting Minute Approval – Mary Curtis

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

3. April Meeting Minute Approval – Mary Curtis (5-9-2024)

- First Approval: Casey Pfarr; Second Approval: Martin White

4. President Report – Myriam Andrews

- a. General Updates
- b. Grants
 - i. P.E. Department - Scooters
 - ii. National Junior Honor Society (NJHS) – Food Pantry Grade Level Cookies
- c. Playground Equipment
 - i. Remaining budget for playground equipment will be put towards the additional scooter expenses.
- d. All School Spring Event
 - i. Will combine as Trivia Night
- e. Capital Project / School Improvement Ideas:
 - i. "Cafeteria Improvement Project" to include additional microwaves.
 - ii. Proposing vote to approve microwave purchase, up to \$7K.
 - 1. Will include tables, electrical, nice area for setup.
 - 2. First Approval: Martin White
 - 3. Second Approval: Myriam Gitt
 - 4. Yays: Remaining Participants, Nays: None
- f. PTO Board positions and Committee chair position recruitment 2024-2025
 - i. We still need a President Elect and VP of Community
 - ii. We have one 6th Grade Rep, but looking for 2 more
 - iii. The former 6th Grade Reps have agreed to stay on as 7th Grade Reps
 - iv. We need 8th Grade Reps

5. Treasurer Report – Martin White

- a. Budget Notes, P&L Review, Proposed Budget for 24-25
- b. Proposed Budget Updates:
 - i. Spiritwear: increase expense budget to \$10K and revenue budget to \$15K to reflect increased sales.
 - ii. Longhorn Legacy: increase expenses \$1K to better reflect overhead costs for our direct giving campaign.
 - iii. Staff Welcome Back Breakfast: add new \$400 expense for event in August.
 - iv. Membership Toolkit/Quickbooks: rename to "Accounting Software" and lower expense to \$500
 - v. Background Checks: remove expense line item.
 - vi. Playground Equipment: rename expense category to "Misc. PTO Purchase Requests"
- c. The revised budget will be presented to the population and voted on for final approval at the May 9th General Meeting.

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. Registration Update
- iv. Volunteers: We need event volunteers, especially for setup! Please [sign up here](#).
- v. 32Auctions is the vendor again this year.
- vi. Raffle:
 - 1. [Raffle Tickets](#) available for purchase; \$25/ticket or 5 for \$100
 - 2. Raffle: 2 ALL-INCLUSIVE, LUXURY SUITE TICKETS TO BILLY JOEL & STING LIVE IN CONCERT ON 9/27/24!
- vii. Weinhardt: table and chair rentals; one-time decrease in table order available.
- viii. Round Sponsors: \$150 per sponsor for name on round. 10 rounds.
- b. Longhorn Legacy Update: Raised nearly \$14K so far
- c. Fun Food Days
 - i. April 24: last \$1 Donut Day
- d. Spirit Wear Sales
 - i. Sales have closed for the school year; will resume next fall.
- e. Spirit Night Monthly Fundraiser
 - i. April 19 STL City 2 SC (Friday Night)
 - ii. April 20: Goodcents Fundraiser – PWM will get kickback for 10% of all sales on trivia day, not just from folks who mention West.
- f. Yard Sign Fundraiser is going on now for 5th Graders – sold ~ 30 signs so far; sales are open for the next two weeks

7. Community Report – Robyn Hayes

8. Communications Report – Tamara Welliver

9. New Business – Dr. Kealen

- a. Volunteer Appreciation Tea: really nice turnout by volunteers; food prepared by the FACS students
- b. Hired new Vice President: Emily Weber from Pattonville
- c. Musical: High School Musical Jr
 - i. Mr. Dean's last show
 - ii. Really good turnout
 - iii. Emily Kremer is the new teacher already hired – direct out of college
- d. MAP testing is coming up the week of May 6
- e. Safety: adding a gate on the road between West High and West Middle
- f. Staff: We needed to right-size staff and reallocate some to other buildings due to the reassignment of Piermont students to South and Southwest Middle Schools; all teachers were effectively reallocated.

Upcoming Dates:

APRIL:

Tuesday, April 16 – PTO General Meeting

Thursday, April 18 – Early Release

Friday, April 19 – No School

Saturday, April 20 – PWMS Trivia Night

MAY:

Monday, May 6 – Friday, May 10 – Teacher Appreciation Week

Wednesday, May 8 – Early Release

Thursday, May 9 – PTO General Meeting

Monday, May 27 – No School (Memorial Day)

Thursday, May 30 – Last Day of School

APPENDIX – BUDGET



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

PTO Budget as of 4-3-2024 at 1:23pm

Income Categories	23-24 Budget	YTD Actual	Notes
Longhorn Legacy Direct Giving Campaign	\$10,000.00	\$13,989.70	
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	\$27,795.19	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	\$6,052.63	Registration and sponsors
Trivia Night Silent Auction	\$2,500.00	\$627.83	Silent Auction + concert ticket sales
8 th Grade Celebration Collection	\$3,000.00	\$2,118.72	
Fun Run	\$600.00	\$500.00	Income from sponsors
Interest	\$100.00	\$110.01	
Total Income	\$36,450.00	\$55,036.88	

Expense Categories			
Longhorn Legacy Direct Giving Campaign	\$400.00	\$960.00	hooked fundraiser, fundraiser expenses
Fun Food Days	\$1,300.00	\$1,990.73	fun food days
Spirit Wear Expenses	\$5,000.00	\$17,273.98	Spirit Wear Exp.
All School Fall Event	\$700.00	\$1,345.57	All School Tailgate
All School Winter/Spring Event	\$700.00	\$0.00	Offset by raising \$750 (entry charge, food sales)
Trivia Night Expenses	\$1,980.00	\$1,709.38	Trivia Night Expenses + bank fees from trivia night
Grants	\$5,000.00	\$5,098.27	Teacher Grants
Staff Appreciation	\$3,000.00	\$354.91	Staff Appreciation
Conference Dinners	\$3,000.00	\$2,332.08	Conference Dinners
Teacher Gifts / Awards	\$400.00	\$100.00	Teacher Gifts
6th Grade Welcome Event	\$500.00	\$500.00	6th grade welcome event
6 th Grade Social	\$1,500.00	\$1,769.68	6th grade social, 6-8th grade socials
7 th Grade Social	\$1,500.00	\$804.36	7th grade social
8 th Grade Social	\$1,500.00	\$1,025.93	8th Grade Social
8 th Grade Celebration	\$6,000.00	\$1,501.71	8th grade Finale
Longhorn Pride	\$1,000.00	\$0.00	Longhorn Pride
Membership Toolkit/Quickbooks	\$900.00	\$320.00	Dues and subscriptions
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	\$1.00	PTO/President Misc.
PTO Office/General Admin Expenses	\$300.00	\$320.81	
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	Spirit/Homecoming
Fun Run	\$300.00	\$44.50	Spooky Run
Total Expenses	\$36,430.00	\$38,368.91	

23-24 Planned Income:	\$36,450.00	First Community Checking	\$50,102.02
23-24 Planned Expense:	\$36,430.00	First Community MM	\$9,042.59
23-24 Planned Net Income:	\$20.00	Total Cash	\$59,144.61

Parkway West Middle School PTO

Profit and Loss by Tag Group

July 1, 2023 - April 3, 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
Total Fundraisers	2,077.99
Get Hooked	1,305.25
Interest/Dividend Earned	110.01
Longhorn Legacy	12,387.96
Paypal from 2022FY	2,118.72
Spirit Nights/Events	715.73
Spirit Wear Sales	27,795.19
trivia concert ticket sales	627.83
Trivia Night Auction + Sponsors	1,472.64
Trivia Night Registration	4,579.99
Total Revenue	\$55,036.88
Cost of Goods Sold	
Fun Food Days	1,990.73
Spirit Wear Exp.	17,273.98
Total Cost of Goods Sold	\$19,264.71
GROSS PROFIT	\$35,772.17
Expenditures	
6-8th Grade Socials	235.00
6th Grade Social	1,534.68
6th Grade Welcome Event	500.00
7th Grade Social	804.36
8th Grade Finale	1,501.71
8th Grade Social	1,025.93
All-School Tailgate	1,345.57
Bank Charges	49.38
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 Gifts & Awards	100.00
	TOTAL
Teacher Grants	5,098.27
Trivia Night Expenses	1,660.00
Total Expenditures	\$19,104.20
NET OPERATING REVENUE	\$16,667.97
NET REVENUE	\$16,667.97

APPENDIX – Proposed 24-25 Budget



PTO Budget as of 10-17-2023

Income Categories	23-24 Budget	PROPOSED 24-25 Budget
Longhorn Legacy Direct Giving Campaign	\$10,000.00	\$10,000.00
Spirit Nights/Events	\$750.00	\$750.00
Fun Food Days	\$2,000.00	\$2,000.00
Spirit Wear Sales	\$10,000.00	\$10,000.00
All School Fall Event	\$750.00	\$750.00
All School Winter/Spring Event	\$750.00	\$750.00
Trivia Night Registration	\$6,000.00	\$6,000.00
Trivia Night Silent Auction	\$2,500.00	\$2,500.00
8 th Grade Celebration Collection	\$3,000.00	\$3,000.00
Fun Run	\$600.00	\$600.00
Interest	\$100.00	\$100.00
Total Income	\$36,450.00	\$36,450.00

Expense Categories	23-24 Budget	PROPOSED 24-25 Budget
Longhorn Legacy Direct Giving Campaign	\$400.00	\$400.00
Fun Food Days	\$1,300.00	\$1,300.00
Spirit Wear Expenses	\$5,000.00	\$5,000.00
All School Fall Event	\$700.00	\$700.00
All School Winter/Spring Event	\$700.00	\$700.00
Trivia Night Expenses	\$1,980.00	\$2,000.00
Grants	\$5,000.00	\$5,000.00
Staff Welcome Back Breakfast (August)		\$400.00
Staff Appreciation (May)	\$3,000.00	\$3,000.00
Staff Conference Dinners (November)	\$3,000.00	\$3,000.00
Teacher Gifts / Awards	\$400.00	\$400.00
6th Grade Welcome Event	\$500.00	\$500.00
6 th Grade Social	\$1,500.00	\$1,500.00
7 th Grade Social	\$1,500.00	\$1,500.00
8 th Grade Social	\$1,500.00	\$1,500.00
8 th Grade Celebration	\$6,000.00	\$6,000.00
Longhorn Pride	\$1,000.00	\$1,000.00
Membership Toolkit/Quickbooks	\$900.00	\$500.00
Liability Insurance	\$500.00	\$500.00
Benevolence	\$150.00	\$150.00
Principal Misc	\$150.00	\$150.00
PTO Office/General Admin Expenses	\$300.00	\$300.00
Background Checks	\$200.00	
Playground Equipment	\$200.00	\$200.00
Spirit	\$250.00	\$250.00
Fun Run	\$300.00	\$300.00
Total Expenses	\$36,430.00	\$36,250.00

*NEW LINE ITEM

*RENAME THIS LINE ITEM – “ACCOUNTING SOFTWARE”

*REMOVE THIS LINE ITEM

*RENAME THIS LINE ITEM – “MISC PTO PURCHASE”

23-24 Planned Income:	\$36,450.00	\$36,450.00
23-24 Planned Expense:	\$36,430.00	\$36,250.00
23-24 Planned Net Income:	\$20.00	\$200.00