

Parkway West Middle School PTO Meeting – Minutes

Tuesday, February 12, 2019 – 7:00pm – Library

Attendees: Michael Bertz, Laura DeLuca, Anne Miller, Sarah McCarthy, Mary Ellen Franciscus, Jen Gibbs, Colleen Wilson

Meeting called to order by: Jenn Gibbs at 7:05pm

Minutes: reviewed and approved—changed date of “next meeting” to 2/12

- Motion made by Michael Bertz
- Seconded by Laura DeLuca

Principal’s Report: Annie Miller

- Conferences 2/21 and 2/26
- Jackson Tucker doing desserts at Circle 7 Ranch this week
- LEAD projects are going on now
- April 2nd at 6:30 pm is Parent University
- Lighthouse Parent Meeting next Tuesday. Keeping parents informed.

President’s Report: Jenn Gibbs

- Open Board and Committee Positions: We discussed the openings and possible people to fill them.
 - Board: President
 - Committee: Lost/Found, Homecoming, Book Fair, Cotillion, Fundraising
 - Fundraising is particularly needed. We’re under \$6000 this year.

Committee Reports/Upcoming Events

- Fundraising:
 - Jr. Longhorn Spirit Campaign: need to push through remainder of school year.
 - Mailer sent; gave a boost.
 - May need to publicize how much of the money goes to staff and how much goes to kids.
 - The money for LEAD goes to kids.
 - Jr. Longhorn Spirit Nights:
 - 2/26 Noodles & Company—Clarkson/Baxter
- Box Tops for Education:
 - Next collection: 2/14
 - Would like a push notification to go out on Wednesday

- Spiritwear:
 - Next opportunity to buy (in-person)—Conference Nights (2/21 and 2/26). Still looking for volunteers to help sell (4-7 pm).
 - Remind people before conferences.
 - We have good ideas on what does well and what to order

- Conference Dinners:
 - Sign-ups went out; filling up, but could use a volunteer for setup each night
 - Sign-ups were somewhat confusing for some people, because you have to scroll far down for the correct date.
 - Some people sign up to bring items and then don't, which leaves the organizers scrambling.

- 7th Grade Cotillion:
 - Classes begin 4/4
 - Still looking for males.
 - Final event (dinner) is on May 4th

- 8th Grade Celebration:
 - Planning is underway
 - Vendors have been secured
 - Need to buy spiritwear for 8th grade celebration at cost

Treasurer's Report: Michael Bertz

- PTO's finances are in good order.
- We continue to make progress but are still running a little behind on fundraising
- Tax breaks may be a problem: with the increase in the Standard Deduction, many families may not itemize and so not see tax benefits from donating
- Major expense categories (socials, 8th grade celebration) are starting to pick up
- Currently approximately \$31,960 in bank accounts, not including about \$4400 in our PayPal account (\$2445 Spiritwear and \$1950 Jr. Longhorn)
- Jr. Longhorn and Spiritwear sales continue to grow
- FY 18-19 Budget:
 - Running a little bit behind in many categories, even smaller ones like restaurant nights/food sales
 - Operating budget relatively stable overall at about \$16,000. We have only spent about \$4400 so far. A couple of categories may slightly exceed their amounts.

- **Jr. Longhorn**

- Separate expense category: \$465 on postcards and postage. That drove a surge of year-end donations
- Currently at \$6303.03
- Over halfway to last year's total but only 45% of this year's goal

New Business: None.

NEXT MEETINGS Tuesday, March 5th at 7 pm in the West Middle Library

Tuesday, April 2nd at 6 pm

Tuesday, May 7th at 7 pm

Meeting adjourned at 8:10 pm by Jenn Gibbs.

Minutes compiled by Mary Ellen Franciscus, Recording Secretary