

## Parkway West Middle School PTO Meeting – Minutes

Tuesday, May 7, 2019 – 7:00pm – Library

**Attendees:** Laura DeLuca, Anne Miller, Sarah McCarthy, Mary Ellen Franciscus, Jenn Gibbs, Colleen Wilson, Ellie Davis, Lisa Tarter, Gretchen Bertz

**Meeting called to order by:** Jen Gibbs at 7:04pm

**Minutes:** reviewed and approved

- Motion made by Gretchen Bertz
- Seconded by Sarah McCarthy

**Principal's Report:** Annie Miller

- Longhorn Day: May 17<sup>th</sup> for 6<sup>th</sup> and 7<sup>th</sup>, May 22<sup>nd</sup> for 8<sup>th</sup> grade
- Disciplinary referrals are down 50% from last year. Teachers are taking care of it in their own classrooms better.
- 96% of students do not get referred to the principal

**President's Report:** Jenn Gibbs

- Open Board and Committee Positions and restructuring
  - PTO Pillars: a vice president for each of the four
  - Survey Results
    - 54 submitted
    - People wanted communication as often as needed
    - The Jr. Longhorn fundraiser is preferred to selling things.
    - Note who contributed to the campaign
    - Possibly have a PTO newsletter
  - The Key areas for PTO are Communication, Causes/Platforms, Community, Fundraising, and General
  - Committees needing heads for next year:
    - Lost/Found—not needed,
    - Homecoming—discussed this, with some people giving ideas; previous parents involved have 8<sup>th</sup> graders
    - Book Fair
    - Cotillion
    - Box Tops
  - Trivia Night planned, headed by Kandace Herring, 9/21 at Trinity. Start sending out info in July.
  - Could be more opportunities based on new PTO pillars

## Committee Reports/Upcoming Events

- Fundraising:
  - Jr. Longhorn Spirit Nights:
    - 4/23 and 5/14 Menchies—must say you're from the school
- Box Tops for Education:
  - Last collection: 5/17
  - Transitioning to digital this summer
- 8<sup>th</sup> Grade Celebration:
  - Finalizing setup/logistics with HS
  - Possibly send out reminder to 8<sup>th</sup> grade parents about \$10 fee/donation. Some families have used PayPal, others use the store.

### **Treasurer's Report:** Gretchen Bertz

- Discussed the current YTD budget compared to the plan and the proposed budget for next year.
- Some items are still outstanding.
- Not enough income this year for the gift to the school
- Jr. Longhorn Campaign has brought in \$7388, well below the budgeted \$15,000.

### **New Business:**

- Approved 2019-2020 budget unanimously
- Voted in 2019-2020 board members
  - President—Mary Ellen Franciscus
  - Treasurer—Michael and Gretchen Bertz
  - VP/VP Communication—Lisa Tarter
  - VP Community—Open
  - VP Fundraising—Ellie Davis
  - VP Causes/Platforms—Sarah McCarthy
  - Past President—Jenn Gibbs
- Proposal to sell food items at school, like the high school sells bagels. Decided on pretzels, and discussed the logistics. We need to find the location within the building (not allowed in the cafeteria) and how to staff the sales. Discussed how the high school has cards they sell, and determined that we would have an electronic record instead of a paper card (too easy to lose). This will fall under fundraising.

**NEXT MEETING Tuesday, September 10, at 7 pm in the West Middle Library**

**Meeting adjourned at 8:35 pm by Jenn Gibbs.**

**Minutes compiled by Mary Ellen Franciscus, Recording Secretary**