

Parkway West Middle School PTO Meeting – Minutes

Tuesday, September 11, 2018 – 7:00pm – Library

Attendees: Sarah McCarthy, Melissa Pence, Anne Branch, Colleen Wilson, Ellie Davis, Susy Fry, Laura DeLuca, Monica Widger, Michael Bertz, Mary Ellen Franciscus, Jennifer Gibbs, Annie Miller, Gretchen Bertz

Meeting called to order by: Jennifer Gibbs at 7:03 pm

Minutes: reviewed and approved

- Motion made by Sarah McCarthy
- Seconded by Michael Bertz

Guest Speakers:

- **Derek Duncan, Parkway Digital Communication Coordinator**
 - Demonstrated the Parkway app
 - Explained each button
 - If a parent cannot log in, send an email to connect@parkwayschools.net
- **Kris Schulze, Parkway West Middle ELA Teacher**
 - Discussed all apps students use in class
 - For damaged Chromebooks, contact Paul Chua
 - Google apps: Chrome, Classroom, Calendar, Gmail, Drive
 - Others: Clever, Schoology, Kahoot!, Socrative, Padlet, etc.

Principal's Report: Annie Miller

- LEAD time now meets on Mondays, a change from last year. Students are in grade-level groups.
- Starting a Lighthouse Team for parents.
- Students were emailed about applying for a leadership role.
- New intercom system in the building.
- New visitor management system for increased safety will start later this month. Visitors show a photo id and are entered into the system. Time-stamped badges will be issued.
- The Parkway bond issue would fund a vestibule for schools so that visitors will get badges before entering the school.

President's Report: Jennifer Gibbs

Committee Reports/Upcoming Events:

- Volunteer:

- Opportunities for volunteers remain. Use the Sign-up Genius link on the PTO website.
- One link serves all sign-ups.
- Buzz books: Orders being taken online through early October. Distribution in November.
- Fundraising:
 - Jr. Longhorn Spirit campaign has launched with a goal of raising \$15,000 this year. Donations can be made online or via check (using the paper form).
 - Amazon Smile—choose Parkway West Middle School PTO (smile.amazon.com) when shopping on Amazon and our PTO receives 0.5% of eligible sales.
 - Jr. Longhorn Spirit Nights:
 - 9/26—MOD Pizza (All Day)
 - 10/16—St. Louis Bread Co. on Manchester Rd. (4-8 pm)
- Box Tops for Education: First collection date is October 12. Collection container is on table in front of school.
- Spiritwear
 - Great results from Open House
 - Will be selling during lunch periods on September Late Start day (9/26). Form will be distributed through Longhorn Way. Use Sign-up Genius to volunteer for sales.
- Conference Dinners: October 18th and 25th
- Socials:
 - 6th Grade: Friday, October 19th
 - 7th and 8th Grades: Friday, November 16th
- Homecoming:
 - Friday, September 28th (4:30-7:00)
 - Still looking for donations and volunteers (use Sign-up Genius)
- Staff Appreciation:
 - Full schedule for donations is up on Sign-up Genius
 - Still looking for 3 more volunteers to help with Staff/Teacher Appreciation Week in May
- Established a West Middle PTO Facebook page.

Treasurer's Report: Michael and Gretchen Bertz

- Current balance of \$25,454 in bank accounts. This doesn't include approximately \$1000 in our PayPal account and \$4113.50 in transfer from SpirtWear, Jr. Longhorn, and Buzz Books.
- FY 17-18 summary:
 - Finished in June very close to projected budget.
 - Fundraising total was \$36,701 (projected \$36250), Expenses total was \$37,655 (projected \$38,775).
 - Exceeded projected fundraising in Jr. Longhorn (So Simple), Buzz Books, and Spirit Wear.

- Did not meet projected fundraising in Food Sales and Schoola. Underspent on the expense side.
- We should project a budget surplus to make sure expenses are covered.
- One increased expense in recent years is the LEAD initiative.
- For FY 18-19, we propose increasing fundraising with a goal of \$45,000. The main increases would come from the Jr. Longhorn (So Simple) fundraiser and a new event with a target of \$5000, perhaps a parent social event.
- The FY 18-19 operating budget is good.
- The Longhorn Pride budget is for the Bond Campaign. The money will be disbursed soon.
- We would like to confirm the expected level of support for the LEAD program by the PTO for this year and future years.

New Business: Parkway's Bond Issue will be voted on in November. They need volunteers to knock on doors.

Next Meeting will be October 9th at 7 pm in the West Middle Library.

Meeting adjourned at 8:30 pm by Jennifer Gibbs.

Minutes compiled by Mary Ellen Franciscus, Recording Secretary.