



Executive Board Meeting Minutes

Date/Time: 1/25/2024, 3:50 pm

Location: LS Library / Zoom

Attendees: Melanie Adams-Boyle, President; Cassie Woolgar, Vice-President; Chia Chi (Tiffany) Chang, Treasurer; Angela McCormick, Secretary; Karen Stephenson, Marketing and Communications Coordinator; Rebeca Garcia, Business Partner Coordinator; On Zoom: Rochelle McEwen, Membership Coordinator

Agenda (See the presentation as well)

1. Call to Order
 - Melanie Adams-Boyle, 3:47 p.m.
2. Meeting Minutes Approval
 - Executive 10.10.23, Regular 11.07.23, Executive 11.28.23
 - Motion to approve minutes by Cassie Woolgar, seconded. No objections from the floor. Motion passed by unanimous consent by President.
3. Reports:
 - Treasurer (Please see attachment 1)
 - Chia Chi Chang (Tiffany) presented attachment 1.
4. Old Business
 - Accountant
 - The PTO is contracted with Foundation Group, Inc., an accounting and business consulting firm, for the Assurance Services Monthly Membership. The total cost for a year is \$1,800.00 (\$150.00 paid monthly). The expense was approved on Band by the majority of the board (Yes: 5 of 7 standing, No: 0). Note: the monthly payment will partially be paid for this current FY budget (\$900.00), and partially in 24/25 FY (\$900.00). The 24/25 FY board will need to decide if they continue the contract 30 days prior to the end.
 - It will be an additional \$900.00 to file the 23/24 990 in November 2024.
 - Playground Equipment
 - Stencils arrived. The company made a mistake and sent the wrong stencils, now we have two sets since they are letting us keep the mistake if we take pictures of the finished project. The plan is to purchase a few more colors and have it completed by February.
 - Recess racks are completed, the equipment to fill them is ready to be approved by administration and purchased (\$1,000.00 allocation vote below).
 - STEAM Staff Shirts
 - 19 staff shirts were purchased in December through Making Impressions, LLC. for \$414.96, they were delivered in January.
 - Standing Rules / Processes
 - No update, we will have more information after the meeting with the accounting firm 2/8/24.
 - Financial Audit
 - No update, we will have more information after the meeting with the accounting firm 2/8/24.
 - Spirit Wear
 - A shop will be designed soon with a few specific options. Youth size shirts for the spirit store will be purchased to sell at events.
 - Survey
 - The survey was sent in December; the anonymous results are available only for the board and administration to review in the shared Google drive.
 - January Restock Classrooms
 - Over \$2,000.00 still available for staff subsistence for those who have not used their allotted funds from the approved budget.
 - Over \$1,500.00 still available for staff grants - please talk with Mrs. Basl and the PTO before any purchases.
 - Planetarium
 - Mobile student assembly will be in the MPR; planned for late March to April 2024.
 - Wraps

- A donation was approved on Band by the majority (Yes: 5 of 7 standing, No: 0) of the board to donate \$22,000.00 to Legend Springs for this project from the approved 23/24 FY school improvements budget. Mrs. Basl will lead the project, with design input from the PTO. This project will start after the re-painting planned for summer of 2024.
 - Father Daughter Dance
 - Era's Taylor Swift theme.
 - May Appreciation Week
 - Relaxing beachy/spa daily themes (possible plan to have onsite masseuse).
- 5. New Business
 - Family Nights - If any community members can assist with planning this type of event, please contact the PTO.
 - There is always interest from the administration and PTO to add in more family centered events to the calendar. Since the calendar of events for 23/24 is limited in availability for all stakeholders necessary for such an undertaking, the PTO would LOVE to hear from members of the community who could assist with the planning and implementation. The calendar of events for 24/25 will be discussed closer to the end of the school year, possibly the April 30th election meeting.
 - Playground Equipment
 - The board is discussing the purchase and installment of a 9 Square court. Mrs. Basl is confirming with the district the structural requirements. May be part of the next large purchase from APEX fundraising.
 - Lunar New Year
 - Light breakfast will be served in the MPR following the Lunar New Year Flagpole 1/26/24.
 - February Staff Lunch
 - A lunch for the staff will be served on 2/8/2024.
 - Staff Grants / Reimbursements Approved on Band by majority of the Board
 - Mrs. White and Coach Sheridan are planning a unique combined curriculum with Yoga Ball Drumming. Supplies for two classes at a time for: \$700.00.
 - Ms. Race 1st Floor Staff Bathrooms furniture for: \$70.00.
 - APEX (Heritage Pay, Volunteers, Bulletin Board)
 - The new payment system for APEX is set up.
 - Watch for the volunteer sign up for each grade level.
 - The bulletin board will be put up soon.
 - Giveback nights
 - Raising Cane in February, Ninja Nation in March 1st, Rubio's in March, Possible Yogurtology Last day of School
 - STEAM Night
 - The teachers and staff steer this event.
 - The PTO will arrange for Lola's Taco truck, Ms. Artzi will arrange a crepe truck, and the PTO will sell soda and pizza.
 - Miss Glendale said she could arrange for more volunteers if needed.
 - Staff Lounge Remodel
 - The teachers and staff are having small group lunches on Wednesdays. The current furniture and layout is not very accommodating for socializing. There will be further remodels with the District funds, for now the PTO would like to provide two round tables for these Wednesday lunches.
 - Melanie moved to vote on the purchase of 2 high top round tables with 8 chairs from Wayfair costing \$1,400.00: Aye: 7, Nay: 0. This is unanimously approved.
 - Inflatable Arch
 - Mrs. Basl asked the PTO board to consider purchasing an inflatable arch to be used at school events.
 - Melanie moved to vote on allocating \$1,000.00 for the purchase of the arch: Aye: 7, Nay: 0. This is unanimously approved.

- Recess Cart Equipment
 - Melanie moved to vote on allocating \$1,000.00 for the purchase of the remaining equipment to fill the carts: Aye: 7, Nay: 0. This is unanimously approved.
 - 2.1.24 Business Partner
 - Alex will RSVP.
 - 2.7.24 POP Meeting
 - Melanie will RSVP.
 - Security Cameras
 - The District is hoping the bond vote will pass this coming election season to assist in covering a security camera system they are planning on providing to most schools in the district. The rough estimates we have are \$5,000.00 for two more cameras and \$50,000.00 for a complete new system. This is a purchase which needs to be completed by the district for technology compatibility. Should the bond not pass, the PTO will readdress this conversation with Mrs. Basl and the District.
 - Blood Drive with Miss Glendale
 - Miss Glendale is working with Cassie to arrange a blood drive with the American Red Cross to be held at Legend Springs in late April. The PTO should have minimal involvement in the planning and running of the event.
 - Melanie confirmed the PTO's insurance policy is in line with this event.
 - Kinder Preview Night
 - February 27th will be Kinder preview night. (This is also the next regular PTO meeting.)
6. Open Forum
- Karen asked if the PTO needed volunteers for 1.31.24 picture retake, Melanie said she would ask Jody.
7. Action Items (from previous meetings)
- Finalize the audit form and process with advice from the accountant.
 - Submit the revised Bylaws to the IRS
 - Standing Rules
 - Process/Procedures From all Board Member Positions
8. Call to Adjournment
- Motion to adjourn by Angela McCormick, seconded; 4:31 p.m.

Next Meeting: February 27th, 2024 at 5:00 pm in the Library

Upcoming PTO Events:

January

- 26: Lunar New Year Flagpole

February

- 12-23: APEX Fundraiser (22 is the obstacle course day)
- **27: PTO Meeting**

March

- 1: Ninja Nation Glendale Spirit Day
- 22: Father (Special Person) & Daughter Dance
- 22: Launch Basket Raffle & Silent Auction

April

- 18: STEAM Night
- 18: Basket Raffle Closes @ STEAM Night
- **30: PTO ELECTION MEETING**

May

- 2: Peter Piper Give Back
- 6-10: Teacher Appreciation Week

Treasurer's Report 2023-2024

Budget Heading	Actual			Budget			More/-Less
	In	Out	Net	In	Out	Net	
APEX	\$250.00	-	\$250.00	\$99,000.00	-\$43,630.00	\$55,370.00	-\$55,120.00
Donations	\$8,767.80	-	\$8,767.80	\$10,550.00	-	\$10,550.00	-\$1,782.20
Events	\$3,288.50	-\$2,497.26	\$791.24	\$9,860.00	-\$6,100.00	\$3,760.00	-\$2,968.76
Teacher & Student Appreciation	\$90.00	-\$2,993.96	-\$2,903.96	-	-\$9,800.00	-\$9,800.00	\$6,896.04
School/Campus Improvements	-	-\$32,048.05	-\$32,048.05	-	-\$39,250.00	-\$39,250.00	\$7,201.95
Teacher/Staff Grants and Subsistence	\$251.00	-\$2,325.52	-\$2,074.52	-	-\$6,000.00	-\$6,000.00	\$3,925.48
Administration	-	-\$913.92	-\$913.92	-	-\$2,475.00	-\$2,475.00	\$1,561.08
Membership	\$2,975.00	-\$368.70	\$2,606.30	\$3,500.00	-\$500.00	\$3,000.00	-\$393.70
Shirts and Spiritwear	\$2,150.00	-	\$2,150.00	\$2,085.00	-\$3,000.00	-\$915.00	\$3,065.00
Total	\$17,772.30	-\$41,147.41	-\$23,375.11	\$124,995.00	-\$110,755.00	\$14,240.00	-\$37,615.11

1/24 Actuals To Date: \$51,765.87

Projected bank balance if on budget: \$90,505.86 (\$35,000 without APEX money)

Treasurer's Report 11/28,2023 - 1/24,2024

Heading	Spent	Received
Community Rewards		\$ 710
Give Back Nights		\$ 805
Staff Start of Year Supplies	\$ (263)	\$ 251
Campus Improvements	\$ (24,239)	
Giving Week (Budget \$1,350)	\$ (1,086)	
Teacher/Staff Grants	\$ (1,080)	
Bags for the School (Student Prize)	\$ (533)	
Tax (Assurance services)	\$ (150)	

..... **Treasurer's Report Upcoming Events**

	<u>Budget</u>
<u>1/26 Lunar New Year Flagpole</u>	\$300
<u>Feb Teacher Lunch</u>	\$850
<u>3/22 Father & Daughter Dance</u>	\$1,560
<u>3/22 Basket Raffle & Silent Auction</u>	\$200



Remaining Expenses

Lunar New year	\$300
February Lunch	\$850
Father/Daughter	\$1560
Basket Raffle	\$200
Student Assembly	\$2000
STEAM Night	\$500
Staff Appreciation Week	\$1500
EOY Treat	\$2000
National Appreciation Days	\$150
Jr EQ Lunches	\$150
Water	\$286.95 (57.39 x5)
Staff Subsistence	\$2200
Staff Grants	\$1600
Accountant	\$900 (150 x6)
Raz Kids	\$3100
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	\$17,296.95
Bank Account	\$52,149.30

\$34,852.35

Miscellaneous

Spirit Wear	\$3000
Membership Marketing	\$256
PTO Marketing	\$347
Stripe Fees	\$361
Spring Event	\$500