



## Executive Board Meeting Minutes

**Date/Time:** 04/11/2024, 3:45 pm

**Location:** LS Library/Call-In

**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; Rochelle McEwen, Membership Coordinator, Mrs. Nicole Basl, Principal of Legend Springs

### Agenda

1. Call to Order (3:46 pm)
2. Meeting Minutes Approval
  - Special Meeting Minutes 1.25.24, Executive Meeting Minutes 1.25.24, Regular Meeting Minutes 2.27.24.
    - Motion to approve minutes by Cassie Woolgar, seconded. No objections from the floor. Motion passed by unanimous consent by President.
3. Reports
  - Treasurer (Page 3) Chia Chi Chang (Tiffany) presented [attachment 1](#).
  - Business Partner Coordinators - Raffle baskets are listed online and available to see in the office. Ticket sales are online, in person in the office before and after school most days until the 4/18/24 and STEAM night.
  - APEX: \$48,394.91 is the total received from 23/24; 10% will be divided amongst the grade levels to purchase needed items by the end of this school year. The remaining amount will be left to be decided on during the 24/25 school year.
4. Old Business
  - Foundation Group Updates
    - FY 22/23 Tax Filing -
    - Bylaws Votes -
      - Add clause to remove members
        - “Article IV, Section 5. Removal. Any member may be removed from membership with or without cause by a two-thirds vote of those present (assuming a quorum) at any type of meeting where appropriate notice has been given, as outlined in Article VI, Section 7.”
          - Melanie moved to vote on the above amendment:  
Aye: 7, Nay: 0. This is unanimously approved.
      - Add clause for budget reallocation meeting
        - “Article VI, Section 1b. Budget Reallocation Meeting. A subsequent budget meeting may be called by any member of the Board if unallocated funds are discovered. It would be at the discretion of the Board to reallocate these funds. Budget reallocation meetings would be attended by Board members only, assuming a quorum is met.”
          - Melanie moved to vote on the above amendment:  
Aye: 7, Nay: 0. This is unanimously approved.

- Add clause for whistleblower policy given at start of board term
  - “Article XIII, Section 1. Annual Statements. Each director, principal officer, and member of a committee with governing board delegated powers shall annually receive a copy of the organization’s whistleblower protection policy. Upon starting a term as a member of the Board, a copy of this policy will be made available and each Board member shall be adherent to the policy.”
    - Melanie moved to vote on the above amendment: Aye: 7, Nay: 0. This is unanimously approved.
- Article VI, Section 1 correction: “Notification shall be given in accordance with Article VI, Section 7.”
  - Melanie moved to vote on the above amendment: Aye: 7, Nay: 0. This is unanimously approved.
- Article XIII - Signatures will now be Article XIV - Signatures due to the addition of the whistleblower article
  - Melanie moved to vote on the above amendment: Aye: 7, Nay: 0. This is unanimously approved.
- Standing Rules
  - Not required, could be utilized in future years.
- Financial Audit
  - Will be finalized next week.
- Spirit Wear
  - Youth Lenny Shirts
    - Youth shirts will arrive in the next few weeks and will be available to purchase by Meet the Teacher Night.
- Student Appreciation Assembly
  - To be determined. \$2,000.00 is available from the approved 23/24 budget.
- Upcoming Events
  - Appreciation Days (Bus Driver April 23, Administrative Staff April 24th, Principal May 1st, Lunch Hero May 3rd)
    - The PTO will purchase gifts for the staff appreciation days.
  - Give Back (Chicken n’ Pickle April 23rd, Peter Piper May 2nd)
  - Teacher Appreciation Week (TAW) May 6-10 - Sandbar/Beach Themes: Tiki Bar, Salad Bar, Potato Bar, Hydration Bar, Snack Bar(cart). Sweet Scoops and Tiki’s will serve the staff for free on different days.
  - STEAM Night
    - Lola’s Taco Truck and Tiki’s will be onsite.
    - PTO will purchase twice as much pizza as last year.
    - PTO Volunteers will be requested for the raffle basket area and pizza sales.
  - Student end of year Treat - Tiki’s will be serving the kids.
- DVUSD Business Partner & POP Meetings

- Cassie advised that the PTO and LS Community are asked to provide information regarding the Bond override to others in our community that the bond override will be on the November 2024 ballot. Please watch for the email updates regarding this from DVUSD.
  - Security Cameras
    - Will be discussed more upon the results of the November Bond election. The PTO will retain funds to help with the purchase if it becomes necessary.
  - Blood Drive with Miss Glendale
    - Sunday April 28th in the MPR, from 8:00 am - 12:00 pm.
  - Election Theme - Mrs. Basl suggested a theme of Many hands make Light Work theme. The PTO election meeting is April 30th, 2024.
- 5. New Business
  - It was discussed and voted on that we would donate \$500.00 to the Sunshine Committee for the 23/24 end of the school year staff party and will add a budget line item of \$1,000.00 to the tentative budget for an annual donation to the Sunshine Committee.
    - Melanie moved to vote on reallocating \$500.00: Aye: 7, Nay: 0. This is unanimously approved.
- 6. Open Forum
  - Many options were discussed for Student appreciation in lieu of an assembly this year, and will hopefully be a finalized plan in the next few weeks.
- 7. Action Items (from previous meetings)
  - Finalize the audit form and process with advice from Foundation Group
  - Submit the revised Bylaws to the IRS
- 8. Call to Adjournment
  - Motion to adjourn by Cassie, seconded; 4:35 p.m.

Next Meeting: April 30th, 2024 at 5:00 pm in the Library

Upcoming PTO Events:

April

- 18: STEAM Night
- 18: Basket Raffle Closes @ STEAM Night
- 23: Chicken N Pickle 5:00 pm - 7:00 pm
- **30: PTO ELECTION MEETING**

May

- 2: Peter Piper Give Back
- 6-10: Teacher Appreciation Week
- 16 : End of Year Student Treat



# Treasurer's Report 2023-2024

Financial Overview							
Budget Heading	Actual			Budget			More/-Less
	In	Out	Net	In	Out	Net	
APEX	\$48,644.91	-	\$48,644.91	\$99,000.00	-\$43,630.00	\$55,370.00	-\$6,725.09
Donations	\$10,720.09	-	\$10,720.09	\$10,550.00	-	\$10,550.00	\$170.09
Events	\$8,698.69	-\$4,178.20	\$4,520.49	\$9,860.00	-\$6,100.00	\$3,760.00	\$760.49
Teacher & Student Appreciation	\$375.00	-\$4,232.41	-\$3,857.41	-	-\$9,800.00	-\$9,800.00	\$5,942.59
School/Campus Improvements	-	-\$38,195.59	-\$38,195.59	-	-\$39,250.00	-\$39,250.00	\$1,054.41
Teacher/Staff Grants and Subsistence	\$251.00	-\$2,512.57	-\$2,261.57	-	-\$6,000.00	-\$6,000.00	\$3,738.43
Administration	\$135.03	-\$1,298.03	-\$1,163.00	-	-\$1,875.00	-\$1,875.00	\$712.00
Membership	\$3,010.00	-\$399.10	\$2,610.90	\$3,500.00	-\$500.00	\$3,000.00	-\$389.10
Shirts and Spiritwear	\$2,220.00	-\$1,324.42	\$895.58	\$2,085.00	-\$3,000.00	-\$915.00	\$1,810.58
<b>Total</b>	<b>\$74,054.72</b>	<b>-\$52,140.32</b>	<b>\$21,914.40</b>	<b>\$124,995.00</b>	<b>-\$110,155.00</b>	<b>\$14,840.00</b>	<b>\$7,074.40</b>

4/11

**Chase Account Balance : \$97,363.48**