



Executive Board Meeting Minutes

Date: 9/8/2023

Location: Zoom

Attendees: Melanie Adams-Boyle, Cassie Woolgar, Tiffany Chang, Nicole Vance, Rochelle McEwen, Angela McCormick

1. Call to Order
 - o Melanie Adams-Boyle
 - o 1:00 pm
2. Budget Approval
 - o A tentative budget for the following school year will be compiled and presented by the sitting board and approved by the membership at the last meeting (election meeting) of the school year
 - i. The tentative budget will be reviewed and possibly modified by the next appointed board at the Executive Board meeting over the summer
 - ii. The tentative budget will be presented by the sitting board and approved by the membership at the Annual Budget Meeting at the beginning of the school year.
 - o Marketing Budget Line Item
 - i. The \$1,500 will be partially reallocated to have marketing expenses categorized to the event.
 1. \$400.00 for the PTO marketing (PTO Meetings, Board Shirts)
 2. \$1,100.00 split between each event that will have printed signs and the remainder will be reallocated for Teacher/Staff Appreciation Coffee & Candy
 - o Business Partner updates:
 - o Sheeps Pass is a sponsor
 - o Sylvan - \$2,500.00 platinum sponsor; needs invoice for each month
 - Sylvan requested that a portion of their sponsorship be used on the EQ Initiative Jr. EQ Lunch - \$200.00
 - o Give back Night update:
 - Peter Piper - around \$900
 - o Treasurer report shows net budget based on 22/23 income and expenses
 - i. Please see Attachment 2
 - o Special Meeting for 23/24 Budget Approval
 - i. We will plan a Special Meeting with 48 Hour Notice
 1. Only members in good standing 14 days prior to meeting may vote
 - o Action Items
 - i. For 23/24 Budget, and Bylaws approval, we will call a special meeting
 - ii. Standing rules: for 24/25, have the tentative budget approved at the election meeting
 - iii. Confirm details regarding the District covering movie license
 - iv. Confirm 3 year license options
 - v. Discuss after/before school year teacher get togethers
 - vi. Invoice Sylvan
 - vii. Add categories in money minder:
 1. Student Appreciation



a. EQ Lunches (\$200.00), end of year treat (\$2,000.00)

3. Bylaws

- o Our bylaws state we will review and update annually
 - i. The recommended modifications to the bylaws which will be presented to the membership for approval are found in Attachment 3.

The following agenda topics (4-7) will be discussed at the next executive board meeting

4. Standing Rules / Processes

5. Financial Audit

6. Possible Motions for General Meeting

7. Survey

8. Action items

- o For 23/24 Budget, Bylaws, etc., we will call a special meeting
- o For 24/25, have the tentative budget approved at the election meeting
- o Confirm details regarding the District covering movie license
- o See if we can get a discount for a 3 year license
- o Discuss after/before school year teacher get togethers
- o Add categories in money minder:
 - i. Student Appreciation

9. Call to Adjournment

- o Motion to adjourn by Angela McCormick, seconded.
- o 2:36 pm

Next Meeting:

Upcoming Events:

Attachment 1. The changes in below were discussed and will be made to the tentative 23/24 budget

Event	Notes	Amount
Meet the Teacher Night		\$20.00
Staff Appreciation is TAW - Teacher Appreciation Week in May		
National Appreciation Dates	Custodian, Paras, Administration (Nurse and Library were added for staff subsistence)	\$150.00
Campus improvements	Since this is the bulk of our expenses, we would like it to be reflected here instead of APEX	\$30,000.00
October Teacher lunch		\$825.00
February Teacher lunch		\$825.00
Movie night	We may be changing this budget based on how the District buys the movie license; is there a way to have a 3 year license? We will check with Pam on this. We will plan to sell hotdogs, concessions, water, and popcorn.	
Software	23/24 will not have this expense, but 24/25 will	
STEAM night	We need to see if we can fundraise via food sales.	\$150.00 Prizes \$300.00 food if we can sell
Marketing	\$1,500.00 was reallocated from General PTO expenses to Marketing; but we will keep only \$400.00 for PTO marketing (PTO Board Member Shirts, Posters) and split the \$1,100.00 between each event that needs signs printed.	\$400.00 PTO Marketing \$75.00 Dirty Dough \$75.00 Mother Son \$60.00 Movie Night \$60.00 Father Daughter Dance (change from 3 signs to 2 for Movie Night and Father Daughter)
Jr. EQ Monthly Lunch	**Sylvan wants to sponsor	\$200.00
Spring Event	Keep as a planning step for 24/25 School Year	\$500.00
Teacher end of year/beginning of year off campus events	We need to discuss this further	
Expense Category Changes / Questions:	Paper - campus improvement, not staff appreciation Coffee - Candy; need budget per month	



Attachment 2: Treasurer's Report

Legend Springs PTO FY 2023

Treasurer's Report

07/01/2023 - 09/08/2023

APEX	Income	Expenses	Year to Date	Net Budget	More/-Less
APEX Incoming Donations	\$200.00	-	\$200.00	\$99,000.00	-\$98,800.00
APEX Portion	-	-	-	-\$37,830.00	\$37,830.00
APEX/Back to school Legend Springs Donation	-	-	-	-	-
APEX 10% Back to the Teachers - After Split	-	-	-	-\$5,800.00	\$5,800.00
APEX Totals	\$200.00	-	\$200.00	\$55,370.00	-\$55,170.00
Donations	Income	Expenses	Year to Date	Net Budget	More/-Less
Business Partner Sponsors					
Business Partner Sponsors	-	-	-	\$5,000.00	-\$5,000.00
Business Partner Sponsors Totals	-	-	-	\$5,000.00	-\$5,000.00
Community Rewards					
Fry's	\$439.95	-	\$439.95	\$1,000.00	-\$560.05
Community Rewards Totals	\$439.95	-	\$439.95	\$1,000.00	-\$560.05
Give Back Night					
Chipotle	\$910.67	-	\$910.67	\$2,500.00	-\$1,589.33
Peter Piper	\$912.79	-	\$912.79	-	\$912.79
Dirty Dough	\$116.00	-	\$116.00	-	\$116.00
Give Back Night Totals	\$1,939.46	-	\$1,939.46	\$2,500.00	-\$560.54
Online Deposit					
Online Deposit	\$330.00	-	\$330.00	-	\$330.00
Online Deposit Totals	\$330.00	-	\$330.00	-	\$330.00
Donations Totals	\$2,709.41	-	\$2,709.41	\$8,500.00	-\$5,790.59
Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Meet The Teacher's Night					
Food/Drinks	-	\$14.22	-\$14.22	-	-\$14.22
Meet The Teacher's Night Totals	-	-\$14.22	-\$14.22	-	-\$14.22
Tears and Cheers Breakfast					
Supplies	-	\$112.72	-\$112.72	-\$300.00	\$187.28
Food/Drinks	-	\$82.59	-\$82.59	-	-\$82.59
Tears and Cheers Breakfast Totals	-	-\$195.31	-\$195.31	-\$300.00	\$104.69
Mother Son Event					
Mother Son Event	-	\$10.69	-\$10.69	\$1,500.00	-\$1,510.69
Mother Son Event Totals	-	-\$10.69	-\$10.69	\$1,500.00	-\$1,510.69

Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Movie Night					
Movie Night	-	\$28.23	-\$28.23	\$2,475.00	-\$2,503.23
Movie Night Totals	-	-\$28.23	-\$28.23	\$2,475.00	-\$2,503.23
Veterans Day					
Veterans Day	-	\$40.07	-\$40.07	-\$300.00	\$259.93
Veterans Day Totals	-	-\$40.07	-\$40.07	-\$300.00	\$259.93
Lunar New Year					
Lunar New Year	-	-	-	\$700.00	-\$700.00
Lunar New Year Totals	-	-	-	\$700.00	-\$700.00
Father Daughter Dance					
Father Daughter Dance	-	-	-	\$3,500.00	-\$3,500.00
Father Daughter Dance Totals	-	-	-	\$3,500.00	-\$3,500.00
Steam Night					
Steam Night	-	-	-	\$850.00	-\$850.00
Steam Night Totals	-	-	-	\$850.00	-\$850.00
Spring Event					
Spring Event	-	-	-	-\$700.00	\$700.00
Spring Event Totals	-	-	-	-\$700.00	\$700.00
Events Totals	-	-\$288.52	-\$288.52	\$7,725.00	-\$8,013.52
Teacher Appreciation					
Teacher Back to School	-	\$232.80	-\$232.80	-\$400.00	\$167.20
Teacher Lunch	-	-	-	-\$1,650.00	\$1,650.00
Giving Tree	-	-	-	-\$1,350.00	\$1,350.00
Staff appreciation	-	\$588.61	-\$588.61	-\$1,500.00	\$911.39
Mrs Basl Birthday Gift	-	-	-	-\$100.00	\$100.00
End of year treat	-	-	-	-\$2,000.00	\$2,000.00
Teacher Appreciation Totals	-	-\$821.41	-\$821.41	-\$7,000.00	\$6,178.59
School/Campus Improvements					
Software	-	-	-	-\$10,000.00	\$10,000.00
Water service	-	\$106.28	-\$106.28	-\$650.00	\$543.72
Campus improvements	-	\$3,993.43	-\$3,993.43	-\$1,500.00	-\$2,493.43
School/Campus Improvements Totals	-	-\$4,099.71	-\$4,099.71	-\$12,150.00	\$8,050.29
Teacher/Staff Grants					
Staff Subsistence (Start of Yr Classroom Supplies)	-	-	-	-\$3,000.00	\$3,000.00
Teacher/Staff Grants	-	\$438.18	-\$438.18	-\$3,000.00	\$2,561.82
Teacher/Staff Grants Totals	-	-\$438.18	-\$438.18	-\$6,000.00	\$5,561.82
Administration					
Stripe Fees 1	-	\$80.47	-\$80.47	-\$465.00	\$384.53
moneyfinder	-	-	-	-\$240.00	\$240.00



Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Tax	-	-	-	-\$400.00	\$400.00
Insurance	-	\$370.00	-\$370.00	-\$370.00	-
Marketing	-	\$143.03	-\$143.03	-\$1,500.00	\$1,356.97
Administration Totals	-	-\$593.50	-\$593.50	-\$2,975.00	\$2,381.50
Membership	Income	Expenses	Year to Date	Net Budget	More/-Less
PTO Membership	\$2,005.00	-	\$2,005.00	\$3,300.00	-\$1,295.00
Meet the Teacher's Night	\$235.00	-	\$235.00	-	\$235.00
Membership Totals	\$2,240.00	-	\$2,240.00	\$3,300.00	-\$1,060.00
Shirts and Spiritwear	Income	Expenses	Year to Date	Net Budget	More/-Less
PTO Shirts and Spiritwear	-	-	-	-\$1,000.00	\$1,000.00
Meet the Teacher's Night	\$1,855.00	-	\$1,855.00	-	\$1,855.00
Tears and Cheers	\$230.00	-	\$230.00	-	\$230.00
Shirts and Spiritwear Totals	\$2,085.00	-	\$2,085.00	-\$1,000.00	\$3,085.00
Jr EQ Lunch	Income	Expenses	Year to Date	Net Budget	More/-Less
Jr EQ Lunch	-	\$21.91	-\$21.91	-	-\$21.91
Jr EQ Lunch Totals	-	-\$21.91	-\$21.91	-	-\$21.91
Grand Totals					
	\$7,234.41	-\$6,263.23	\$971.18	\$45,770.00	-\$44,798.82

Bank Account Balances	07/01/2023	09/08/2023	Last reconciled	Summary for the Period	
Petty Cash	-	-	Never	Starting Total	\$75,193.98
Chase PTO	\$75,193.98	\$76,165.16	08/31/2023	Income	\$7,234.41
Totals	\$75,193.98	\$76,165.16		Expenses	-\$6,263.23
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Ending Total	\$76,165.16

Submitted by:

Attachment 3: The below are the recommended modifications to the bylaws which will be presented to the membership for approval.

Location	Modifications
Table of Contents	Updated to include Article III
Article III, Section 3	Strike: Objects, Add: Purpose
Article IV, Section 1	Strike: in all meetings and activities, Add: in all regular meetings, special meetings and public activities; not executive board meetings.
Article V, Section 1	Change: Business Partner Coordinator to Coordinator(s) Change: General to regular or strike word Strike routine bills under board duties
Article V, Section 1.c. Secretary	Add: In the absence of the Secretary, another board member may take and record the minutes.
Article V, Section 1.e. Membership Coordinator	Add: will notify the treasurer when there is a financial exchange between board members.
Article V, Section 2	Strike: nominating committee presents its slate Add: before the election meeting
Article V, Section 3	Strike: monthly, Add: election Add: election meeting to " floor at this..." Strike: 3, in Article V, Section 3, Add: 2 Add: Any candidate must receive a majority of votes of those present, assuming a quorum has been met, in order to be successfully voted into office. Should a candidate not receive the majority of votes needed, and no other candidate is on the ballot for consideration, that Board position shall remain vacant. New nominations and an election will be carried about by the Board, either by calling a Special Meeting or creating an online vote in which members in good standing may participate.
Article V, Section 5	Strike: V, in Article V, Add: VI. Strike: regular meeting or special meeting, Add: any type of meeting
Article V, Section 6	Add language about a virtual vote if there is a vacancy for vice president
Article VI	Add Executive Meetings (monthly) Adjourned Meetings Annual Budget Meetings
Article VI, Section 1, Regular Meetings	Strike: monthly, Add: Regular meeting open to all PTO members and the general public, to be conducted at intervals throughout the year to be determined by the Board presiding that term. No less than 4 a year.
Article VII, Section 3	After \$100, Add: but are less than \$200.
Article VII, Section 5	Change language: For grant requests under \$1,000.00, the board will decide; for grant requests over \$1,000.00, will be approved by the membership at the next meeting if less than a week, if not then we will call a special meeting
Article XI, Section 1	Strike: regular or special, Add: Regular, Special or Executive Board meeting. Strike two-thirds, Add: majority