



### **Regular Member Meeting Minutes**

**Date:** Tuesday, 2/27/2024, 5:03 PM     **Location:** STEM Room at Legend Springs

#### **Attendees:**

**Board Members:** Melanie Adams-Boyle, President; Cassie Woolgar, Vice-President; Chia Chi (Tiffany) Chang, Treasurer; Alex Louis, Business Partner Coordinator; Rochelle McEwen, Membership Coordinator

**PTO Members:** Chase Roberts, Jason Sears

- **Call to Order**
  - Melanie Adams-Boyle, 5:03 PM
- **Prior Meeting Minutes**
  - Prior meeting minutes did not get approved.
  - A few people want a chance to read them so we are waiting until the next meeting to approve.
  - Still need to approve 1.25.24 Special Meeting Minutes and 1.25.24 Executive Board Meeting Minutes
- **New Board Member**
  - Rebeca Garcia was voted to be our new Business Partner Coordinator in our last special meeting on 1.25.24.
- **Reports:**
  - Treasurer Report by Tiffany
    - So far this year we have an approx. income of \$19,000, of which approx \$10,000 has come from donations. We have an approx. \$48,000 in expenses.
    - Chase bank account currently is \$48,542
    - Our campus improvement spending budget line item is close to the limit.
    - Upcoming events and budgeted amounts
      - Father Daughter Dance - Budgeted amount \$1560
      - Basket Raffle - Budgeted amount \$200
      - Steam Night - Budget amount \$500
  - **APEX Report**
    - Final numbers for our APEX event are not yet in. We brought in close to \$84,000 but apex receives about 40% and teachers receive 10%.
    - Basl is going to poll teachers at her next staff meeting about how they would like to see the funds used.
  - **Membership Report by Rochelle**
    - No new members
  - **Business Partner report by Alex**
    - Alex and Rebeca have sent out a bunch of emails and now need to

go to physical stores and ask for donations.

- Old Business:
  - Recess Equipment
    - We have spent about \$700 for carts and \$600 for recess equipment for the carts
    - Good response for students and teachers
    - Need to figure out process for bringing carts in and out and who is in charge of them
    - We have \$150 set aside for kindergarten and for hula hoops. Waiting for kinder to tell us what equipment would work best in their area.
  - Purchased Blow up Arch
    - Waiting for delivery
  - Staff Grants - what we have purchased so far this year
    - We have purchased cafeteria table leg caps
    - We have purchased items to update the staff bathroom
    - Purchased books for reading specialists
  - We purchased two high top tables for staff lounge
  - Playground Stencils:
    - Mr Craig and Coach Sheridan are working together to figure out where the stencils should go so Mr Criag can paint them.
  - Student Appreciation Assembly
    - The planetarium we had scheduled canceled on us so we are looking into other ideas
  - Financial Audit Committee Update
    - Rochelle McEwen and Tiffany Chang are on the audit committee
    - Foundation Group advised a very simplified procedure for the audit
    - We will finish out the audit we started for last year's information
    - We need to find a simpler audit form
  
- New Business:
  - Foundation Group Meetings
    - We have a nonprofit start up meeting to go over bylaws coming up
    - Follow up meeting to go over financial/tax information coming up
  - Upcoming Events
    - Father (special person) and Daughter Dance
      - \$25 a couple online, \$5 for an additional daughter online, \$30 a couple at the door
      - There will be a DJ (APEX), snacks, tikis truck (for additional purchase)
    - Basket Raffle and Silent Auction Planning
      - We have a few baskets
        - Raising canes, Chick fil A, Bark, Dream Dinners

- We need to go to physical stores and ask for donations
- We are going to do grade level baskets. Basl will ask staff what themes they want to do at her upcoming staff meeting.
  - We need to put a box in one class per grade level to collect donated items for grade level basket
  - Pick up donated items before spring break and after
- PTO member Jason Sears offered to donate a basket
- TAW-Teacher Appreciation Week (May 6-10)
  - We are doing a “bar” Theme
  - Sand Bar/Beach Theme
  - Tiki Bar, Salad Bar, Potato Bar, Hydration Bar, Snack Bar(cart)
  - We looked into have a massage therapist come to the school but it was very expensive so the idea will not work
- STEAM Night
  - April 18th
  - The basket raffle will be out front of the school
  - Trying to figure out how to announce winners - talked about having Basl announce winners on morning announcements
  - We plan to sell pizza, chips, and drinks
- Blood Drive
  - Sunday, April 28th
  - Miss Glendale is working with American Red Cross
  - The cafeteria is reserved for the date
  - Cassie is coordinating with Miss Glendale
- Spirit Gear Order
  - We are going to order more of the youth Lenny shirts because we don’t have any more and we still have a budgeted amount for shirts.
  - Need to set up a team shop so we can sell steam shirts
- Volunteer Flagpole
  - April 5th
  - Basl confirmed that they are doing something for volunteers before flagpole so that they can reach more people
  - PTO is not putting this event on
- Wraps for School
  - PTO donated \$22,000 to the school for the wraps
- Election Theme
  - We need to pick an “election” theme to help draw people to the PTO and help us fill some board member positions for next year.
  - We need to hang posters for the election meeting.
- Call to Adjournment
  - Meeting Adjourned at 5:41 PM

