



Special Meeting Minutes

Date: 9/26/23, 9:00 am

Location: Zoom

Attendees: *Board Members Present:* Melanie Adams-Boyle, President; Nicole Vance, Business Partner Coordinator; Tiffany Chang, Treasurer; Karen Stephenson, Marketing and Communications Coordinator; Angela McCormick, Secretary; *Board Members on Zoom:* Cassie Woolgar, Vice President; Rochelle McEwen, Membership Coordinator; Alex Louis, Business Partner Coordinator

Zoom Attendees:

First	Last	Member
Lisa	Khoshaba	Yes
Ashley	Flandrau	Yes
Lou	Toth	Yes

- 1) Call to Order
 - o Melanie Adams-Boyle
 - o 9:02 am
- 2) Revised Bylaws
 - o *Shared via email and posted on the website.*
 - o Motion to approve as written by Angela McCormick, seconded. No objections from the floor. Motion passed by unanimous consent by president and the Bylaws revision is approved as of 9/26/23.
- 3) Revised 23/24 Budget Approval
 - o *Shared via email. Please see Attachment 1 images for reference.*
 - o Motion to approve as written by Nicole Vance, seconded. No objections from the floor. Motion passed by unanimous consent by president and the 23/24 Budget is approved as of 9/26/23.
- 4) Action items
 - o Submit the revised Bylaws to the IRS
 - o Survey parents, staff, students
 - o Spring Event Presentation
- 5) Call to Adjournment
 - o Motion to adjourn by Angela McCormick, seconded.
 - o 9:18 am

Next Meeting:

11/7/23 * General Meeting * 5 - 6:00 pm * Library

Upcoming Events:

9/27/23 * Chipotle 67th & 101 Give Back Night * 4 - 8:00 pm

10/13/23 * Family Movie Night in the Courtyard * 5:30 - 8:00 pm

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Legend Springs PTO FY 2023 Budget Report

Funds available at beginning of financial year (07/01/2023)			\$75,193.98
APEX	Budgeted Income	Budgeted Expenses	Budget Net
APEX Incoming Donations	\$99,000.00	-	\$99,000.00
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	\$99,000.00	-\$43,630.00	\$55,370.00
Donations	Budgeted Income	Budgeted Expenses	Budget Net
Business Partner Sponsors			
The Vance Family	\$1,000.00	-	\$1,000.00
Sylvan	\$2,500.00	-	\$2,500.00
Viasun	\$1,000.00	-	\$1,000.00
Sheep's Pass Photo	\$500.00	-	\$500.00
Rita's Ice	\$250.00	-	\$250.00
Business Partner Sponsors Totals	\$5,250.00	-	\$5,250.00
Community Rewards			
Frys	\$1,000.00	-	\$1,000.00
American Furniture Warehouse	\$250.00	-	\$250.00
Box Top for Education	\$100.00	-	\$100.00
Community Rewards Totals	\$1,350.00	-	\$1,350.00
Give Back Night			
Chipotle	\$750.00	-	\$750.00
Peter Piper Pizza	\$1,500.00	-	\$1,500.00
Dirty Dough	\$100.00	-	\$100.00
Rubios	\$300.00	-	\$300.00
Sonic	-	-	-
Cold Beers & Cheeseburgers	\$1,000.00	-	\$1,000.00
Jet's	\$300.00	-	\$300.00
Give Back Night Totals	\$3,950.00	-	\$3,950.00
Online Donations			
Online Donations	-	-	-
Online Donations Totals	-	-	-
Donations Totals	\$10,550.00	-	\$10,550.00
Events	Budgeted Income	Budgeted Expenses	Budget Net
Meet The Teacher Night			
Food/Drinks	-	-	-
Meet The Teacher Night Totals	-	-	-

Events	Budgeted Income	Budgeted Expenses	Budget Net
Tears and Cheers Breakfast			
Supplies	-	-\$300.00	-\$300.00
Food/Drinks	-	-	-
Tears and Cheers Breakfast Totals	-	-\$300.00	-\$300.00
Mother Son Event			
BubbleManiacs and Mini Golf on the Go	-	-\$1,400.00	-\$1,400.00
Ticket Sales	\$2,000.00	-	\$2,000.00
Decoration	-	-\$50.00	-\$50.00
MS Supplies	-	-\$50.00	-\$50.00
MS Marketing	-	-\$60.00	-\$60.00
MS Food Truck Give Back	\$60.00	-	\$60.00
Mother Son Event Totals	\$2,060.00	-\$1,560.00	\$500.00
Movie Night			
Concessions & Popcorn	\$100.00	-\$100.00	-
Movie License	-	-\$650.00	-\$650.00
Decorations	-	-\$50.00	-\$50.00
Movie Marketing	-	-\$60.00	-\$60.00
Movie Night Totals	\$100.00	-\$860.00	-\$760.00
Veterans Day			
Veterans Day Food	-	-\$250.00	-\$250.00
Veterans Day Decorations	-	-\$50.00	-\$50.00
Veterans Day Totals	-	-\$300.00	-\$300.00
Lunar New Year			
Lunar New Year	-	-\$300.00	-\$300.00
Lunar New Year Totals	-	-\$300.00	-\$300.00
Father Daughter Dance			
Father Daughter Dance Tickets	\$4,000.00	-	\$4,000.00
FD Decorations	-	-\$250.00	-\$250.00
FD Food	-	-\$750.00	-\$750.00
FD DJ	-	-\$500.00	-\$500.00
FD Marketing	-	-\$60.00	-\$60.00
Father Daughter Dance Totals	\$4,000.00	-\$1,560.00	\$2,440.00
Steam Night			
Steam Night Pizza	\$500.00	-\$350.00	\$150.00
Prizes	-	-\$150.00	-\$150.00
Food Truck Give Back	\$200.00	-	\$200.00
Steam Night Totals	\$700.00	-\$500.00	\$200.00

Events	Budgeted Income	Budgeted Expenses	Budget Net
Spring Event			
Spring Event	-	-\$500.00	-\$500.00
Spring Event Totals	-	-\$500.00	-\$500.00
Basket Raffle & Silent Auction			
Basket Raffle	\$1,000.00	-\$200.00	\$800.00
Silent Auction	\$2,000.00	-	\$2,000.00
Basket Raffle & Silent Auction Totals	\$3,000.00	-\$200.00	\$2,800.00
Events Totals	\$9,860.00	-\$6,080.00	\$3,780.00
Teacher & Student Appreciation			
Budgeted Income Budgeted Expenses Budget Net			
Teacher Back to School Breakfast	-	-\$400.00	-\$400.00
Teacher Lunch October	-	-\$850.00	-\$850.00
Giving Week (December)	-	-\$1,350.00	-\$1,350.00
Staff Appreciation Week (May)	-	-\$1,500.00	-\$1,500.00
Principal Birthday Gift	-	-	-
Student End of year treat	-	-\$2,000.00	-\$2,000.00
National Appreciation days	-	-\$150.00	-\$150.00
Teacher Lunch February	-	-\$850.00	-\$850.00
Monthly Coffee & Candy	-	-\$400.00	-\$400.00
Junior EQ Lunch	-	-\$250.00	-\$250.00
Student Assembly	-	-\$2,000.00	-\$2,000.00
Student Fall Popsicles	-	-\$50.00	-\$50.00
Teacher & Student Appreciation Totals	-	-\$9,800.00	-\$9,800.00
School/Campus Improvements			
Budgeted Income Budgeted Expenses Budget Net			
Software - IXL	-	-\$7,000.00	-\$7,000.00
Water service	-	-\$650.00	-\$650.00
Campus improvements	-	-\$30,000.00	-\$30,000.00
Software - Raz Kids	-	-\$1,600.00	-\$1,600.00
School/Campus Improvements Totals	-	-\$39,250.00	-\$39,250.00
Teacher/Staff Grants and Subsistence			
Budgeted Income Budgeted Expenses Budget Net			
Teacher/Staff Grants	-	-\$3,000.00	-\$3,000.00
Staff Start of Year Supplies	-	-\$3,000.00	-\$3,000.00
Teacher/Staff Grants and Subsistence Totals	-	-\$6,000.00	-\$6,000.00
Administration			
Budgeted Income Budgeted Expenses Budget Net			
Stripe Fees 1	-	-\$465.00	-\$465.00
Moneyminder	-	-\$240.00	-\$240.00
Tax	-	-\$400.00	-\$400.00
Insurance	-	-\$370.00	-\$370.00
Marketing	-	-\$400.00	-\$400.00
Administration Totals	-	-\$1,875.00	-\$1,875.00
Membership			
Budgeted Income Budgeted Expenses Budget Net			



Membership	Budgeted Income	Budgeted Expenses	Budget Net
PTO Membership	\$3,500.00	-	\$3,500.00
Meet the Teacher Night Member Sign Ups	-	-	-
Membership Marketing	-	-\$400.00	-\$400.00
Membership Drive Prize	-	-\$100.00	-\$100.00
Membership Totals	\$3,500.00	-\$500.00	\$3,000.00
Shirts and Spiritwear	Budgeted Income	Budgeted Expenses	Budget Net
Spirit Wear	-	-\$3,000.00	-\$3,000.00
Meet the Teacher Night Spirit Wear Sales	\$1,855.00	-	\$1,855.00
Tears and Cheers	\$230.00	-	\$230.00
Shirts and Spiritwear Totals	\$2,085.00	-\$3,000.00	-\$915.00
Grand Totals			
	\$124,995.00	-\$110,135.00	\$14,860.00
Projected bank balance if on budget			\$90,053.98