

**Kyrene Altadeña Middle School
PTSO Board Meeting Agenda
June 20, 2022**

Call meeting to order 8:31 - Nicole Koester, President
Roll Call - Board Members

Attendees

In Person: Nicole Koester, Rachel Holm, Yolanda Powell, Louise Yanock, Stephanie Nuttall,
Kim Skousen, Andrea Donoso
Zoom: Vickie Ricks

May Board Minutes Approval - Nicole Koester
Approve Louise Yanock
Second Yolanda Powell

PTSO Budget Report - Yolanda Powell, Treasurer

President, Treasurer, Financial Secretary signers at Mountain First Credit Union

- Bank balance lower than anticipated by almost \$8,000
- Need to decrease budget, Nicole presented ideas to help with this
- Decrease luncheons by \$500 (moved to encumbered funds)
- Staff appreciation decrease by \$1,000 (moved to capital improvements)
- Spirit wear decreasing to \$8,000 (moving \$2,000 to capital improvements) -believing we can make \$5,000 from spirit wear sales up from \$4,500
- 8th Grade Dance (create additional budget line item for student council of \$300), making 8th grade dance \$2,000
- Student Activity/Community Event decreasing to \$1,500 (moving \$500 to capital improvements)
- Teacher Supply kits aren't being done which allots \$2,000 to encumbered funds
- Non-flexible line items taxes \$350, nonprofit expense \$10, printing expenses, website hosting, office staff expenses, field trips, teacher reimbursements, PBIS (\$1,000)
- These changes would allow \$11,665 for encumbered funds and increase capital improvements
- Set to roll over \$8,600 following year if changes aren't made to budget
- Fundraising goal \$31,000
- Yolanda suggested can we do run the snack shack for an additional money maker? Nicole is going to check on this
- Louise suggested raffling off specific items for money maker (auction off front row of graduation, parking spot, principal for a day)?
Motion to approve moving budget items around – Rachel Approved, 2nd by Louise.
Approved by those in attendance

New Business

Review website - Nicole Koester

- To avoid fees being so high, Nicole recommended changing what is done by company hosting website so company is not making monthly and quarterly updates on website.
- Removed photos – to decrease cost and work Nicole has taken down individual photos and utilized Panther paw prints in their place. The board will work to get a group picture as the year goes on
- Updated content
- You all have an email - <https://altadenaptso.org/webmail/log-in>
 - Nicole will confirm if co-chaired positions can both access email
 - Need to update fundraiser, spirit wear, and 8th grade dance pages
- \$795 for annual maintenance and to update “fundraiser” and “8th Grade Dance” pages. AEI Advertising - Sarah Wood, Owner - Altadena parent
 - Take \$795 maintenance fee to update pages, splitting out fundraiser & 8th grade dance and other needed changes that we cannot make ourselves. – motion to approve use of \$795 fee – approved by Louise and 2nd by Rachel. Approved by majority
 - President and Communications Coord. only people with access to pages
- Only items to update each year:
 - Board member names and emails
 - New spirit wear
 - President’s message
 - Fundraising flyer
 - Dance date

Review Teacher Welcome Breakfast - Thursday, July 21th 8 a.m. - Nicole Koester

- Sports Theme by principal request
- Teacher’s are MVP’s Breakfast, Louise Yancock and Andrea Donoso, Hospitality
 - Asking board members to sign-up for breakfast items
 - Option 1 - Board members bring items – make it a continental breakfast of yogurt & toppings, along with bagels, fruit, drinks. SUG among board members
 - Option 2 – Outsource to companies and pay for breakfast, with set up the night before (cost would come out of hospitality budget)
 - Discussed majority of board in town so will go with option 1 with board supplying breakfast. Andrea will create a SUG for board to sign up for breakfast items.
 - Nicole checking to see if we can go in Wednesday night to decorate/set up
 - Use sports theme décor (use décor again for back to school and again for fundraiser – coming out of back to school budget)
- Day of volunteers - Selfie-station, Mascot (?)
 - Gift - Jersey t-shirt, treat - Rachel Holm, Spirit Wear
 - Shoot for Supplies Kick-off - Nicole explains

Back -to-School Night - Monday, July 27th 5:30-7:30 p.m. - Nicole Koester

- \$200 décor – most reusable
- \$100 - Instead of snow cones have frozen ices (similar to Otter Pops)
- \$200 padding in case items aren't given???
- Principal asked if PTSO can provide pizza for 6th grade orientation – looking at being \$700 based on last year numbers

Overview of Fundraiser - Nicole Koester and Andi Baker, Fundraising Chair

Shadow's Game on Fundraiser... 3, 2, 1, Donate!

Goal is to raise \$30,000 – each grade raising \$10,000

- Prize Information
 - \$100 donation would be lunch provided to the student (Chipotle, Subway, etc.)
 - \$200 donation would be lunch and Altadena pajama bottoms
 - 30 prizes - 10 medium prizes given out each week. Winners pulled each Tuesday night.
 - For each \$10 donation one entry is given
 - Website will determine how many entries per person and randomizer would determine winner
 - If grade levels raise \$10,000 goal then teachers would participate in sumo wrestling
 - If school raises \$30,000 then top wrestler for the grade would wrestle someone from administration
 - Top donors would compete against Shadow (school mascot) in small games at grade wide assemblies
 - Nicole is going to try and see if she can get an athlete to come give a small motivational speech
 - Fridays - fun Fridays there are 3
 - On Fridays, winners get small gift cards (Water & Ice, Yoasis, Dutch Bros, etc.) – random based on any donation given
 - Dates of fundraiser Aug 15-Sep 2 (3 fun Fridays 19, 26 & 2nd during lunch 1030-1)
 - Hoping for assembly the following week
 - Friday 9th lunches delivered for students who earned prize
 - Showdown with Shadow, dance party, bring treat for all kids 3rd week (if goal is achieved)
 - Louise - if snack shack not open, PTSO have it open 3 Fridays of fundraiser and proceeds going toward fundraiser to cover cost of ice cream treat
- Fundraiser expenses
 - \$250 for printing
 - \$250 to cover cost of renting Sumo Wrestling Suits
 - \$1000 for prizes (Water & Ice and Yoasis gift cards among other prizes).
 - Local orthodontists & other businesses will be reached out to, to see if they are willing to sponsor fundraising prizes so additional money is not spent on that

- o Approximately \$350 left to purchase Snack Shack items or other misc., items
- o Total expenses for fundraiser \$2126 (not including money for covering Snack Shack costs)

Action Items Up for Vote

- Approve banners (6-7) total \$826 for seven
 - o Selfie-station - 8X8 Altadena logo repeating (1)
 - o PTSO banner - 8X3 with logo, website, and social logos (1)
 - o Shadow Fundraiser - 6X3 Only mascot and tile of fundraiser (3-4)
 - o One in each pod and either office or near lunchroom
 - o Shadow Fundraiser Large - 18x4 to be hung on school (1)

Scorer's Table Request - \$4,737.63

- Requested by Deb Wilkinson, Athletic Director
 - o Nicole went over estimate with group
 - o After money is moved around we'd have \$4,000 to use for this, remaining costs we'd need to come up with. If we pay for full cost not be able to purchase theater lighting, which was another request from the school
 - o Point brought up how this mainly benefits students and families with athletes, for students involved in the arts there isn't the benefit for their fundraising dollars. – Discussed using additional money or earmarking money not used on table for a non-athletic request
 - o Vote – for Scorer's table - approved by all in attendance with remaining funds to be earmarked for non-athletics request

Spirit Wear Review - Rachel Holm

- Approve 22-23 items
- Costs of items from Rhonda Mack @ Dos Yahoos
 - o Sweatshirt cost is \$23, \$16cost for t-shirt (Dos Yahoos cost to us)
 - o Look at ordering a certain amount for sale at MTT and can refer others to website for additional orders
 - o Discussion with Agreement to go with Dos Yahoos as our spirit wear supplier
 - o Teacher shirt, to save on cost it was discussed to just print on one side, and offer the shirt in 2 colors
 - o Spirit wear – have some available at MTT to buy individually or at bundle price (buying both sweatshirt & t-shirt)
 - o Cost – sweatshirts \$35, t-shirt \$20
 - o Vickie – Offer shirts for parents to support their student in their activity. A shirt that says Altadena and lists the specific activity below (i.e. wrestling, track, choir, etc.). Discussion took place with a design being agreed upon to use for this purpose. Board members will work with various activities to offer the shirt to parents and supporters of the activities

PTSO meeting schedule - second Wednesday of each month

- Next board meeting scheduled for Wednesday, August 10th 8:30 a.m. in library

- All meetings 2nd Wednesday of each month

Hospitality lunches dates - Louise and Andrea

- Need to recruit volunteers to bring items
 - Asking for 3 gift cards for each month – 3 staff members randomly win a gift card
- Dates to be sent by Andrea, Nicole will add to calendar
 - Aug 23 sports game on (sandwiches)
 - Sept 20 Asian buffet
 - Oct 25 Halloween (chili, soups, treat bags)
 - Nov 22 Thanksgiving (real Thanksgiving meal)
 - Dec 20 Holiday meal (cookie exchange & Italian salad and bread)
 - Jan 24 Sports Phoenix open (pizza & salad)
 - Feb 14 Valentines (Thai food)
 - Mar 28 Theme TBD (Zoë's)
 - Apr 18 Picnic (Salad, charcuterie, etc.)
 - May – Staff Appreciation Week
- Discussed maybe have dads grill hamburgers and hot dogs for one meal or cook up pancakes for a teacher breakfast

Meet the Teacher Night – 7/25

- Assistance needed from the PTSO Board
- Sell spirit wear (need 3-4) – all sales completed through Square
- Solicit for people to sign up to volunteer
- Have selfie photobooth
- Will have a SUG for board to help out at MTT to allow for time to assist with the evening and meet teachers with the students
- Nicole will create a PTSO video that will be playing during MTT

Meeting adjourned at 10:37

Notes taken by Stephanie Nuttall, PTSO Secretary