

**Kyrene Altadeña Middle School
PTSO Board Meeting Agenda
Jan. 11, 2023**

Attendance - Crystal, Yolanda, Kelsie, Rachel, Kim, Stephanie, Heidi, Carrie, Nicole

- 1. Call meeting to order 8:30**
- 2. President's Welcome**
- 3. Minutes Approval**
- 4. Principal's Reports**
- 5. PTSO Treasury & Budget Report**
- 6. Board Members/ Committee Chair Reports**
- 7. New Business**
- 8. Close**

President's Welcome

1. Welcome to a new year and staying committed to the team!
 - a. Thanked everyone for continuing to help out and stay on board.
 - b. Nicole is going to start attaching a link to meeting minutes in the weekly newsletter to increase transparency for those that may not be able to attend meeting

Minutes Approval

1. Approve Nov meeting minutes.
 - a. Rachel Holm 1st
 - b. Kim Skousen 2nd
 - c. Everyone in attendance approved minutes

Principal's Report: TBA

- 1.

Financial Report - Yolanda/Nicole

1. Approve Treasurer's Report
 - a. Review line-item budget
 1. Ending balance (12/31/22) \$46523.07
 - a. Income: \$6308.10
 - i. Spiritwear \$670.89
 - ii. Corporate Match/Bonterra \$48.51
 - iii. Dodgeball for Dollars \$5131.07
 - iv. Family Dinner Night (Nello's) \$457.63
 - b. Expenses \$6971.81
 - i. Dodgeball Amazon Gift Cards \$5161
 - ii. Spiritwear Expenses \$224.82
 - iii.

(Dodgeball dollars are essentially a pass through)

All expenses in approved budget are up to date, based off of what was approved in September Hosp

Income is - up to date and 1 check for Fry's - needs to be recategorized

Staff Appreciation & Hospitality amount the budget allows does not match what has been proposed. At a future meeting this will be dicusses in detail

Vote to approve financials

1 - Kelsie

2 - Carrie

All approve

Board Member/Committee Chair Reports

1. President

- a. "Walk a Mile in Another Panthers' Shoes" Drive Starts 1-17/1/27. Donations already coming in.
 - i. Madalyn coordinating event
 - ii. Flyers are going up shortly
 - iii. Baskets are in the office for shoe donations
 - iv. All shoes go into bags, and the company provides shipping labels. Company will send check for whatever shoes they are able to use
 - v. Suggestion - put out in community prior to holidays to promote donation of old shoes
- b. 8th Grade Dance Planning Meeting: Tues. 1/24 8:30 a.m. in the staff lounge.
 - i. If interested or willing to help out, please come to meeting
 - ii. Requested the event be held on 5/12.
 1. Approved by Principal (believe time is 6-830) tickets will be \$5
- c. I emailed Mrs. Rath to please finalize the \$700 STUCO reimbursements to PTSO for Spooktober concessions.
 - i. Has not forgotten, but the district is requesting an official invoice from PTSO. Nicole will take care of this
- d. Thank you to those who set up the photo backdrop and handed out candy canes at student of the quarter and the choir performance.
- e. Thank you to those that made Gift of Time a success. I think this should be our annual gift and we combine with Cerritos PTO.
 - i. Not a lot of participation, where this was the first year, not as many teachers participated. Hoping this will grow each year. Nicole volunteered to chair this next year with a small continental breakfast
 - ii. Plenty of supplies between Altadena and Cerritos
- f. I'll make the flyers for the 5th grade orientation. Need volunteers to sell spirit wear. Jan 25th 5:30 p.m. I need to get final confirmation on this date. Open house style
 - i. Have the green light to sell spiritwear
 - ii. Need to make a flyer to encourage parents to get involved, something small like a quarter sheet
 - iii. Can set up backdrop for pictures
- g. Need final date for Bingo

- i. Requested Friday 2/10 from 5-6:30 p.m. - date has been approved
 - 1. Possibly changing date due to Super Bowl, People Open and other events
 - ii. 1st Bingo card/game will be free - additional cards will be \$1 each
 - iii. Mathew Blades will MC
 - iv. Stephanie will order Bingo sheets
 - v. Nicole will get prizes and crayons to mark sheets
 - vi. Carrie will get a ranger reserved
 - vii. Kelsie will create a flier
 - viii. Need additional help: set up and clean up, sell candy/drinks, be a floater, etc. Vickie will send out a sign up closer to the event.
 - h. Need the green light for the "Night at the Panther" Illusionist show.
 - i. Requested 4/14 from 5:30-6:30 p.m.- Approved
 - ii. Nicole will solicit a corporate sponsor
 - iii. Emailed Rick Giliam and 4/14 currently is available.
 - iv. Use lead tickets to win an invite. Event would be free.
 - 1. Students will put lead tickets in PTSO box for 2 weeks in advance
 - a. Event is a reward for good behavior
 - 2. Students that have their name drawn will receive 4 tickets
 - a. 1 of the tickets needs to be for an adult
 - v. PTSO would sell candy to cover the cost beyond the sponsor.
 - 1. Cost is \$595 plus taxes. Plus cost of ranger
2. VP's:
 - a. Kim Skousen working on a bulletin board outside the MPR.
 - i. Includes upcoming events like dinner nights & shoe drive, sporting events
 - ii. Corporate sponsors are included and donations at work
3. Secretary
4. Volunteer Coordinator
5. Financial Secretary
 - a. Teacher Reimbursements
 - i. Crystal Hostetler will take #donationdollarsatwork photos. (She was sick before break)
 - ii. Potentially have one outstanding reimbursement, waiting for teacher to fill out reimbursement form
6. Communications
 - a. Need to update the marquee
7. Hospitality
 - a. Staff Luncheons
 - i. Next one 1/24
 - ii. Principal asked that we do something for students instead of hosting another lunch. Maybe skip March?
 - iii. Proposed hospitality schedule for next year

1. July works well to have a back to school breakfast with PTSO board bringing in items
2. Aug & Sept - PTSO pays for, not asking parents to help out (this runs during fundraiser and don't want to double ask)
3. Oct - ask parents to help during conferences
4. Nov - PTSO pay for - Thanksgiving meal
5. Dec - Gift of time & continental breakfast
6. Jan - PTSO pay for
7. Feb - ask community to show love to staff
8. Mar - do not have a lunch, due to not here as much
9. Apr - PTSO pay for
10. May - ask families to help out during staff appreciation week

8. Family Dinner Night

- a. Last night was In-&-Out - really busy
- b. Upcoming Kneaders, Feb 14th with special giveaways and cookies
 - i. Kneaders is concerned they may not have enough staff
 - ii. Carrie is looking to switch to Flower Child

9. Spirit Wear

- a. Potentially doing a sale with 15-20% off for a sweatshirt
- b. Nicole asked about doing it on a hat
- c. Even if getting less of a % group discussed doing a different design for a hat

10. Fundraising

New Business

- a. Idea of an activity/item to benefit the students?
- b. Think about board positions next year.

**ask Mrs. Argueta if needs/would like PTSO to purchase a camera for the Arts department

Meeting adjourned at 9:38