

**Kyrene Altadeña Middle School
PTSO Board Meeting Agenda
March 8, 2023**

**Attendance: Nicole, Yolanda, Principal Modzelewski, Stephanie, Crystal, Carrie, Kim,
Madalyn, Andi**

- 1. Call meeting to order**
- 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**

Call Meeting to Order 8:33 am

President's Welcome

Nicole welcomed group. Reminded everyone only 3 meetings left for the year

Minutes Approval

1. Approve Feb. meeting minutes.

Principal's Report: TBA

1. Human Growth and Development - happening Friday. If no permission slip was filled out an alternate activity will be provided. Friday Capture the Flag will also take place
2. Panorama Results are back - received a boost in some areas. A drill down will be provided at the next meeting
3. Dance - met with the dance committee - students are getting excited
4. POD Chats - will take place after break. Social probation (office referrals, failing classes 1 F or 2 D's) 8th graders can't attend certain activities such as promotion
5. Student who passed away - 7th Grader - family would like to do a fundraiser for American Heart Association.
 - a. Potentially have a bake sale (mom likes to bake) at the Magic show
 - b. Nicole said group would brainstorm activities, possibly tie event into Spooktober
 - c. Nicole discussed pushing fundraiser to the fall to make sure the event is done well

Financial Report - Yolanda/Nicole

1. Approve Treasurer's Report
 - a. Review line-item budget
 - i. Brought in \$2118.32
 1. Spiritwear sales \$266.55
 2. Corporate Match/United Way \$148.13
 3. Amazon Smiles \$138.64
 4. Spooktober Reimbursement \$700
 5. Dodgeball for Dollars \$865

- b. Expenses \$8103.68
 - i. Spiritwear expenses \$295
 - ii. Teacher Grant \$223.93
 - iii. PTSO Printing \$8.34
 - iv. Hospitality \$382.12
 - v. Activities (Bingo and Magician) \$584.20
 - vi. PTSO Web expense - Go Daddy \$30.99
 - vii. 8th Grade Dance \$272.50
 - viii. Teacher Appreciation \$105.76
 - ix. Field Trips 6th, 7th, and 8th @ \$2000 each for \$6000
 - x. PayPal PTSO mistake \$182.90
- c. Nicole's PayPal mistake :/ (inadvertantly used PTSO PayPal for personal expenses. Wrote a check back to PTSO to cover this)
- d. Ending Bal (2/28/23) \$40,273.08
- e. Yolanda reminded that there is a goal to roll over approximately \$24,000
- f. Motion to approve budget
 - i. Carrie 1st
 - ii. Kim 2nd
 - iii. All approved

Board Member/Committee Chair Reports

1. President

- a. Bingo success - about \$350 total cost for the event.
 - i. Event was a success, especially for the 1st one
 - ii. Paid Jim \$100, paid for some prizes equally about \$100 plus Target donation
 - iii. Mathew might be willing to emcee again next year
- b. 8th Grade Dance 5/12 6:30-8:30 p.m. Details on website. NJHS volunteers will help decorate. Will need PTSO volunteers that night. Tickets go on sale April 1. PTSO selling tickets at lunch 4/17-4/21
 - i. If you'd like to be involved talk with Nicole after the meeting
 - ii. Nicole put up a post to save the date and an additional one regarding attire
 - 1. If questions, refer to Kyrene student handguide
- c. "Night at the Panther" Magic show. Free
 - i. 4/14 6-7 p.m.
 - ii. Eric Giliam booked
 - iii. Team O corporate sponsor covering the \$595
 - 1. Nicole created a sponsorship packet explaining what the event is, why it's being held, what the sponsor gets, etc
 - iv. PTSO will sell concessions - sign up will go out after break
 - v. Use lead tickets by grade to win an invite. Four per winner. Carrie oversees drop boxes.
 - 1. Boxes to go out right after spring break
 - vi. Madlyn speaking to teachers 3/22 1:30 p.m. to give them the details
 - vii. Nicole will make a video for the announcements
- d. Panther artwork will follow up today
 - i. Nicole asked Principal if could put up framed artwork. Principal Modzelewski said yes

- e. 8th Grade promotion yard signs
 - i. PTSO needs to create design for custom
 - ii. PTSO takes in money and handles everything then writes a full check to Print Shop
 - f. Shoe Donation Drive
 - i. Should get a dollar amount raised March 15th
 - ii. Discussed not doing every year, but putting in a rotation every few years
2. VP's
 3. Secretary
 4. Volunteer Coordinator
 5. Financial Secretary
 - a. Discussed what to do when a teacher submits reimbursement for over the budget
 - b. Group agreed to pay it as we have the money available
 - c. Nicole green lighted choir teacher purchasing cookies for after event (will put her over budget)
 6. Communications
 7. Hospitality
 - a. Staff Luncheons
 - i. Next one will be in April then in May will be during Staff Appreciation Week
 8. Family Dinner Night
 - a. El Pollo Loco 3/14 - Flyer on social. Should we print ¼ sheet flyers (?)
 - i. Carrie explained issues with location and booking
 - ii. Where event is during Spring Break may not receive a large turnout
 - iii. 2 events scheduled for April so if there is a low turnout then it is okay
 - b. Discussed plans to do a J.Crew shopping event or be a part of School Cents next year
 9. Spirit Wear
 - a. Panther State Hat \$22 ends Friday
 10. Fundraising
 - a. Presentation from "Step it Up" Booked
 - b. Nicole and Carrie worked with Jason and received a check for exactly what made last year \$31,049.33
 - i. This allows the budget for next year to be built around this amount
 - c. Starting Aug 7 with kick off assembly
 - d. Event running Aug 7-18
 - e. Date of Awesome will take place 11/8 when weather is cooler

New Business

- a. Possible 2023-2024 Board - Time to share and recruit
 - i. Discussed opening for next year, passed around a sign up for open opportunities.
 - ii. Nicole encouraged attendees to reach out to peer groups to recruit others to assist
 - iii. Reminded everyone new board needs to be voted and approved before end of the year. Looking to approve new board during the April meeting
 - iv. Projected/Anticipated board for next year
 - 1. Co-Presidents - Carrie and Madlyn
 - 2. No VP
 - 3. Secretary - Stephanie
 - 4. Treasurer - Crystal
 - 5. Volunteer Coordinator - Maybe Katy Zobel (?)
 - 6. Financial Secretary - Open
 - 7. Communications - Nicole and Erica Garvey (?)
 - 8. Hospitality - Stephanie Coord - board Rachel, Kelsie, (?)
- Andrea, (?) Louise
 - 9. 8th Grade Dance - Vickie
 - 10. Fundraising - Open
 - 11. Family Dinner Nights - Andi
 - 12. Spirit Wear - Open
- b. Spring Cleaning - NJHS service event - pick date
 - i. Possibly doing a spring cleaning day with NJHS students who still need hours.
 - ii. PTSO to provide popsicles, possibly do this a Wednesday
 - iii. Need to have enough adults to help monitor students and make sure they are working
 - iv. Nicole to work with the group to determine a date

Meeting adjourned 9:19 am