John F. Kennedy Middle School PTO

Meeting Minutes – April 23, 2019, 2019

**Location:** Kennedy Library

**Attendees:** Roy Dorling, Cathy Ammenti, Pierre Reynaud-Richard, Phillippe Jamotte, Merrily Robinson, Sabrina Adler, Debbie Moore, Evro Ktores Kate Stevenson, Christine Castro, Magdalena Dorywalsha

**Meeting called to order:** 7:03 PM

**Review and Approve December 2018 meeting minutes:** Meeting minutes were reviewed. It was moved by Merilee Robinson to approve the minutes, it was seconded and approved.

**Financial Update**: Financials have all been updated and reconciled. Changed from previous year – PE clothes “inventory” looks like an asset on the books and is tedious to keep track of. Roy has decided to “write off” the expense of the existing PE clothes. “Other types of expenses” are listed on the revised budget. It does not have a cash impact. Financial statement is organized in 4 major categories – Drama, Graduation, Music and “Not Specified”. Total Chase Bank is $60,000. Roy is happy to provide more detail for any members that would like.

Budgeting for next year – Roy would like to have the budget approved at the last PTO meeting of the school year in lieu of the first PTO meeting next year (or at least approving a proposed budget for next year). Pierre suggests that we utilize a budget similar to the one we had this year which, was conservative and then amendments can be made as they come up. The question was raised as to what our fundraising “goal”. The discussion centered on at least raising money enough to cover the expenses that are expected given that our demographics for fundraising are narrow. The idea for a “wish list” to assist in the fundraising efforts. Existing Direct Drive does state that “these are the programs your dollars are paying for”. Suggestion for fundraising for next year is “Bingo” night.

**Program Updates**

**Music:** Concert coming up this Thursday. There will be basket raffles and food sales. There is over $12,000 in the music account. Roy has been working with Julia to make appropriate purchases. She is considering a French Horn and Euphonium. Concert fundraising is enough to cover her other expenses (music). Measure U funds are also being utilized for the Music Program.

**Direct Drive/Fundraising:** We may end up in the $15-20K range for this year’s Direct Drive. This is not too bad considering we did not have a dedicated Direct Drive coordinator. Would like to start earlier next year.

**Staff Appreciation:** Lupe not present. Teacher Appreciation is slotted for the first week of May.

**Graduation**: Committee will be meeting tomorrow to go through Con Ex box.

**Drama:**  Sent email out today for remaining receipts to be reimbursed before the end of the year. We currently have 19 working microphone/packs. Additional equipment was purchased and is now stored and listed/categorized. Debbie is suggesting that we order new mics for next year in order to be pro-active. Next year’s play is still getting decided upon and the kids will vote on this on May 6th. The play date will be scheduled in February next year.

**Dine Outs**: Very last one is on Tuesday, May 14th from 4-9PM.

**PE Clothes:**  Merilee needs an assistant for this – particularly someone who can do the computer-biased activities. Selling PE clothes during Bridge week on the 21st

**Positions for next year:**  Roy will step up for President, Philippe Treasurer, Merilee PE clothes and Dine Outs, Kate for Communications, Kris for Book Fair, Debbie Drama.

The following positions are needed: VP, Secretary, Fundraising, Music, Graduation

**Principal Update:** Will get another AP for next year. We are fully staffed for next year. New 6th grade math teacher will start next year. There may be 4 portable buildings set out for next year if construction is not finished. Plans for Office will be reviewed with Principal this weekend. A large, private donor will be bringing a pilot program to the KFC. Details to follow. Testing for the next 3 weeks.

**Upcoming Events**: Concert on Thursday, STEAM fest on Saturday (downtown Redwood City), May 2nd Vape/Juul workshop, Friday May 10th Color Run, Dine Out Pizza My Heart May 14th, Next PTO meeting May 28th.

**Meeting Adjourned 8:11 PM**