**Meadow View PTO**

**General Meeting Minutes**

**February 26, 2020**

**Attendees**:

**PTO Board**: Josh Gatewood (Co-President, Fundraising), Catie Kannenberg (Co-President, Communications), Heather Myhr (Treasurer), Lindsay Johnson (Secretary)

**Staff**: Jen Bass, Lacey Dahl, Stacey Mellet

**PTO Members:** Carrie Iverson, Laura Tapparo

Meeting Start Time: 6:00 PM

Meeting Scribe: Lindsay Johnson

1. **Call to Order**
2. **Principal’s Report – Lacey Dahl**
	1. Nothing new to report
3. **Officers’ Reports**
	1. **Co-President/Fundraising Report – Josh Gatewood**
		1. **Read-a-Thon**
			1. Going very well, 23,000 minutes logged as of yesterday; 35,000 logged as of today
			2. Ends next Tuesday
			3. Dress Like Dr. Suess Day info went out in Read-a-thon e-mail today
	2. **Co-President/Communications Report – Catie Kannenberg**
		1. Discussion of how to increase parent engagement and how to drive more attendance to meetings
			1. We don’t seem to get a lot of Facebook page traffic
			2. Parents may be going away from Facebook, should we try Twitter or Instagram?
			3. Lacey suggests sending a flyer in Friday Folders
			4. Heather suggests maybe sending a survey to try and sort out what would improve involvement (i.e. determine if Wednesday is a bad night)
			5. We have seen some response from parents when we ask for help.
				1. Strongest response was when we asked for help for food and drinks during move to temporary location via Facebook.
				2. Decent response also received to request for food during Parent-Teacher Conferences. Sign-up went out in newsletter and on Facebook.
			6. May have helped if we had assigned people to committees at first meeting of the year in August since that was the meeting with the highest attendance.
			7. Catie’s previous PTO experience at charter school was that since volunteer hours were required of parents, this drove volunteers to help out to a greater degree.
			8. Discussed possibly following up with parents that had shown interest at Open House. Lindsay will check with Kristyn to see if she has hard copy of this list.
	3. **Secretary’s Report – Lindsay Johnson**
		1. Minutes from last general meeting sent around for review
	4. **Treasurer’s Report – Heather Myhr**
		1. Reviewed **Treasurer’s Report** from January (see attached)
			1. Income: Scrips and Rink Spirit Night Income
			2. Expenses: taxes, website fees
		2. Heather and Catie are working on registering/paying fees to finalize CO Tax Exempt Status.
			1. Have to register as business entity and charity within CO.
			2. We do have 501c3 status at federal level.
			3. Catie will call Sect of State to verify paperwork and costs.
		3. Money is also being spent on approved grant requests from last meeting
4. **Old Business**
	1. **Minutes Review/Approval from January 2020**
		1. **Approved 7:0**
	2. **Teacher Appreciation Week**
		1. Exploring idea of bringing in a different food vendor each day during the week. Since this would not require as much hands-on work as past years, it will fit the reality of: a) our very limited volunteer base and b) the fact that there is no longer a teacher’s lounge which was hub of Teacher Appreciation activities in past.
		2. Possible vendors: Café Rio, Coffee Truck run by Adults w/ Special Needs, 100% Street Tacos, Panda Express, Chick-fil-a
		3. May need to increase budget because didn’t set up budget expecting to cater 5 days’ worth of meals
			1. Could pull funds from King Soopers card income (approx. $1200 every quarter coming in)
			2. Read-a-thon funds over goal already, too, so additional funds available there
	3. **Day of Awesomeness**
		1. Board members will volunteer, will ask each class to provide 1 volunteer, as well, to get us the required number of volunteers
		2. Josh is awaiting contact back from Kona Ice to discuss placing them in a location that is not in clear sight. The goal is to reduce jealousy from kids who didn’t reach fundraising level to earn a Kona Ice.
5. **New Business**
	1. **Grant Requests**
		1. **Tonja Peacock CMAS Celebration Supplies, $450-500**
			1. Looking to purchase prizes to encourage students during CMAS testing
			2. **Approved 7:0**
		2. **Wendy Rogers-Art Teacher, 28 Stools, $1,003.35**
			1. Looking to replace chairs in classroom with these stools.
			2. They will allow greater freedom of movement while creating and fit better in space.
			3. We had approved amount based on sale price last meeting, but the sale was no longer on once approval went through. Price increased $400.
			4. Willing to support this since it will impact all students and will positively impact mobility in classroom space.
			5. **Approved 7:0**
		3. **Mariah Bennett, Counselor, Group Counseling Activity Set, $207**
			1. Lacey received additional details on topics that activities will address. Topics include: worry/anxiety, self-control, Kindergarten-social skills, Kindergarten-friendship, managing worries. Lacey has looked at the set and seems to be highly rated.
			2. Could be used by entire mental health dept
			3. **Approved 7:0**
		4. **Shannon Brandow, Activity bins for indoor recess, $400 (2 bins/grade level, 10 total bins, $40/bin)**
			1. Bins would contain games such as Uno, Connect Four, Guess Who, Snappy Dressers, Phase 10, Go Fish, Old Maid, Crazy 8, War, Memory
			2. **Approved 7:0**
	2. **Call for Nominations: 2020-2021 PTO Board**
		1. Per bylaws, process for elections needs to start now since next general meeting is on April 1st.
		2. Positions on PTO Board that can be applied for are: President, VP Communications, VP Fundraising, Treasurer and Secretary
		3. If someone is interested, they need to e-mail 2 people on current board and voice interest by 3/30.
		4. Slate will be prepared and will be brought to Board Meeting on 3/31 and slate will be announced at General Meeting on 4/1.
		5. The slate will be voted on and new board announced at May meeting
		6. Catie will post flyer tomorrow and can also send out in e-mail.
		7. Present board members need to follow this process, as well.
	3. **Parking Lot flow** reminder e-mail would be helpful as lots of wrong way driving has been noticed by parents, especially at pick-up. If someone is witnessed driving the wrong way through the parking lot, please record their license plate and report to Lacey. Lacey will then address.
		1. New exterior cameras will be installed over the summer and we may have better view of parking lot
6. **Volunteer of the Month** Parking Pass to Heather Myhr
7. **Meeting Adjourned**

**End Time: 6:35 PM**

**Next Meeting: Wednesday, 04/01/20 at 6:00 PM at MDVE**