**Meadow View PTO**

**General Meeting Minutes**

**October 2, 2019**

**Attendees**:

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

**Staff**: Lacey Dahl, Stacey Mellet, Shannon Brandow

**PTO Members:** Brian Glotzbach**,** Carrie Iverson, Robert Smithson, Laura Tapparo, Susan Webster

Meeting Start Time: 6:00 PM

Meeting Scribe: Lindsay Johnson

1. **Call to Order**
   1. **Introductions**
2. **Principal’s Report**
   1. **New building**
      1. Overall, temporary location is working well and kids are doing well.
      2. Staff/students/ families have banded together and this experience will make us all more grateful of old building.
      3. If this building would not have been available, other options being considered were:
         1. Option B: Grade levels would’ve been split up and sent around district to schools that had space
         2. Option C: Occupy vacant Safeway in Castle Pines.
      4. Still targeting to get back in building in December, progress is being made; formal update will be communicated around Thanksgiving.
      5. Colorado Early Colleges are adding security cameras currently at MDVE-Temporary location.
3. **Officers’ Reports**
   1. **President’s Report – Kristyn Wujcik**
      1. Due to a conflict that has arisen, Kristyn will no longer be able to make it to full PTO meetings consistently.
         1. She will continue to come to meetings and participate in PTO as she is able.
         2. At this point, Catie Kannenberg and Josh Gatewood will take over as Co-Presidents.
   2. **VP of Fundraising’s Report – Josh Gatewood**
      1. **Spirit Nights**
         1. Next Monday, 10/07 – Noodles and Company
         2. November – Chipotle
         3. January - Rink at the Rock
         4. March - Smart Cow
         5. Awaiting response from other vendors, including MOD Pizza
      2. **King Soopers Card/Amazon Smile**
         1. After promoting after last meeting just 10 people signed up.
         2. Idea brought up of having a table at Conferences next week to promote program.
         3. Last quarter raised approx. $1200 through King Soopers.
         4. An announcement will be added into newsletter to try and encourage even more participation.
         5. Agreed due to low rate of participation, the drawing will be rescheduled until next meeting on 12/11/19. An Amazon gift card will be raffled off to someone who signed up for Amazon Smile and a King Soopers gift card raffled off to someone who signed up for King Soopers Community Rewards.
   3. **VP of Communications Report – Catie Kannenberg**
      1. **Food for parent/teacher conferences**
         1. Catie will send link with Sign-up Genius out to parents to solicit food donations.
         2. It will be set up in the conference room
   4. **Secretary’s Report – Lindsay Johnson**
      1. Minutes from last general meeting sent around for review
      2. Advised Bylaws and minutes available in office upon request and on website.
   5. **Treasurer’s Report – Heather Myhr**
      1. Reviewed **Treasurer’s Report** for 08/01-09/30/19 (see attached)
         1. Next Shopping Rewards funds should be arriving in next few weeks.
         2. Miscellaneous expense was fee for the software used for doing budgeting
         3. Teacher Appreciation expense: Board approved and bought dinner for teachers/staff after Open House as a thank you for their extra work during the move.
4. **Minutes Review/Approval from August 2019**
   1. **Approved 13:0**
5. **Old Business**
   1. **Step it Up Fundraiser**
      1. $23,335.07 brought it
      2. Day of Awesomeness will occur in spring after MDVE returns to old building.
      3. All prizes have been distributed.
      4. Overall it has been a success, but will continue to evaluate going forward for Fall 2020. PTO plans to make a decision in Spring for which fundraiser will be pursued.
      5. In previous years about 3 people did most of work for Fun Run. With an entirely new board coming in this year, it was determined after research and a presentation viewed by members of both old and new board that we would try Step it Up this year.
      6. Use of funds is still being finalized, but current thought is possibly refreshing equipment and spaces at old building, i.e. pods and/or playground equipment. An announcement will be made once decision is finalized.
6. **Landshark Presentation**
   1. Brian Glotzbach shared that his kids were disappointed that the Fun Run wasn’t happening. Brian and his children are runners.
   2. Brian has a friend who does running events across the country.
   3. He met with this friend about 3 weeks ago to discuss the potential of this friend helping PTO to host a Fun Run. He has experience doing Fun Run at 1 or 2 other schools and doesn’t need volunteers to count laps. They have bibs with chips installed that automatically track laps. He also has timing equipment. Anyone who donates can track laps in real time from anywhere.
   4. Brian could have friend come to future meeting to discuss specifics if we’re interested.
   5. There would be fee associated.
   6. Principal Dahl advised that since we would be engaging in contract with him, the vendor would need to go through Strategic Sourcing at District Level, and provide proof of insurance, etc. If he is approved, at that point the Board could hear from him and have formal discussions.
   7. PTO can meet informally with him before he goes to Strategic Sourcing to determine if we’re interested.
   8. Vendor is on the board of Roadrunners of America Club, and has a lot of experience with a variety of previous events. He would have a wealth of knowledge to provide ideas and suggestions to improve our event.
   9. PTO would still need volunteers for responsibilities outside of tracking lap counts.
   10. Brian can follow-up with him to see if he has an online platform to take and track donations.
   11. Brian will reach out to vendor and we can add him to a future meeting; Brian will make sure vendor’s ok going through Strategic Sourcing
7. **New Business**
   1. **Budget Adjustments**
      1. Board would like to propose we adjust **Teacher Appreciation** fund. We didn’t need any money for Donuts w/ Dads because the donuts were donated. We would like to take $600 from Donut with Dads fund along with $600 from Shopping Rewards income to add a total of $1200 to teacher appreciation to continue to support and encourage teachers and staff.
         1. **Approved 13:0**
   2. **Grant Approval**
      1. **Library Book Drop Cart**
         1. Last May, we had a grant request for library book drop cart. Approval was made to use some funds from Makers Space + Grant money to cover estimated cost.
         2. Shipping and Handling was $279, which was way more than anticipated, above Board’s authorization limit.
         3. Coming to ask approval to increase grant amount by $279 to cover shipping and handling.
         4. **Approved 13:0**
      2. **Hannah Karcher, school psychologist, for social-emotional games/role play activity to support students, $300 requested**
         1. **Approved 13:0**
      3. **Julie Thorne and Amy Sealock starting Life Skills Cooking Class for SSN class, $150 requested** 
         1. **Approved 13:0**
      4. **Cindy Carrier is requesting funding for transportation costs only for field trip for symphony concerts for students FDK-6**
         1. K-2: Arapahoe Philharmonic (Nov 2019) or Petit Musique (April 2020)
         2. 6th: Beethoven’s Birthday Bash (Jan 2020)
         3. 3-5: Link Up Program (May 2020)
         4. **Board recommends $1500**. Mrs. Carrier requested $1230, but Board suggesting we increase auth to make sure we have room in case gas prices/mileage variances occur.
         5. Link-Up program may end up covering transportation cost.
         6. **Approved 13:0**
   3. **Parent-Teacher Conference Meals**
      1. Catie will send Sign-Up Genius and will post and send tomorrow so parents can volunteer to donate food for teachers/staff.
         1. 10/9 - Sandwiches/Chips/Fruit/Veggies
         2. 10/10 - Chili – will add minestrone so there is a vegetarian option
8. **Volunteer Needs**
   1. None at the present time
9. **10/23/19 meeting will be cancelled since Trunk or Treat has been cancelled due to limitations at MDVE-Temporary.**
10. **Teachers have been encouraged to send in grant requests for PTO review.**
11. **Meeting adjourned**

**End Time: 6:43 PM**

**Next Meeting: Wednesday, 12/11/2019 at 6:00 PM at MDVE-Temporary**