**\*\**Please note, the below minutes are for reference only. They have been reviewed by the PTO Board but will not be voted on and formally accepted until the next General Meeting on October 2, 2019\*\****

**Meadow View PTO**

**General Meeting Minutes**

**August 14, 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, Jen Bass, Shannon Brandow

**PTO Members:** Rose Vigil, Lindsey Smithson, Carrie Iverson, Catherine Swindell, Susan Webster, Laura Tapparo, Sarah Mandrekar, Jenny Featherston, Annie Conner

Meeting Start Time: 6:00 PM

Meeting Scribe: Lindsay Johnson

1. **Call to Order**
	1. **Introductions**
	2. **Icebreaker**
2. **Principal’s Report**
	1. **Safety Update**
		1. **Physical Safety**
			1. Safety is #1 priority, Principal Dahl/Vice Principal Bass do multiple walk throughs during day.
			2. Monthly fire drills, lockdown drill each semester
			3. SRP (Standard Response Protocol) Drill – lockdown drill involving law enforcement will occur this month
			4. During day classroom doors locked at all times
			5. During trainings, teachers and staff present information at an age-appropriate level and encourage students to talk with parents at home.
			6. New School Marshall assigned this year. He is an experienced SWAT negotiator with calm demeanor and good with kids.
		2. **Social/Emotional Health**
			1. Districtwide focus this year on social-emotional health
			2. Bond/mill levy has allowed all elementary schools to hire full time counselors and new curriculums.
				1. Counselor will make monthly visits to classrooms, pull kids for social/lunch bunch groups, and work individually with students as needed.
			3. MDVE also has a full-time social worker who works with Tier 2 students with significant emotional support needs.
			4. MDVE also has a full-time school psychologist coverage (role split between two part-time employees). Their focus includes mental health and SPED assessments.
			5. Second Step curriculum, a social/emotional curriculum, has been adopted and will be implemented feeder-wide this school year.
	2. Reach out to Lacey w/ any questions
	3. Question was raised re: Be SMART program, gun safety presentation by Moms

Demand Action. Principal Dahl advised school/PTO cannot promote program, but they could go through Douglas County's facility rental to procure a place to hold meetings outside of school hours.  Any community group or organization must go through the facility rental process. The school, teachers, staff and PTO would not be in any way affiliated with the meetings held at MDVE. This goes for any group or organization that rents a Douglas County facility.

1. **Officers’ Reports**
	1. **President’s Report – Kristyn Wujcik**
		1. **Step it Up Kids**
			1. Instead of Fun Run, this year our Fall Fundraiser will be Day of Awesomeness which is put on by outside vendor, Step it Up Kids comes in and puts on event. Kids will get the chance to participate in an obstacle course, which will be set up on the field.
			2. The vendor will handle set-up/teardown and provides exciting prizes.
			3. 8/19 – There will be a Kickoff assembly. Students will be provided with a golden ticket. If they send 10 fundraising e-mails that first day, they will be awarded a prize. Additional prizes will be awarded for additional fundraising.
			4. The company will follow-up with no more than 3 reminder e-mails to solicit funds.
			5. 9/19 - Day of Awesomeness where students will participant in event, including obstacle course.
			6. No volunteers needed; company runs entirely.
			7. One goal of using this event is to better engage 5th and 6th graders in fundraising efforts, as in past years there was a drop off in the upper grades in fundraising.
			8. School will receive 40% of donations if we raise < $30K, 50% of donations if we receive $30K or more. Should anticipate raising approx $20K based on estimates.
	2. **VP of Fundraising’s Report – Josh Gatewood**
		1. **Spirit Nights**
			1. 10/07 - Noodles & Co.
			2. 11/12 - Chipotle
			3. Awaiting response from MOD Pizza to confirm date
		2. There will be a push to incentivize parents to link their **King Soopers cards and Amazon Smile accounts** to Meadow View.
			1. King Soopers
				1. As of last quarter, 43 households had linked account, which yielded approx. $1,500 for MDVE between Mar-Jun .
			2. Amazon Smile
				1. .05% for all purchases will be donated back to MDVE
			3. PTO will host a gift card raffle for any parents that submit proof of enrollment in either of these accounts
				1. Will clarify on website post that both new or existing members can enter drawing
	3. **VP of Communications Report – Catie Kannenberg**
		1. Catie has be updating **Facebook Posts/Website** – send Catie anything that needs updated.
		2. **Amazon Smile/King Soopers Community Rewards** drawing for gift cards will be held on during 10/2 General Meeting
			1. Amazon Smile account cannot be linked on Apple phones. An order can be built on Amazon app on iPhone and then can access cart on computer to submit order at smile.amazon.com.
	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.
	5. **Treasurer’s Report – Heather Myhr**
		1. Reviewed Treasurer’s Report for 05/01-06/30/19 (see attached)
		2. Reviewed Treasurer’s Report for 7/1/19-7/31/19 (see attached)
		3. Reviewed proposed budget for 07/01/19-06/30/20 (see attached)
		4. Lacey will work with MDVE leadership team to determine focus for funds from fall fundraiser
2. **Old Business**
	1. Spirit Night Dates, previously discussed during VP of Fundraising Report
3. **New Business**
	1. **Box Tops Program**
		1. Laura Tapparo has agreed to help manage again this year.
		2. Box Tops is transitioning to app format instead of physical box tops. Parents have to scan receipts w/in 14 days of service into app.
			1. Box Tops Program advised that Box Tops can be associated with a school but cannot be associated with a specific classroom. In order to hold a classroom contest the suggested workaround is for parents to scan and e-mail receipts directly to an individual who manually would keep track of Box Tops per classroom. Decided this does not seem very feasible as it would be a hassle for parents to submit to app and scan/e-mail to PTO and also would be labor-intensive to track.
			2. One idea is that instead of creating a competition among classrooms, a whole-school goal could be set.
			3. Another idea was to challenge another elementary.
			4. Discussed a committee might need to be formed to determine course of action.
		3. We will continue to collect paper Box Tops during transition.
		4. Previous goal was $1,000, we’ve dropped to $500 based on recent years’ performance and possible lag during transition.
		5. An e-mail will be sent to those who indicated they’re interested in PTO to solicited volunteers for committee, topic tabled until next meeting.
	2. **Spirit Wear**
		1. Will be sold via same vendor as last year. Their website is meadowviewshop.com.
		2. PTO gets $2/item
		3. Kristyn spoke with Wes at vendor today, and confirmed we are good to go.
		4. PTO will promote online.
		5. Items are good quality based on previous President, Ashleigh’s, report on items she purchased last year.
	3. **Back to School Night**
		1. Confirmed MDVE doesn’t do one.
		2. Artful Learning Night will occur in Nov.
4. **Budget Review and Approval**
	1. Approved 17:0
5. **Bylaws Approval**
	1. Approved 17:0
6. **Minutes Approval**
	1. Approved 17:0
7. **Volunteer Needs**
	1. **Donuts w/ Dad**
		1. Volunteer signup posted today
		2. 7 Eleven isn’t returning calls/e-mails re: donut donation. If we don’t hear soon, we will have to explore other vendors.
			1. Catie called King Soopers and it doesn’t sound like they will probably be able to donate donuts, but will confirm tomorrow.
			2. We may have to purchase donuts.
			3. Another option that was mentioned that could be explored is that Einstein’s is typically good about donating.
		3. Catie called Starbucks, have coffee covered. Coming from multiple locations.
		4. Lacey/Jen will monitor coffee table again to ensure students aren’t drinking coffee.
8. **Parking Spot Raffle**
	1. Sign is missing, per text to Juli magnet should be in PTO box but it wasn’t when PTO Board checked last night.
	2. Drawing completed, Susan Webster was awarded parking pass and provided with temporary sign which was signed by Principal Dahl.
	3. If sign isn’t located soon, will created new laminated sign.

End Time: 6:50 PM