**\*\**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 20, 2020\*\****

**Meadow View PTO**

**General Meeting Minutes**

**September 22, 2020**

**Attendees**:

**PTO Board**: Kristyn Wujcik (President), Catie Kannenberg (VP of Communications), Heather Myhr (Treasurer), Lindsay Johnson (Secretary)

**Staff**: Lacey Dahl

**PTO Members:** Laura Tapparo, Tiffany Bero, Susan Webster

Meeting Start Time: 6:00 PM

Meeting Scribe: Lindsay Johnson

1. **Call to Order – Introductions**
2. **Principal’s Report – Lacey Dahl**
	1. Staring on 10/19/2020 hybrid students will transition **back to school full-time**, 5 days a week
	2. **Parent-Teacher Conferences**
		1. Conferences will look different because of current circumstances. Teachers have only seen kids in person for 8 days at this point so it makes it difficult to assess and have enough progress reporting to host conferences at the usual time.
		2. While there will be some progress reporting, the virtual conferences will be held later this year to allow teachers for more time with their kids.
		3. We will revisit the current plan to provide a meal during the first week of October. Tabled decision on if we should keep the timing of the teacher’s meal the first week of October as a Teacher Appreciation gesture or reschedule closer to conferences.
3. **Officers’ Reports**
	1. **President’s Report – Kristyn Wujcik**
		1. **VP of Fundraising** **position remains vacant** and is still open for interested parents to apply for.
		2. Kristyn asked Lacey if there is anything in particular that the school needs or wants **PTO funds** to go towards this year?
			1. Lacey is awaiting further communication with building leadership team, so nothing specific identified currently.
			2. Once next year’s budget is clear, there may be more concrete direction.
		3. **Review of Meeting notes** from May 2020 General Meeting
	2. **VP of Fundraising Report** **– Catie Kannenberg/Kristyn Wujcik**
		1. Catie reported on the upcoming 10/07/2020 **Peak Refreshments fundraiser**
			1. Advertising will continue
			2. Catie will follow-up with Peak Refreshments re: current number of orders.
			3. Lacey will work with Jenny to have teachers include info in e-mails to their parents.
		2. Kristyn shared we will be advertising and pushing **King Soopers, Amazon, Scrips and Box Tops** fundraisers via FB and newsletter
		3. **Eat and Earns** will be done in the future, specifics are pending.
		4. Main fundraiser for the fall will be a **Read-a-Thon** held from 10/26-11/6. Catie shared research on Read-a-thon.
			1. Fundraising company offers 3 structure options
				1. No Reward option -

kids do not earn rewards

80% of donations come back to the PTO.

* + - * 1. Rewards Store option –

Option PTO has utilized in the past

Students get an amount of money, based on donations raised to chose rewards from an online store

75% of donations come back to the PTO

* + - * 1. Instant Rewards option-

Students get rewarded via coupons. The school sets what the coupons for each level are. (i.e. Dance Party, Extra Recess, etc.)

80% of the donations come back to the PTO

* + - * 1. Discussed the pros and cons of Rewards Store vs. Instant Rewards.

In the past we have done Rewards Store option but had discussed switching to Instant Rewards due to higher percentage of proceeds coming back.

For this year, it was discussed that the Instant Rewards option may not be feasible because the typical ideas for reward coupons may not be feasible since cohorts can’t mix.

In light of how the Day of Awesomeness was never able to happen last year, it may be unwise to go with Instant Rewards and have any changes to the school restrictions cause promised rewards to fall through for some reason.

**Rewards Store option Approved 7:0**

* 1. **VP of Communications Report – Catie Kannenberg**
		1. Nothing to report
	2. **Treasurer’s Report – Heather Myhr**
		1. Reviewed **proposed budget** for the year (see attached)
			1. The final amount needed to cover the balance of the cost to install shade structures, swing and table to the playground was higher than originally budgeted.
			2. This year, budgeted amounts are smaller than last year due to unusual nature of this year and economy. We hope to estimate low and blow past those goals.
			3. Scrips goal increased since we plan to push it more.
			4. Shopping Rewards programs have been working well.
			5. Spring Fundraiser is TBD.
			6. Money estimated for grants throughout the year
			7. Hopefully we will be able to host Muffins with Moms in spring, so money is budgeted.
			8. Teacher Appreciation fund was doubled since nothing was held in the spring.
			9. Other fees include: Insurance, supplies, taxes
		2. Reviewed **Treasurer’s Report** **– end of last school year**
			1. Spring Fundraiser amount isn’t total since last check from Spring Fundraiser came in at start of this school year.
			2. A fair amount of shopping rewards, Box Tops, and Scrips brought in at end of year.
			3. Website fees paid.
			4. Grant requests fulfilled.
		3. Reviewed **Treasurer’s Report – July 2020 – end of August**
			1. Funds brought in from: Scrips, spring fundraiser, King Soopers and Amazon
			2. Website fees paid out.
		4. $29,000 originally approved from PTO fund towards playground improvements, but total amount came to $30,650. Confirmed we have money in account to cover the remaining $1,650.
			1. **Approved covering total of $30,650; 6:0**
		5. **Approved budget 6:0**
	3. **Secretary’s Report – Lindsay Johnson**
		1. Nothing to report
1. **New Business**
	1. No pending grant requests
	2. **Approved meeting notes from May 2020; 6:0**
	3. Next General Meeting 10/20
2. **Meeting Adjourned**

**End Time: 6:39 PM**

**Next Meeting: Tuesday, October 20, 2020 at 6:00 PM via Zoom**