**Meadow View PTO**

**General Meeting Minutes**

**April 1, 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, Adam Myhr, Justin Peters, Kristyn Wujcik

Meeting Start Time: 6:00 PM

Meeting Scribe: Lindsay Johnson

1. **Call to Order**
2. **Principal’s Report – Lacey Dahl**
   1. District will be releasing **remote learning plan** later this week. First, administrators will receive tomorrow. The goal of this is to set expectations for remote moving forward.
   2. School is receiving lots of input from parents about remote learning
   3. Everyone is doing the very best they can and there was a wide range of comfort levels with remote learning among teachers and different needs and best practices for each age group differ.
   4. There is a great need for patience and understanding right now.
3. **Officers’ Reports**
   1. **Co-President/Fundraising Report – Josh Gatewood**
      1. **Day of Awesomeness**
         1. Josh e-mailed Tony this afternoon to ask about potentially moving this date to next school year, if needed.
         2. He’s awaiting a response.
      2. **Read-a-Thon**
         1. Made over $11,000 which is increase from last year and the PTO will receive 75% of total amount.
   2. **Co-President/Communications Report – Catie Kannenberg**
      1. We submitted app for tax exempt status with State of CO about a week ago, while we don’t have an update yet, it should be processing.
   3. **Secretary’s Report – Lindsay Johnson**
      1. Nothing to report
   4. **Treasurer’s Report – Heather Myhr**
      1. Reviewed **Treasurer’s Report** from February/March
         1. Income: Scrips, monies sent directly to school for Spring Fundraiser, Amazon Smile, King Soopers Rewards
            1. Rest of Read-a-Thon money is coming in two checks. They will be sitting with rest of MDVE mail.
         2. Expenses: website fees, approved grants, BrainPop!
4. **Old Business**
   1. **Minutes Review/Approval from February 2020**
      1. **Approved 11:0**
   2. **Call for Nominations: 2020-2021 PTO Board**
      1. Only nominations received so far were received from current board members.
      2. We do have a full slate of nominations, if we get additional nominations, they can be added to slate for May meeting and would be voted on then.
   3. **Playground Equipment**
      1. **MDVE is getting new playground equipment through bond funds. Construction is slated to start work at the beginning of June.**
      2. **MDVE is looking to PTO to support purchasing additional equipment and shade structures**
         1. Shade structures would be put over 3 tables located on SE side of school that are often too hot to use
            1. Teachers use for Teachers’ Lounge area during nice weather since no Teachers’ Lounge inside.
            2. Teachers use for class at times, too.
         2. Additional shade structures over section of blacktop on playground.
         3. We are looking at if PTO would rather support a basket swing (which was part of original playground design but couldn’t be covered by bond funds) or an additional table on SE side in addition to the 3 currently in place which would ensure the space could accommodate whole class size.
            1. After yesterday’s board meeting, Lacey contacted vendor but hasn’t heard back from vendor today about cost to add table and shade structure.
            2. Once she hears back, she will forward info to Board to discuss collaboratively.
         4. Lacey expressed her appreciation for PTO’s support in furnishing funds for additional equipment and shade structures.
      3. Question was asked: **When will announcement about this project be made to school?**
         1. It was going to happen with classroom announcements after Spring Break, but isn’t looking like it’s going to happen in April do to in-person school not happening at least until after April 30th.
         2. If we get to return to building at some point, would announce in person then.
         3. If not, Lacey will do a community video to announce to MDVE staff/families.
         4. Timeline on when project will be complete is TBD.
      4. **Timing**
         1. Lacey had deadline to give approval to Kit at vendor this afternoon. Since Lacey hadn’t received a response to her e-mail re: additional quote that Board requested, she has not given the official go ahead because funds haven’t been officially approved.
         2. Lacey plans to call vendor back tomorrow. Hopefully the deadline is a soft deadline and we won’t delay this plan happening.
         3. However, it would be advantageous to get PTO approval for the dollar amount so that once equipment choice is finalized, we don’t miss approval window.
            1. Voted to authorize the $29,000 in requested funds

Approved 11:0

1. **New Business**
   1. **Teacher Appreciation Week – backup plan in case school is not reopened by Teacher Appreciation Week**
      1. One option board discussed was to give a gift card to each of the teachers.
         1. The amount would be determined by dividing teacher appreciation budget equally among each individual teacher and staff member.
         2. Catie will look into tax implications to see if that’s a problem.
         3. Will pend final decision until final return to school date is known.
      2. Lacey advised that another option would be to do a teacher appreciation week at return to school in the fall.
         1. Stacey advised it may feel more celebratory to do a food truck at start of the school year instead of divvying out a financial gift now.
         2. If we go that route, in lieu of financial gift this spring, we could encourage kids/parents to show appreciation with notes/e-mails to teacher during Teacher Appreciation Week.
   2. **Bylaws Review**
      1. Bylaws updated last year on 4/15/19. Upon review by board yesterday, no further updates noted.
      2. The main thing that was changed on 4/15/19 was that the monthly board meeting could be at any point before monthly general meeting (previous version said board meeting had to be a week ahead).
   3. **CMAS Prizes**
      1. Even though CMAS won’t be happening this year, some supplies were already purchased/received. This is understandable and PTO supports that the items that can be used next year instead. If candy gets to hard and stale by then it will be replaced.
2. **Meeting Adjourned**

**End Time: 6:30 PM**

**Next Meeting: Wednesday, 05/06/20 at 6:00 PM at MDVE or Zoom**