***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 January 19, 2021\*\****

**Meadow View PTO**

**General Meeting Minutes**

**November 17, 2020**

**Attendees**:

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

**Staff**: Jen Bass, Stacey Mellett

**PTO Members:** Laura Tapparo

Meeting Start Time: 6:00 PM

Meeting Scribe: Lindsay Johnson

1. **Call to Order – Introductions**
2. **Officers’ Reports**
   1. **Principal’s Report – Jen Bass**
      1. District is **going remote** after Thanksgiving Break so the teachers are gearing up and planning for that transition. Teachers get this Friday as a work day which will be beneficial to gather materials, etc.
         1. School Board will make a decision about the hopeful January return at a future meeting.
      2. Currently, MDVE has a lot of **quarantines** but able to stay open so far. They hope for the same over the next couple of days.
      3. Teachers are excited about Jimmy John’s **teacher appreciation** meal this Thursday and thankful about the plan to deliver to quarantined teachers who would like it.
   2. **President’s Report – Kristyn Wujcik**
      1. **Review of Meeting notes** from October 2020 General Meeting
         1. **Approved 7:0**
      2. Still awaiting applications for the **VP of Fundraising** position.
      3. **The teacher appreciation meal** catered from Jimmy John’sis this Thursday.
   3. **VP of Fundraising Report- Catie Kannenberg**
      1. **Read-a-thon**
         1. We have raised $8,280 to date; of that we will receive $6,210.
         2. In order to close the fundraiser, we need to initiate closure and that starts a 10-day timeframe for students to select prizes and collect last minute pledges.
            1. Do we want to extend a few more days to give teachers a few more days to close down?
            2. Agreed we will set closure so that 11/30 will be the last day for students to order prizes.

Stacey agrees it could be helpful for teachers to remind students on first day back after Thanksgiving Break (11/30) and since prizes will be at school until students return to physical school in 2021 it won’t impact the timing of receiving prizes.

* + - * 1. Catie will hit “close button” this weekend.
        2. Kristyn will do a couple more Facebook reminders over the next couple of days.
  1. **VP of Communications Report – Catie Kannenberg**
     1. Automated form is now on website to sign up for **Scrips.** This form generates an e-mail with the registration code to download Scrips app.
        1. Will continue to push on Facebook as the holidays approach.
     2. Kristyn saw a banner re: **Amazon Smiles** Black Friday and posted on Facebook.
  2. **Treasurer’s Report – Heather Myhr** 
     1. **Reviewed Treasurer’s Report**
        1. Income: Scrips: $46, Peak to Peak Fundraiser: $308
        2. Purchased compression vests
     2. **Reviewed Budget Variance Report**
        1. We’ve brought in $1,100 of our $5,000 goal for shopping rewards to date.
           1. In the coming weeks, we should see additional funds from American Furniture Warehouse, Amazon Smile and King Soopers.
           2. King Soopers alone has been bringing in approximately $1,000/quarter.
     3. **Grant Requests**
        1. **Jenny Frueh requests $530.95 for a Window’s laptop to run the marquee in front of school.**
           1. The current one too old to hold a charge and marquee is where large number of reminders to parents occur**.**
           2. Board recommends approving.
           3. **Approved 7:0**
        2. **Amy Osborn requests $2,862 for 9 document cameras for teachers to use during remote learning.** 
           1. We had budgeted $1,400 for doc cam/projectors, so we need to vote to cover the $1,462 grant balance.
           2. Board recommends approving.
           3. **Approved 7:0**
  3. **Secretary’s Report – Lindsay Johnson**
     1. Nothing to report
  4. **New Business**
     1. Discussed the preferred drinks for Jimmy John’s teacher appreciation meal and settled on water and seltzer waters.
     2. There is no PTO meeting in December.
        1. The next Board Meeting is 01/12/21.
        2. The next General Meeting is 01/19/21.

1. **Meeting Adjourned**

**End Time: 6:24 PM**

**Next Meeting: Tuesday, January 19, 2021 at 6:00 PM via Zoom**