

Meadow Park Middle School PTO 2020-2021: Meeting Summary

Location: **Teleconference via Zoom due to COVID-19 school closure.**

Date: **2/10/21**

Time: **7p-8:30p**

Principal's Report – Mr. Freeman

- Return to School plans. No updates. Hard to keep straight all of the information flowing.
- PE Kits: All supplies are basically out. Only 12 kits remain.
- Bussing updates: No updates
- Return to school plans: Possible partial return to school in April/May.
- Teachers will soon be eligible for COVID vaccination.
- A total of 148 MP 7th graders (who are districted to attend a school other than MP next year) have applied to finish out their final year in middle school at Meadow Park (Legacy Program option). The BSD website notes that all 7th grade families who are eligible were sent an email with the appropriate form to complete. These forms are due back to BSD no later than 2/26/21. Legacy options are only available for current 7th graders.
- For 6th grade students who would like to stay at MP, there is a 'hardship' transfer that can be pursued. Please visit the BSD website for more information.
- MP is starting to plan some sort of online intro/welcome event for current 5th graders districted to MP for next school year. A likely event will take place around Thursday, March 11th. New incoming 7th and 8th graders will also be included.
- Next year, the elementary schools feeding into MP include: Beaver Acres, Barnes, Elmonica and McKinley.
- In May a separate event will be scheduled which will give students and their families an overview of staffing, bell schedule, etc.
- Next week Tuesday (2/16) will mark the first day of HS forecasting for current 8th graders.
- It is unknown exactly which teachers will be teaching at MP next school year. There is no expectation of a seismic shift of staffing, but expect some changes as there are always changes every year. More will be known about staffing May-June.

Audit

- We need to have guidelines on how to conduct future audits.
- There were some PayPal deposits coming into the MPMS account. No supporting documents.
- Benevity Fund online donations (corporate matching). No supporting documents to show where the donations are coming in from. Might be related to the jog-a-thon based on the date of the donation. Typically, when there is a donation made whereby a corporate match is in play, the person who made the donation will supply the PTO with information about a future match. These documents are located in the PTO file cabinet at MPMS. Not every corporate match donation has a documented match with a primary donation.
- For future fundraising, lets figure out how best to document where donations are coming in from and if it is even necessary to track.
- Rich was not sure about how best to document the transfers from Benevity to MPMS.
- For physical money that comes in, we need to have 2 people who counts once and then again.
- No PTO authorization needed when there is an automatic transfer.
- No tax forms were found.
- Recommendation to have a unique RFF number assigned to every request submitted. Let's check to see if such a number exists for past requests.
- Sonali will complete her audit by making specific recommendations based on today's conversation.

Treasurer's Report

- \$5,999.72 remaining in RFF budget. After the 2 approved RFFs are cashed out, we will have approximately \$5,300 remaining in the RFF budget.
- A few deposits were made: Network for Good (corporate matching) and Kroger.
- Is there some way to avoid paying the corporate filing fee? Nope, this is a standard fee.
- The PTO has \$400 worth of winco gift cards have been passed along from Band. The winco request was made back around this time last year. The PTO also has 2 \$25 Costco gift cards as well. How best to re-use?? Let's park the gift cards on the monthly budget accounting sheet so we do not forget they exist. Tara will go into Winco to see if 12 month has passed since the original gift card purchase at which point \$2 deducts per month (admin fee)

PTO Chime-In

- Spring jog-a-thon? Not a great time for a fundraiser, considering re-districting and COVID financial hardships.
- Next push for fundraising might be 8th grade party.
- Mod Pizza fundraiser scheduled for 3/14/21.
- District email regarding consideration of major holidays or cultural events when planning school events.

Request for Funds

- The PTO received an RFF from Sandy Boe on 2/2/21 via email. The request was in the amount of \$225 to encourage participation during the Spirit Week in the form of 15 \$5 gift per grade. The PTO unanimously voted to approve the RFF request. APPROVED
- The PTO received an RFF from John Engel on 2/2/21 via email. The request was in the amount of \$400 to help resolve attendance issues. The PTO unanimously voted to approve the RFF request. APPROVED
- There is a chance a few MP science teachers will submit a future RFF for project supplies.

Open Forum

- No later than spring break we will need to begin 8th grade send-off planning.

Next meeting is Wednesday, March 10th, 2021