

Meadow Park Middle School PTO 2019-2020: Meeting Summary

Location: Meadow Park Middle School Library

Date: 1/15/20

Time: 7:00p-8:20p

Call to Order

Welcome and Introductions

Review of December 2019 Meeting Minutes

- No changes were suggested. A motion was made to approve the minutes. [The motion was approved.](#)

Principal's Report - Jared Freeman

- Hoops for Hearts Week is scheduled, per usual, the week of Valentine's Day. It is an opportunity to raise money for the American Heart Association and to gather on 2/13 (Thursday) from 6p-8p for the annual students vs. staff basketball game.
- The end of the first semester of school is fast approaching. On Friday (1/24) students will have the opportunity to celebrate the end of the semester; the following Monday (1/27) is grading day. There will be NO SCHOOL for the students on this day.
- The first day of the second semester begins on Tuesday (1/28).

President's Report - Kimberly Hawk

- **February Conference Meals.** Conferences take place on Feb 26th (Wed) and Feb 27th (Thurs). The PTO typically pays for the catering of one meal and then solicits donations from volunteers for another meal. We have \$960.99 remaining in the "Staff Appreciation" budget line item; these funds will need to be stretched across one conference meal and a staff appreciation meal in May. Some planning around which day to have the catered meal and where to cater (Sweet Tomatoes?) need to be taken on. Rachel will put together a Google Sheet to solicit food donations from MP Parents/Guardians (perhaps an International Foods theme?). This Google Sheet will be attached to an up and coming MP Newsletter from Mr. Freeman with plans to translate it into Spanish as well.
- **Art Lit:** Janet Kindred reported that the next volunteer training for our Art Literacy program is 1/23/20. Volunteers will be in the classrooms 2/3-2/7. There are a few classrooms for which it has been particularly challenging to recruit a volunteer. Mr. Freeman suggested reaching out to Ms. Philipp (dual language teacher) who might be able to help identify a volunteer.
- **8th Grade Party Planning:** Planning is underway by the amazing planning committee. Jamba Juice Fundraiser cards are being sold. Approximately \$1275 in sales has been made from the Samba De Crepe raffle and these cards (however, half of those sales go back to Jamba). These cards are available from Melica Elderbrook. The committee is also considering several dining-out fundraisers at venues such as Bethany Public House, Menchie's, Veggie Grill, YoZone, Mod Pizza and Chipotle. Kim and Tara will pursue this with other committee members.
- **MPPTO Bylaw Revisions.** Erum and Kim are almost done with these revisions. During the February PTO meeting the changes will be presented to the PTO and posted for comments on the MPPTO website for 30 days. At the March meeting the PTO will vote to adopt the revisions. In addition to the bylaw revisions, many of the PTO forms have been revised as well. The RFF form has been changed to require Jared's signature as an acknowledgement that he has reviewed prior to the request being forwarded to the PTO.

Treasurer's Report - Richard Winkle

- Thanks so much to Rich, who completed transferring \$10,000 of our savings from Chase Bank to a high interest yielding online savings account (FIB), which already accrued \$8.33 in less than a month in interest. He presented a "Reserve Analysis" which shows PTO Income, Expenses and RFFs across the past 5 years.
- This analysis was presented in part to help to answer the following questions:
 - *How much should the PTO consider holding in the checking account?* Approximately, \$30K given the current income and expense, income could potentially vary according to external factors.
 - *How much should the PTO consider hold in the savings account?* The PTO could consider keeping a minimum of \$10-15K in savings, which equates to approximately 6-12 months of PTO expenses.
 - *How can we amend the RFF budget to better support MP staff?* Currently, the PTO has a \$10K budgetary line for RFFs. It was agreed to move the "Planner Expense" line item of \$1K that Mr. Freeman does not plan on using to the "RFF" line item and with the knowledge that we have plenty of savings that can currently support an overage of RFF expenses, we shall allot a total of \$4,000 more for teacher RFFs this year.

Request for Funds (RFFs)

- The PTO received a total of 6 RFFs to be considered:
 1. 6A Teaching Teams Allan/Tran-Parta/Christensen **(APPROVED)**:
 - a. 100 copies of the novel, "The Boy Who Harnessed the Wind" (\$7.49 x 100 copies = \$749)
 - b. Audio CD (\$14.99 x 2 = \$29.98)
 - c. Box Fans (\$19.89 x 5 = \$99.49)
 - d. Kidwind items (\$66 + 134 = \$200)
 - e. TOTAL = \$1078.47
 2. Megan Poole **(APPROVED)**:
 - a. Paracord bracelet materials for design class \$24.97
 3. Haley Knapp **(APPROVED)**:
 - a. Supplies and pizza for positive behavior reward incentive \$200
 4. Lauren McCartney & Bodhi Hindley **(UNABLE TO APPROVE)**: The PTO discussed this request for the Equity Club at length and feel it was lacking in necessary details and that donations might be sought through community resources or DonorsChoose. Jenna will forward Ms. McCartney a list of resources that might be helpful in terms of resource acquisition and connection. Janet Kindred is able to donate a button-maker. The PTO is willing to consider a revised RRF with a lesser request after alternatives have been explored and more specifics are given regarding the supplies needed. It was suggested that posters might be a better messaging tool and more cost effective over versus printing pamphlets.
 - a. Gay flag colored ribbons \$84
 - b. Color printing for 600 copies \$600

- c. Button-maker plus supplies \$500
 - d. Pride flag \$10
 - e. Pronoun and ally stickers \$200
 - f. TOTAL = \$1390
5. Lauren McCartney & Bodhi Hindley (**UNABLE TO APPROVE**): The PTO discussed this request at length and tried to brainstorm ways to reduce the cost of this zoo outing and/or expand the students impacted from 10 to a greater number. Perhaps there is a way to bring the animal experience to the classroom via Reptile Man or Mr. Lizard's Mobile Zoo. Is there a way to combine efforts across Literacy enrichment class grades to include more students? The PTO is willing to consider other options that are more cost effective for a small population and do not require substitute teachers.
- a. Trimet tickets \$35
 - b. Zoo tickets \$165.40
 - c. Substitute teachers x 2 \$540
 - d. TOTAL = 740.40
6. Suzanne Pittock (**APPROVED**):
- a. 2 sets of scientific calculators ($\$11.50 \times 60 = \690)

GRAND TOTAL APPROVED = \$1,993.44

Adjournment

Meeting attendees:

1. Jared Freeman: MP Principal
2. Kimberly Hawk: President
3. Erum Faisal: Vice President
4. Barbara Grossnickle: Co-Treasurer
5. Jenna Kivanc: Secretary
6. Richard Winkle: Co-Treasurer
7. Rachel Pines
8. Jothi Diwakar
9. Janet Kindred
10. Tara Fuller

**Next PTO Meeting:
Wednesday, February 12th 2020
7-8p Meadow Park Middle School Library**