

Meadow Park Middle School PTO 2019-2020: Meeting Summary

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

Date: 6/10/2020

Time: 1p-1:35p

Call to Order

Welcome and Introductions

Review of May 2020 Meeting Minutes

- No changes were suggested. A motion was made to approve the minutes. **The motion was approved.**

Principal's Report – Jared Freeman

- More information to come over the summer about what school might look like in the Fall.
- The Oregon Department of Education (ODE) just released guidelines around the re-opening of school for next fall. <https://content.govdelivery.com/accounts/ORED/bulletins/28fed4a>
- Virtual end of year class celebrations will happen today and tomorrow.
- 8th Grade Recognition socially-distanced gathering is on for tomorrow (6/11)! Thanks to all the staff and volunteers who made this happen! All 8th grade families were contacted with the event details. For the wider MP community who do not have 8th graders, you can join by watching the live-streamed event between 1p-4pm. Look out for an email from MP staff that will contains a livestream link 😊.

President's Report – Kimberly Hawk

- This is Kim's last MP PTO meeting as President. She will no longer have a MP student enrolled but might return to the MP community when her other child moves up from Bethany Elementary School. Thanks for your leadership as our PTO president!
- Although no longer serving on the PTO board, Kim is available to help train anyone who has an interest in fulfilling some of the PTO functions (President, Webmaster, etc.)
- **Board Elections for 2020-2021 (all uncontested and approved)**
 - President: VACANT
 - Vice President: Sonali Jindal
 - Co-Treasurers: Barb Grossnickle and Rich Winkel
 - Secretary: Jenna Kivanc (last year serving the PTO)
 - The MPPTO moves into the next school year without a President. This will create an unfamiliar scenario, as the VP will not subsume the responsibilities of the President.
 - Two authorized signatures are required on every check written from MPPTO accounts. Three Executive Board members are authorized signers to include the President, Treasurer(s) and the Secretary if necessary. A Board member may not sign any check made out to themselves.
 - See by-laws for Board positions descriptions as well as other details of how the PTO functions. http://www.meadowparkpto.com/uploads/9/0/1/0/90100999/mppto_bylaws_revised.pdf
- **Appointed Positions for 2020-2021**
 - Jog-a-Thon Chair: Tara Fuller
 - Volunteer Coordinator: Rachel Pines (last year serving the PTO)
 - Staff Appreciation Chair: Kelly Olson

- Box Tops Chair: June Nakamura
- Art Literacy Chair: Mindy Poorman
- Webmaster: VACANT (Kim Hawk used to do this and is willing to train a volunteer).
- Parades Chair: VACANT
- Play-a-Thon Chair: VACANT
- 8th grade Party Chair: VACANT
- Ashland Summa 8th grade Chair: VACANT
- Some of the above positions are subject to more information about how school will look next year. If remote learning is still in place, some of these positions (both filled and vacant) might not be needed.

- **Approval of 2020-2021 Budget**

- The 2020-2021 budget has been prepared by Rich and Kim with both an “In school” and “remote learning” scenario.
- In November we can expect some funds coming in from Box Tops.
- Likely no cafeteria funds because volunteers might not be working in the cafeteria.
- The Jog-a-Thon might not happen during the Fall semester of 2020. It is possible that this fundraising event could happen later in the school year; subject to discussion during the next school year.
- The budget was **approved unanimously**. Kim H. will post the new budget on the MPPTO website <http://www.meadowparkpto.com/about--forms.html>

Treasurer’s Report - Barb Grossnickle/Rich Winkel

- Mr. Freeman reported that Westview HS has provided Westview t-shirts free of charge, which means the original \$1400 RFF entitled “8th Grade T-shirts for HS” will be less about \$500-\$600 (see below RFF in the next section of this summary). The Sunset shirts were \$292 for 73 shirts. Still working on getting Beaverton HS t-shirts.
- There were outstanding RFFs which were approved but will not be fully spent.
- There was one carry-over RFF which the PTO approved but has not fulfilled (due to COVID-19). The RFF was submitted by the Science Team for dissection materials. Details were documented in last month’s minutes. Kim will place a copy of the RFF in the “financial binder” for next year’s PTO to reimburse if the dissection project is able to be carried out.
- Rich raised the issue of how much money the PTO wants to keep in the savings vs. checking account. Currently, the PTO has about \$38,000 in a checking account and \$8,500 in the savings account at Chase . Let’s revisit this once the end of school year accounting is closed out (July 2020). As an FYI, savings account funds that the PTO may want to access would take about 3 days for the bank to process.
- The Oregon Children’s Theater has yet to reimburse the PTO for the field trip that had to be cancelled due to COVID-19 but we expect to receive a full refund.

Request for Funds (RFF) Summary

- Due to the time sensitive nature of the RFF proposed by the MP admin team, the PTO reviewed and voted on the following RFF via email communication on the following date:
 - **5/28/2020:** 8th Grade Send Off T-shirts. T-shirts from Westview, Sunset and Beaverton high schools (\$4-\$5/shirt). About 280 8th grade students. Total = Up to \$1400. **APPROVED.**

Open Forum

- **None**

Adjournment

Meeting attendees:

1. Jared Freeman: MP Principal
2. Kimberly Hawk: President
3. Erum Faisal,: Vice President
4. Jenna Kivanc: Secretary
5. Barb Grossnickle: Co-treasurer
6. Rich Winkel, Co-Treasurer
7. Jothi Diwakar
8. Rachel Pines
9. Tara Fuller
10. Jennifer Miksovsky
11. Sonali Jindal:
12. Jennifer Brinkerhoff
13. Wendy Bennion
14. Mary Miller
15. Angela Taylor

***Last PTO Meeting of the 2019-2020 School Year!
Have a safe summer and see you in the Fall!***