

## Meadow Park Middle School PTO 2019-2020: Meeting Summary

Location: Meadow Park Middle School Library

Date: 11/13/19

Time: 7:00 - 8:00pm

Call to Order

Welcome and Introductions

Review of October 2019 Meeting Minutes

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

Principal's Report - Kim Haskins (Jared was celebrating his 40<sup>th</sup>. Happy Birthday, Jared!!)

- Tuesday, December 3<sup>rd</sup> is the 5<sup>th</sup> Grade Parent Night from 6:30 - 8:00pm.
- We want to see as many families as possible.
- The Jazz Ambassadors will perform.
- Families will be able to meet 6<sup>th</sup> grade teachers from every department and get information about the Summa and Dual Language programs.
- Kim Hawk suggested the PTO set up an information table with incoming parent volunteer opportunities.

Treasurer's Report - Rick Winkel

- 8<sup>th</sup> grade party, Band and Choir funds are not operational expenses or income. They are reflected separately on the budget report.
- Band and Choir get a tax deduction.
- Jog-a-Thon income still expected to come in after employer/Benevity matches are approved.
- Based on current account figures, the PTO can adequately function for two years.
- The approved proposal of opening a new account for higher interest of the funds in our savings account is in still in the works. Currently, there is a lot of paperwork involved with the process.

Audit Report - Erum Faisal

- Audit was conducted for the year 2018-2019.
- Sample bank transactions were clean.
- There were several findings pointing to a need for process improvement and increased controls.
- Findings included absence of audit guidelines, absence of a documented list of authorized signatories, absence of copies of checks with withdrawal request for auditing purpose; in a few instances, there were unsupported documentations, absence of approvals from

authorized personnel, incorrect cash counts (minimal amounts) and discrepancies in budget reporting.

- PTO bylaws need to be updated.
- Job descriptions of the PTO board need to be outlined for a clear understanding of roles and responsibilities.
- Report will be emailed to the MPPTO President.

#### President's Report - Kimberly Hawk

##### Jog-a-Thon Summary

- This year's Jog-A-Thon was a great success! Our goal was to raise \$21,000 and thanks to our generous Meadow Park families and their friends we raised \$23,963!
- As promised Mr. Freeman and Mrs. Boe dressed in blue and performed their TikToc dance, which can be seen on the MPMS social media pages and the Meadow Park PTO page.
- On Jog-A-Thon day we hosted 30 community presenters who spoke to our students on topics like internet security, conservation efforts, disaster relief and community service opportunities.
- Over 40 Meadow parents volunteered their time to help with all the various Jog-A-Thon day volunteer needs and we had nearly 60 local businesses donate prizes, food and supplies to help keep our operating costs low.
- Consideration is being given to replacing the Pledgestar online service of tracking and accepting donations as it takes 7% of total donations. Paypal also takes 3-5%.

##### 8th Grade Party Planning

- Eleven people are on board to help make 8<sup>th</sup> grade party planning a success.
- Kim suggested that people be split into groups based on their inclination/expertise. Categories may be fundraising, dinner night outs, food, activities, etc. Everyone agreed.
- Seventh grade parent Lesley Abrams-Schwartz has donated a gift certificate worth \$250 of crepes via her family's catering business Samba De Crepes. It was suggested to use it as a raffle prize.
- If inflatables are being included for the 8<sup>th</sup> grade party, they need to be paid for by a party planner who will then be reimbursed.
- It was requested by the participants to have an email group so coordination may be easier. It was also suggested that the past party planner be contacted to find out details instead of reinventing the wheel.
- A budget cap was requested so that planners can get an idea of how much they can spend.
- A school dance may be coming up in December. It was suggested to use it as an opportunity to raise funds for the party.
- If anyone has questions, they can reach out to Kim Hawk at meadowpark.president@gmail.com.

## Request for Funds

The PTO received a total of 6 RFFs to be considered:

- 1) Field Trip to Oregon Children's Theater for ELD (Mr. Parsons)- Motion to Approve: Carmen Seconded: Kim **Approved: Yes**
- 2) Costco Pizza Parties for 7th grade Science classes (Ms. Fanning) -- Motion to Approve: Jothi Seconded: Julie **Approved: Yes**
- 3) Earthquake Tower Funds for 7th grade (Ms. Fanning) - Motion to Approve: Erum Seconded: Camille **Approved: Yes**
- 4) Four Locking Storage Carts for PE (Mr. Showalter) - Motion to Approve: Kim Seconded: Carmen **Approved: Yes**
- 5) Replacement Copies of 2 Books for 6th grade Book Club (Ms. Elsmore)- Motion to Approve: Jothi Seconded: Erum **Approved: Yes**
- 6) Microphone Replacement for the Broadcast Studio (Mr. Lebsock) - Motion to Approve: Kim Seconded: Erum **Approved: Yes**

For RFF 6, the microphone replacement was needed because the last one got stolen. It was suggested that going forward, there needs to be a secure place to ensure future mishaps from recurring. ADDENDUM 11/14/19: Mr. Lebsock reports the microphone will be stored in his office after each use instead of on the broadcast news storage cart to provide security.

Meeting attendees:

1. Kim Haskins: MP Vice Principal
2. Kim Hawk: President
3. Erum Faisal: Vice President
4. Rich Winkel: Co-Treasurer
5. Jothi Diwakar
6. Carmen Zayas
7. Julie Duffin
8. Nina Horrell
9. Jennifer Miksovsky
10. Jondell Hines
11. Camille Rodriguez

Minutes taken and submitted by Erum Faisal.

### Next PTO Meeting

Wednesday, December 11th, 2019

7-8pm in the Meadow Park MS Library