



# Meeting Minutes

## DATE:

4/4/2024

## TIME:

5:30 PM – 6:30 PM

## FACILITATOR:

Hillary Joseph, PTA Board President

## IN ATTENDANCE:

Shannon Thomas | Kim St. Martin  
Hillary Joseph | Allison Grigel  
Jessica Tribbett | Ryan Douguito  
Majken Berglund | Amy Nepomuceno  
Kathleen Corley | Kelli Binder  
Alicia Marsicovetere | Sara Stites  
A. Fletcher | Aimee Dixon  
Autumn Oertli | Michelle Ames  
Melissa Jacobson | Moniquea Gomez  
Lisa Denton | Leslie Weinstein  
Christina Heard | Ashley Palubinski

## APPROVAL OF MINUTES:

The minutes were discussed from the March meeting and were approved with no questions.

- ★ Alicia Marsicovetere made a motion to approve
- ★ Leslie Weinstein seconded the motion
- ★ April's meeting minutes will be approved at the May meeting scheduled for 05/09/24

## PTA BOARD

Hillary Joseph – President  
Shannon Thomas – President Elect  
Angie Gibson – Treasurer  
Majken Berglund – Secretary  
Jessica Tribbett – Board Member

## PTA MISSION STATEMENT

The Mission of the Prospect Valley PTA is to support our PV families, teachers, and staff and to help nurture a strong community that promotes connection, inclusion, and fun.



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## WELCOME & INTROS

The 2023-2024 board members introduced themselves and attendees participated in casual conversation. Everyone stated how many kiddos they had at PV, and what grade(s) they are in.

## ROBERT'S RULES REMINDERS – PTA MEETING PROCESS REVIEW

Below is a list of relevant key terms, if needed:

Key Term	Description
Motion	<p>A formal proposal to put a topic to vote beginning with two different phrases from two different PTA members.</p> <p>Motions begin with the following phrase: <b>“I move that...”</b></p> <p>Motions progress with the following phrase by a member who agrees with a motion: <b>“I second the motion”</b> or <b>“I second”</b></p>
Discussion	<p>Every member is given a chance to communicate their views on the motion topic one after the other.</p> <p>Discussion Rules:</p> <ol style="list-style-type: none"><li>I. <b>Listen respectfully</b>, without interrupting</li><li>II. <b>Listen actively</b> and with an ear to understanding others' views</li><li>III. <b>Criticize ideas</b>, not each other</li></ol>
Votes	<p>All votes will be conducted electronically via email after the close of a meeting.</p> <p><b>Note:</b> A <math>\frac{2}{3}</math> majority is required to pass a vote.</p>



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Below is the Robert's Rules process for the PV PTA:

- A member Makes a motion
- Another member who agrees seconds the motion
- The Board calls for discussion and invites open discussions on every topic
- An electronic voting form is sent after the meeting
  - ❖ A 2/3 majority is required to pass a motion

## PRESIDENT'S REPORT

- I. Hillary reported out on some March activities and thanked some volunteers who headed the effort(s).
  - ★ Load the Lounge was a success, as always
    - ❖ **Moniquea & Samantha** – Many thanks for heading this effort
    - ❖ The PTA was able to donate 😊
  - ★ International Night was amazing
    - ❖ **The JOI club** – Thanks for their hard work with the Unity Garden
  - ★ Spirit Week was so fun!
    - ❖ **Student Council** – Thanks for organizing the event
  - ★ Connections Team Building Event went great, and the guest speaker focused on equity and a sense of belonging
    - ❖ **Lisa Denton** – Thanks to you and all who participated
    - ❖ The Venezuelan food was a highlight
- II. Hillary reported that the Spirit Store is open!!!
  - ★ The deadline to order is **Wednesday, April 10<sup>th</sup>**
  - ★ All orders will be delivered to the school 2-3 week after
  - ★ There are different merch options such as tank tops and ¼ zips
- III. Hillary reminded the group of some current volunteer chair opportunities:
  - ★ The Spelling bee
  - ★ Reflections
  - ★ Security
  - ★ Fun Run Co-Chair



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- ★ Room Parent

**Note:** All information about these positions is on the PTA website. ☺

## TREASURER'S REPORT – EXPENSE REQUESTS

- I. Current cash on hand is \$82,646.05  
Remaining expenses are \$40,080.72 (original budget)  
Expenses approved are - \$18,683.92 (not yet spent)  
Carryover for next year is \$15,000.00

### **Remaining Cash is \$8,881.41**

- ★ Angie recommends carrying over \$15k into each year as there are expenses in the beginning of every school year before fundraising/donations begin

**Note:** There is a candidate for the Treasurer position for next year! ☺

- II. A few expense requests were discussed for your approval:
  - ★ The Science Fair is requesting an additional \$485.08 to cover the costs of an additional 80 lab coats with PTA iron-on patches (160 lab coats in total)
    - ❖ 150 students are participating this year (**YAY!!**) and the original budget was for the 80 that were approved previously, so we need to order 80 more
    - ❖ These lab coats will stay with the school and be a sustainable (**and ADORABLE**) resource for these events in the future
  - ★ Shannon Thomas presented the PTA Board's mural project idea, which we will circle back to next month, but we will email the PTA with all feedback. This is not an active expense request at this time, but more of an introduction to the concept and a pulse check on PTA member interest. See below for the history and the logistics for the potential ask:
    - ❖ Andy came to the board and brought up some blank wall space in the building and suggested we think of a way to brighten it up – specifically the stairwell going to the gym, and a few related spaces
    - ❖ We reached out to a muralist and artist who has ties to the area and our community. She met at PV, walked the space, and had a lot of exciting ideas to try and bring color, movement, and excitement to the walls – some of her thoughts about inspiration included:
      - How can I involve the kids?
      - How can we bring fun when the kids walk down the stairs?



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- ❖ We need the PTA to vote on it and are looking for feedback. If our members are interested, we would go through a design process where we would be able to collaborate
- ❖ We have money set aside for the artwork, which would be the same as the artwork on the other walls today, which cost approx. \$9-\$10k

**Note:** Angie said we can potentially do it with this year's budget if we agree on it. We would need to pay her by 6/30 for it to remain in this year's budget.

**Note:** Hillary said we would wait to see if money that would be needed to do this in the current school year was needed before we move forward with the mural project

- ★ Staff appreciation week (1st week of May) – we will ask for help as we get closer to it.

III. A series of expense requests that were discussed in prior meetings were approved. See below for status updates:

- ★ The Big 3 needed \$318, not the full amount of the range requested (\$100-\$500)
  - ❖ Approved at 95.9%
- ★ The Student Council needed \$200
  - ❖ Approved at 97.3%

## PRINCIPAL'S REPORT – LANDSCAPING UPDATE

- I. Andy said to plan on April 26<sup>th</sup> being the day that the General Contractor who built the school and the grounds will come out and plant the remaining trees – we knew we would get more trees so as of now (subject to change) they will plant the trees in the front area – no more prison vibe **(HOORAY!!!)**

**Note:** In addition – Andrea Thompson and Emily Harris (active PTA members) are trying to get donations of trees as well – I think we wait to see what is delivered and planted by contract, and then determine what other areas we want to green up and go from there. If there is bad weather, we won't plant trees until mid-June, so if that occurs then Andy won't stop the ladies from trying to procure.



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## COMMITTEE REPORTS

- I. **Carnival** – N/A
- II. **Accountability** – N/A
- III. **Connection Team (DEI)** – Lisa reported that the workshop was a huge success. This committee has assessed feeling welcome at PV twice this school year. The upcoming Tuesday meeting will be reviewing the most recent findings and figuring out next steps – shoutout to Madelaine who continues to grow the sense of belonging in the school
- IV. **Fun Run** – N/A
- V. **Landscape** – Christina reported that Denver Urban Gardens (DUG) is booked until Fall 2027 with garden going in for Spring 2028, but the organization contributes ½ of the total expense. The approximate costs are \$85K for 25-30 beds to grow flowers and food located in the field, with a 3-5 year timeline to complete. DUG had great ideas, such as Jeffco has white boards that can be used outside so the garden could be leveraged for outdoor classrooms, art classes, a hope garden
  - ★ Andy stated that Irrigation is the main cost – it does not have to be DUG but we have to make sure that whoever does the installation etc. is connected to the school and district (vendor wise)
  - ★ Andrew McConnel, PV staff, will put together a survey. The options are to go with DUG, decide on a hybrid with DUG and ??? , or do it all on our own

**Note:** Parent ?: If we use DUG is the money due up front?

Christina said that all fees are to be paid in full up front. Ways to cut costs could be to leverage parents or staff (e.g., her spouse is an architect so he could design it or parts of it). If other parents can donate skills/time (as long as it fits in the box) this could break down the overall costs



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Christina said that even though the earliest this would go through DUG would be spring of 2028, we would need to get on the list soon or we may not even get the 2028 date. The list is free to be on which gives us time to figure out next steps

**Note:** Parent ?: How is the garden maintained using DUG?

Christina said that DUG helps a little, but we would need a volunteer schedule and because we cannot use timers (to water) we have to manually water every day

**Note:** Angie comment: From a finance perspective we will need to fundraise. The PTA can grant \$5k max based on our budget. Also, she asked about the season being mainly during the summer when kids are not here.

Christina said that seeds can be planted in March, so the season is from March through October and then garden clean up occurs, so kids could plant the seedlings (or parents/DUG) before school ends for summer, but then it is on PV to maintain it during the summer on a weekly cadence as an example, and the harvest is in August/September so the kids can participate for the entire garden season

**Note:** Parent ?: If we did not put the garden in the field what would be there?

Andy said it would be a field. I support a garden but want to make sure that the inputs are going to yield an ROI – we would need to gain more than we would lose in green space. When PV eventually gets to a point where we could move gym activities/recess out there my concern becomes space utilization. The orange barriers will go away when sprinklers go on in the end of April/beginning May we would be able to use the space. In the old building using the field as a gathering place was a good idea – I am worried about space. The idea of a garden having started 3 myself at other schools have not gone as well as my teams at the time hoped (5 years ago) but then other neighboring schools have loved their gardens – so it can be sustainable – my plan is to retire in 9 years hopefully from PV and I would not want to see the space and effort go to waste

**Note:** Parent ?: What are the recurring costs per year?

Christina said she does not know exactly, but it would come from the landscaping budget

Andy said the district pays for the water

**Note:** Parent comment: There are schools with Agricultural programs who need hours and that may be a good source of hands to volunteer.



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**Note:** Parent ? : Can we start smaller?

Christina said a midsize garden per DUG is 20-30 beds, so I went with their recommendation. I can definitely go back and ask. Our committee could go check other gardens this summer. Do we use planters or a gazebo with a few beds? If that is the favorable decision, then we would not use DUG

Andy said what deterred a past school is that teachers are sometimes stressed about content coverage. Five years ago, the grant sources DUG suggested asked what the classroom commitment was. Sometimes when we have science unit changes (which could change on a dime from the district) or if we have a new math program it can feel like a bigger lift to add garden content for staff – teachers may not want to lose reading or math time to go plant/tend to the garden

Andy said he would love to see the priority of those who benefit from the gardens to be families in need, then classrooms, then our neighborhood students, and then after that the wider PV community – the low income families maybe do not have green space (e.g., if they live in dense apartment buildings)

Andy suggested we could do a grass roots effort to avoid DUG capitalizing on it

Christina got agreement to start with a teacher survey? Then a schoolwide survey? The room agreed

- VI. **Walk to School** – N/A
- VII. **Yearbook** – Celeste emailed Hillary and will need volunteers on the 16<sup>th</sup> and 17<sup>th</sup> of May to hand out yearbooks and cross off names – if interested please email the PTA
- VIII. **Advocacy** – Ashley reported out on the Healthy School Meals For All program and the funding shortfalls. The state legislature did approve extra program funding so breakfast and lunches will still be free. The pilot for local food sourcing will still be utilized, but the full plan to raise additional funding for priorities such as cafeteria workers did not get funded... The Advocacy page is on the PTA website (**Shoutout to Shannon** for the website assistance)





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- IX. **Volunteer** – Teresa Woodhull is taking over the Volunteer Coordinator position for next year!
- X. **Science Fair** – N/A
- XI. **Nominating** – Leslie and Kim reported that they are submitting 2 candidates for the PTA to vote for:
- ★ **President Elect:** Kelly Binder: Kelly has a 2nd grader, a kinder, and a 3 year old and has been a PV parent since before the transition. She thinks everyone is doing a great job and is looking forward to being involved and taking an active role. Kelly is a nurse for UH Health and is starting a sunscreen company
  - ★ **Treasurer:** Larissa Quirrick: Larissa is looking for a way to get involved. She has worked in acting for 20 years and feels confident taking this board role on

**Note:** Parent ?: So, these two are nominated but there are other people that have come forward to say they want to be considered?

Hillary: The nom committee has to slate nominees for approval – other people can nominate themselves as well. Then the PTA votes online once all candidates are announced

**Note:** The vote will take place electronically once April meeting minutes are completed.

- XII. **Corporate Sponsorship** – Aimee reported that this committee is only 1 year old, and that PV has sponsors who are offered different ways to donate. Some highlights:
- ★ The committee has raised \$10k+ already this school year and some other donations are in-slight
  - ★ Corporate sponsors may be able to have some community engagement opportunities (e.g., At an event)
- We have a dedicated email address (**so FANCY!!!**)

**Note:** Parent ?: How do we find sponsors?

Hillary said that there were three sponsors at the meeting  
Amy said that she and Hillary took over this effort last year and there were several community offerings. The committee has collected companies as we have



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worked on it and we will reach out to the greater PV community to grow the sponsor list

XIII. **PV Showcase** – Michelle reported that she could use some help. The evening includes something for every single kid in the school:

- ★ 3<sup>rd</sup> – 5<sup>th</sup> grades will perform
- ★ There is an art exhibit
- ★ The science fair participants will have their work up
- ★ The STEM projects will be demonstrated
- ★ The After School Enrichment photos will be displayed
- ★ **The Harris family** will be cooking an amazing meal (You won't want to miss this!!!)

**Note:** Staff question: What are the times?

Michelle said 5:00pm - 7:30pm

**Note:** Michelle wants families to please sign up for 30 min food eating time blocks to cut down on kitchen and clean-up abrasion – This event feeds 300-400 people

**Note:** Staff ? : Are they checking people in for entry?

Michelle: We tried last time but it did not work last year

Leslie asked if PTA members remember when families were told an eating time? The perception was that the assigned time was everyone's individual window to come. Leslie agreed to help... who else has capacity to help?

**Note:** Parent ? : Will an email come out saying that the time slots by grade?

Michelle said, "Yes, and it will be in the next Flash and Monday folders with the intent that the information provided will be there to guide families to where the kids' work is parsed out by grade

**Note:** Andy comment: **Shoutout to Michelle for being the wizard behind the curtain** who provides the content in the Flash.

Leslie added that Michelle is also hilarious

XIV. **After School Enrichment** – N/A



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## ANNOUNCEMENTS – NEW BUSINESS

N/A

### DATES TO REMEMBER IN APRIL:

- ★ April 9<sup>th</sup> – Connections Team Meeting @ 6pm in the library
- ★ April 15<sup>th</sup> – Load the Lounge
- ★ April 18<sup>th</sup> – Accountability Meeting @2:50pm
- ★ April 19<sup>th</sup> – Mr. Weaver Day of Service
- ★ April 25<sup>th</sup> – PV Showcase
- ★ April 26<sup>th</sup> – No school / Snow Make-up Day

### DATES TO REMEMBER IN MAY:

- ★ May 3<sup>rd</sup> – Volunteer Appreciation Event from 5pm – 7pm
- ★ May 3<sup>rd</sup>- 6<sup>th</sup> – Student Testing Days
- ★ May 6<sup>th</sup>- 10<sup>th</sup> – Staff & Teacher Appreciation Week

### NEXT MEETING

9 May 2024 | 2:50pm at PV