



Meeting Minutes

DATE:

2/8/2024

TIME:

5:30 PM – 6:30 PM

FACILITATOR:

Hillary Joseph, PTA Board President

IN ATTENDANCE:

Shannon Thomas | Melissa Hamar
Hillary Joseph | Jenn Powers
Angie Hartman | Jessica Tribbett
Majken Berglund | Amy Nepomuceno
Leslie Weinstein | Rachelle Dodge
Ryan Dougovito | Sara Stites
Stephanie McGowan | Louis Wertz
Moniquea Gomez | Kim St. Martin
Rachel Sigg | Kim Davis | Allison Grigel
Sarah Schalliot-Hodge | Lisa Denton
Alicia Marsi Covetere | Kristin Michie
Samantha Walker | Autumn Oertli

APPROVAL OF MINUTES:

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

- ★ Allison Grigel made a motion to approve
- ★ Rachelle Dodge seconded the motion
- ★ February's meeting minutes will be approved at the March meeting scheduled for 03/07/24

PTA BOARD

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

PTA MISSION STATEMENT



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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.

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.

ROBERTS 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: “I move that...”</p> <p>Motions progress with the following phrase by a member who agrees with a motion: “I second the motion” or “I second”</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">I. Listen respectfully, without interruptingII. Listen actively and with an ear to understanding others' viewsIII. Criticize ideas, not each other
Votes	<p>All votes will be conducted electronically via email after the close of a meeting.</p> <p>Note: A $\frac{2}{3}$ majority is required to pass a vote.</p>



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Below is the Roberts 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 January activities and thanked some volunteers who headed the effort(s).
 - ★ The spelling bee was a huge success! Congrats to the PV students going to the Area Spelling Bee
 - ❖ **Jeff Kent** – Many thanks for heading this effort
 - ★ Dinner was provided for staff during parent-teacher conferences
 - ❖ **Thanks for all who participated**
- II. Hillary reported out on the nominating committee:
 - ★ The bylaws state that the committee is to be made up of 3 people. We are looking into whether the bylaws can be changed, and if so, which parts.

TREASURER'S REPORT – EXPENSE REQUESTS

- I. Current cash on hand is just under \$90k
 - ★ Angie recommends carrying over \$15k into each year as there are expenses in the beginning of every school year before fund raising/donations begin

Note: We need a treasurer next year! ☺

- II. A series of expense requests were discussed to provide visibility into what is being asked for:



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- ★ 8 Chromebook carts (\$3,000)– 4 teachers do not have one and the rest have OLD ones. The total cost is \$7k [\$6,400 + 10% shipping] (\$4k will come out of the tech budget & the \$3,000 request would cover the balance)
- ★ T-shirts for the Science Fair (\$1,000) – This would allow the kids participating to look uniform. There were 60 kids who participated last year

Note: Parent question: Where does the requestor want to buy them from? Another Samantha mentioned that she may be able to make them.

- ★ 4 Bike racks for the Plaza (\$2,500) – This would include installation. Locations are TBD
- ★ Lower standalone basketball hoops (\$2,654) – The 10' poles are too high for the kids but these would be low enough and heavy enough to withstand weather
- ★ 60 Yearbook purchases (\$800) – The additional yearbooks would be given to the families who cannot afford them. Lisa Denton recommended the amount
- ★ Office Décor for the Facilities Manager (\$150) – Brittany's office looks like a cement block with no windows. The requestors are grateful for the donations so far and the request would cover the last few things needed. Brittany is so helpful with all things that occur in the building and needs some cheer in her office to feel less "dungeon-y" [newest word in the PV PTA vernacular]
- ★ Fence decorations (\$1,300 estimated) – This would cover the logo option and the "Better Together" option that the student council had suggested
- ★ Speaker for the Connections Team workshop (\$1,000) – This is for the free 2-hour workshop event on 2/27 (childcare and dinner will be provided). Some of the total comes out of a district budget and the request would cover the difference
- ★ Mr. Weaver's Day of Service (\$1,000) – This service project day honors a Kullerstrand staff member who is service driven, kind, and now retired. This is a day of service for the kids centered around "Health", a topic selected by the Joy Club. The event will be a community blood drive on 4/19. The kids will make snacks and feed the blood donors. The kids will make glitter bottles and give them to people that they think would benefit from them



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- ★ Volunteer social event (\$500) – A party for the uncommon amount of 5th grade parents who have been committed to PV, have impacted our community so immensely and are leaving us. Among this group are the last 5 PTA Board Presidents, co-presidents and numerous committee chairs
- ★ End of year gathering (\$200) – Popsicles and/or drinks for all kiddos would be provided at a community building event on the last day of school held at Chester Portsmouth Park

PRINCIPAL'S REPORT – BUDGET & STAFFING PRIORITIES FOR NEXT YEAR

- I. Andy reported out on staffing updates:
 - ★ Hired a floating para, who starts on February 28th – the hope is to hire another (7 hour) para to focus on 1st grade for the 2024-2025 school year
 - ★ There will be a full time Social emotional teacher position funded for next year
 - ★ Hold for a full time Assistant Principal for the 2024-2025 school year (see below for details).
 - ★ Schools with center programming (e.g., the Affective Needs (AN) program) may receive district funding for a full time Assistant Principal (AP) next year – this means we could allocate funding elsewhere for these budget line items
 - ❖ If PV decides to bring back Jefferson Center for Mental Health (JCMH) full/part time next year we could use the funds set aside for the line item listed above and for Social Emotional Learning (SELS) ... more to come
- II. Andy reported out on budget and staffing preferences for the 2024-2025 school year.
 - ★ The staff survey and the Accountability committee meeting were held independently of one another. The results below came from an electronic voting system used for both populations:



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STAFF	Priority Points	ACCOUNTABILITY TEAM	Priority Points
Maintain Assistant Principal (AP)	289	Maintain Assistant Principal (AP)	87
Maintain Dean	216	Maintain Family Engagement Liaison (FEL)	74
Increase Intervention	199	Maintain Dean	61
Increase Paras	162	Maintain SELs	59
Maintain SELs	133	Increase Paras	53
Maintain Family Engagement Liaison (FEL)	131	Increase Intervention	49
Jefferson County Mental Health (JMCH)	102	Jefferson County Mental Health (JMCH)	30
Increase Ext/Enrichment	76	Increase Ext/Enrichment	22

- ★ The highest staff priority was to maintain the AP role | Same for the committee/community members
- ★ The second highest staff priority was to maintain the Dean | The second highest committee/community member priority is maintain the Family Engagement Liaison (FEL)

Note: The difference between the AP and Dean roles is that an AP can evaluate licensed staff, where a Dean cannot. At PV our Dean is presently heading and teaching the TRAILS program in addition to other duties, where normally he would lean into students exhibiting adverse behaviors or needing discipline and stand-in for TRAILS/SPED staff as needed. The current AP and Dean partner together in many ways.



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- III. Andy Reported out staffing updates on the migrant children that are coming into PV
 - ✦ It seems as though there is enough in the budget to accommodate the incoming kids
 - ❖ The hope is that based on the increased number of kids we are getting that the district will provide more resources/support
 - ✦ The English as a Second Language (ESL) staff is part time (2 days per week)
 - ❖ Katie works underneath the ESL staff person to support this student population the other 3 days per week
 - ❖ Lisa Denton (our FEL) will work with the incoming families to identify the support we can provide

COMMITTEE REPORTS

- I. **Carnival** – 2/23 (which is a Friday); admission is free, food is \$1.00. We need volunteers to run games, hand out wristbands (which are being counted for participation data purposes), and help with the food – Middle/high schoolers are eligible and encouraged to volunteer.

Note: Parent question: Is there a long term plans for the Carnival?

- ✦ Hillary: No, not yet – we are talking about it. We want it to stay in February so we know how much we brought in from the Fun Run to determine how much we have to play with

Note: Parent comment: It will be telling this year with how many attended that is free and packed.

- ✦ Angie: Last year is was highly attended

- II. **Accountability** – Andy reported out on this update in the Principal's Report (see above).
- III. **Connection Team (DEI)** – Next meeting is February 13th at 6 PM at PV. Community Building workshop with a key speaker coming up on February 27th. Dinner and admission are covered.
- IV. **Fun Run** – N/A



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- V. **Landscape** – N/A
- VI. **Walk to School** – N/A
- VII. **Volunteer Committee** – We are still tweaking the volunteer process. At the beginning of the year we had approximately 50 people express interest.
- VIII. **Nominating Committee** – Hillary reported out on this update in the President's Report (see above).
- IX. **After School Enrichment** – N/A

ANNOUNCEMENTS – NEW BUSINESS

- I. Load the Lounge signups will be on Monday, February 12th
- II. Valentine's Day classrooms parties are on February 14th. Look for emails from teachers/classroom parents for specifics about party time(s) and donation supplies
- III. International Night at Everitt Middle School is on March 7th from 5:30-7:30PM
 - ★ Mariachi band
 - ★ Unity Garden flower petal deadline (See Monday folders from this last week)
- IV. We are looking for the following volunteer committee (chair) position(s) to be filled for the 2024-2025 school year:
 - ★ **Volunteer Coordinator** – This position takes people who want to volunteer and puts them where the PTA needs them
 - ★ **Safety & Security**
 - ★ **Spelling Bee** committee chair – Jeff Kent (the current chair) spoke:
 - ❖ There is a little bit of prep work in December
 - ❖ The chair will communicate with Andy



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- ❖ For 4th and 5th grade: There is a test in class, then the tests are grade, and about 25 kids proceed to the oral spelling bee where there are multiple rounds; 5 kids will be sent to the area bee
 - If any of the 5 win there is an opportunity to compete at the State level
- ★ **Yearbook Marketing** – Katia Dougherty is interested and will connect with the current chair to get more information
 - ❖ Ms. Maddox brought up needing help tracking who has ordered them – Hillary will connect with her to explore ways to do that effectively
- ★ **5th Grade Continuation** – 4th grade parents historically help with setup so the 5th grade parents can enjoy the event
- ★ **PV Showcase committee chair** – There is a position coming available to learn about the Showcase, which occurs in the spring – this encompasses:
 - ❖ Science Fair
 - ❖ Music performance
 - ❖ Art walk

V. We are looking for the following volunteer board position(s):

- ★ **Board Treasurer** for the 2024-2025 school year as Angie is outgoing this year – This position ideally needs someone with some bookkeeping experience
 - ❖ The Board uses QuickBooks online
 - ❖ Angie has automated as much as possible
- ★ **President Elect** for the 2024-2025 school year as Shannon will be outgoing for the 2025-2026 school year – this position is a 2-year commitment; 1 year as the President Elect & 1 year as the Board President

Please send an email to the PV PTA address if anyone is interested:
prospectvalleypta@gmail.com

Note: The vote will take place on March 5th.

- III. Hillary asked for postcard, notecard, thank you card, envelopes, and sticker donations for the **Prospector Post, which begins on February 20th** – This is an in-school postal service.



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- ★ Each class creates an address
- ★ Kids can write and mail cards to one another (e.g., prompts are given to write to other classes, study buddies, etc.)
- ★ Parents can send mail to kids too
- ★ Total run is about 4 weeks
- ★ 4th and 5th graders get to sort and deliver the mail

DATES TO REMEMBER IN FEBRUARY:

- ★ February 12th – Load the Lounge
- ★ February 13th – Connections Team Meeting
- ★ February 14th – Valentines Classroom Parties
- ★ February 16th – No School
- ★ February 19th – No school
- ★ February 20th – Prospector Post Begins
- ★ February 22nd – 5th Grade Battle of the Books
- ★ February 23rd – Carnival from 5-8pm
- ★ February 27th – Connections Team Meeting: Community Building Event

DATES TO REMEMBER MARCH – MAY:

- ★ March 5th – Vote for open PTA Board seats
- ★ March 7th – Next PTA Meeting at 2:50pm
- ★ March 7th – International night
- ★ March 15th – Prospector Post ends
- ★ May 9th – Last PTA Meeting at 2:50 pm (changed from May 2nd)

NEXT MEETING

7 March 2024 | 2:50 PM at PV