Meeting Minutes

Date:

2/13/2025

Time:

6:00 PM – 7:00 PM

Facilitator:

Shannon Thomas, PTA President

In Attendance:

Allison Grigel | Kim Davis

Andy Schrant | Moniquea Gomez

Melissa Squiers | Samantha Walker

Jessica Tribbett | Amy Nepomuceno

Christina Heard | Madelaine DeVan

Mary Lashmit | Lisa Denton

Sara Stites | Roxanne Barker

Kristin Michie | Majken Berglund

John Binder | Kelli Binder

Shannon Thomas | Sarah Schalliol-Hodge

Hillary Joseph | Ashley Palubinski

Approval of Minutes:

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

- Samantha Walker made a motion to approve
- Hillary Joseph seconded the motion
- February's meeting minutes will be approved at the March meeting scheduled for 3/6/25

PTA Board

Shannon Thomas – President

Kelli Binder – President Elect

Larissa Quirk – Treasurer

Majken Berglund – Secretary

PTA Mission Statement

Meeting Minutes

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

Attendees introduced themselves and listed how many kids are currently at PV.

Robert's Rules Reminders: Meeting Process Review

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

Key Term	Description
Motion	A formal proposal to put a topic to vote beginning with two different phrases from two different PTA members. Motions begin with the following phrase: **"I move that…"** Motions progress with the following phrase by a member who agrees with a motion: **"I second the motion"** or **"I second"**
Discussion	Every member is given a chance to communicate their views on the motion topic one after the other. Discussion Rules: I. **Listen respectfully**, without interrupting II. **Listen actively** and with an ear to understanding others' views III. **Criticize ideas**, not each other
Votes	All votes will be conducted electronically via email after the close of a meeting. **Note:** A ⅔ majority is required to pass a vote.

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

Meeting Minutes

President's Report – Shannon Thomas

I. Shannon reported out on February activities and thanked some volunteers who headed the effort(s).

- February Load the Lounge was awesome
  - **Moniquea** – Thanks for coordinating such a thoughtful effort for PV staff
- Skate City was a blast – The sensory portion was received well and allowed our students to enjoy a quieter atmosphere. In total there was 263 kids who participated – thank you to all the families who came
  - **Shannon** – Thanks for planning such a groovy event
- The staff dinner for parent/teacher conferences, provided by the Hospitality committee was really appreciated
  - **Marycate & Kim** – Thanks for coordinating this effort so that PV staff could cruise through such long days
- The classroom Valentine's Day parties were a huge success
  - **Allison** – Thanks for all you do and for ensuring all room parents had what they needed

II. Calling all volunteers! Please reach out to Theresa Woodall or Shannon Thomas if you are interested in the following:

- Two shadows for Corporate Sponsorship Chair for Spring 2025
  - Hillary explained that this committee starts their work in April. Currently, one volunteer handles the organization and ordering of merch and swag along with highlighting one of our amazing sponsors through Facebook and Monday folders. Our other volunteer reaches out to current and potential sponsors to support and work with Prospect Valley. Hillary highlighted that this committee does not require specific work hours – the work for this can be done outside of school/normal business hours
- President Elect for the 2025-2026 school year
- Read-at-Home Books chair
- Membership chair

III. Committee Chairs – are you coming back? Please let Teresa Woodhull know so we can plan for next year

Meeting Minutes

IV. Shannon discussed a school supply kit option for the 2025-2026 school year: We selected a family-run organization that values quality products and delivery. Information about this program will come out this spring for families to review and take part in if desired.

- **Shannon** – Thanks so much for your work on this. It is going to be so convenient for the families who opt to use this option

V. Shannon stated that the soccer goals have arrived and need to be assembled. ETA is soon-ish 😊

VI. Shannon provided an update for the grade-level field trips such that plans are in the works. Per Allison:

- 4th has selected their field trip
- Kinder is close – they may use the funds for an already planned field trip

VII. Teacher Spotlight – Speech Language Pathologist

- **Kristin Michie** – SLP. I started out at PV when I had a kiddo in kinder – he is now in 7th grade. I work 4 days a week as a SLP for kids with IEPs. Two fun facts: I have three boys and four menopausal chickens
  - Andy remarked that he knew her kids before he knew her as a staff member. Kristin is the type of parent to ask tough questions, and I am delighted she now works for us. He feels lucky she was placed with PV because she is a strong advocate. She often acts as a bridge between parents and staff, and she ensures we do right by our kids, which I appreciate. Every school deserves a Kristin!

I. Expenses line item update: After reconciling January's financial activity our present cash difference is ~$15,000.

- $109,856 in the bank
- $72,857 that is budgeted for expenses – original budget
- $6,600 that is for newly approved expenses, not spent
- $15K carryover for the 2026-2027 school year

II. Shannon discussed the following February expense requests:

- **Allison Grigel is requesting $115 for room parent supplies.** This ask is for step ladders, 6 in total. There will be one for each grade and they will enable room parents to help decorate classrooms
- This be voted on by PTA in February

Meeting Minutes

Principal's Report

I. Last meeting Andy explained that it is the time of year when he needs input for PV's general fund. The general fund encompasses 90% of what we do at PV. Tonight, Andy provided a very helpful handout regarding this process. See below for results from the staff survey:

STAFF PRIORITIES:

41	Maintain Kdg Paras	248
42	Increase LS to 3.0	234
43	Maintain SELS at 1.0	227
44	Maintain MHP at 1.0	213
45	Maintain Tutors at 2.0	173
46	Para Support for 1st & 2nd	154
47	Increase JCMH above .5	124
48	Purchase Math Intervention	113
49	Purchase Any Kind Intervention	111
50	Maintain Library Para @ .5	92
51	Maintain FEL @ .5	33
52	Increase Instructional Coach	30

NOTE: What is highlighted in yellow has been sent to the district for approval for next year's budget. The red highlighted item is our first priority if we get to a certain enrollment level before 10/1.

See below for results from the community survey:

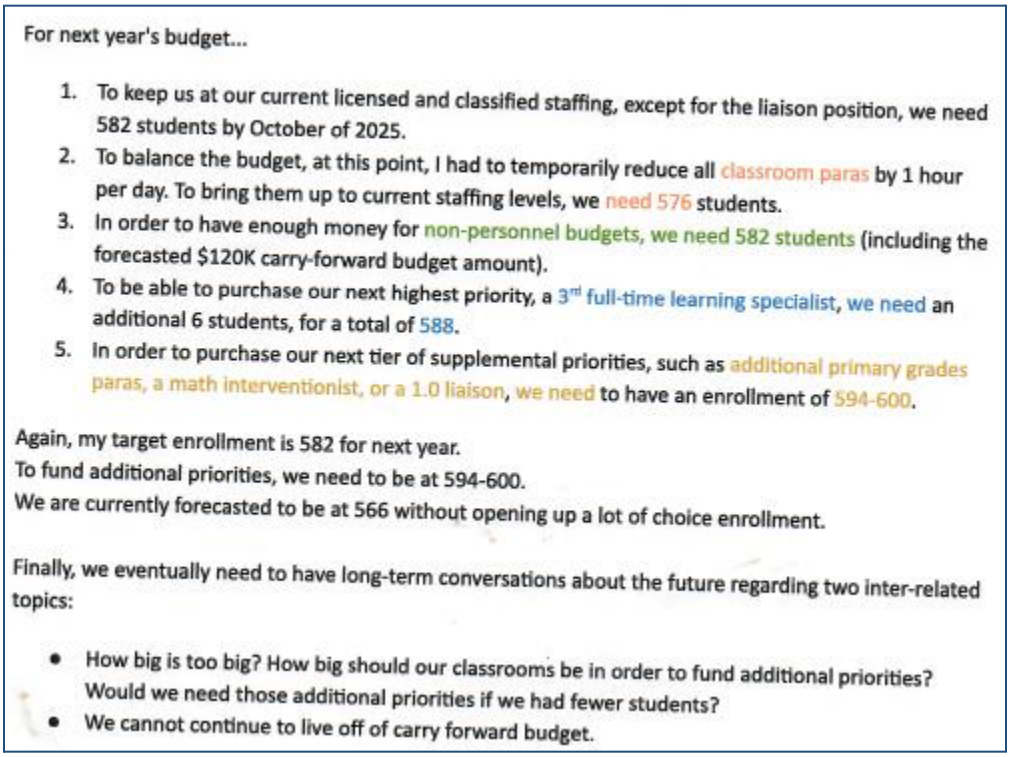
COMMUNITY PRIORITIES:

Increase LS to 3.0	105
Maintain Tutor Support	102
Math Intervention	64
Increase JCMH	60
Maintain Family Liaison	26

NOTE: Line item numbers are not votes, they were labels for the line items to vote on.

See below for notes for next year's budget:

Meeting Minutes



For next year's budget...

1. To keep us at our current licensed and classified staffing, except for the liaison position, we need 582 students by October of 2025.
2. To balance the budget, at this point, I had to temporarily reduce all classroom paras by 1 hour per day. To bring them up to current staffing levels, we need 576 students.
3. In order to have enough money for non-personnel budgets, we need 582 students (including the forecasted $120K carry-forward budget amount).
4. To be able to purchase our next highest priority, a 3rd full-time learning specialist, we need an additional 6 students, for a total of 588.
5. In order to purchase our next tier of supplemental priorities, such as additional primary grades paras, a math interventionist, or a 1.0 liaison, we need to have an enrollment of 594-600.

Again, my target enrollment is 582 for next year.
To fund additional priorities, we need to be at 594-600.
We are currently forecasted to be at 566 without opening up a lot of choice enrollment.

Finally, we eventually need to have long-term conversations about the future regarding two inter-related topics:

- How big is too big? How big should our classrooms be in order to fund additional priorities? Would we need those additional priorities if we had fewer students?
- We cannot continue to live off of carry forward budget.

NOTE: Regarding numbers 1-5 above: To keep us at where we are this year we need 582 students by October. To bring current paras to 7 hours a day we need 576 kids.

II. Andy also provided an update for the Safety and Security event(s) for 4th and 5th graders & parents:
   - ✪ March 6th is the student event where 4th and 5th graders will have assemblies during specials time
   - ✪ March 13th is the parent event in the library at 5:30 PM

Committee Reports

I. **Carnival** – Becca Higgins: Shannon said that the carnival will be here in no time – February 21st. There is a major need for volunteers. PSA: Older siblings, PV alumni and high school students are encouraged to volunteer for the event. Volunteer sign-up can be found in the flash or here!

II. **Accountability** – Laura Mattox & Kristin Hume: N/A

III. **Connection Team (DEI)/Membership** – Madelaine DeVan: At the Carnival we have set up tables by grade level so families can meet one another. Go visit your kids' grade level table.

Meeting Minutes

IV. **Prospector Post** – Hillary Joseph: We are up and running! Thanks so much to all of our helpers. The classroom addresses are published in the Flash – we are delivering Wednesdays and Fridays. Please encourage your kids to participate.

- Andy reiterated that the kids love it!
- Hillary called out that the teachers incorporate this event into their writing assignments

V. **Directory** – Katia Doughtery: N/A

VI. **Fun Run** – N/A

VII. **Spelling Bee** – Rachel Trauner: N/A

VIII. **Special Persons Day** – N/A

IX. **Room Chair** – Allison Grigel: Our last party is over. We have decorating doors for teacher appreciation and then end of year teacher gifts. Then it is a wrap. Side note: I have made kits for each room parent with supplies (scissors, tape, magnet hooks, markers etc.).

X. **Teacher/Staff Liaison** – Allison Grigel: N/A

XI. **Community & Family Engagement** – Theresa Woodhull & Lisa Denton: N/A

XII. **Social** – Kim Davis: N/A

XIII. **Hospitality** – Marycate Brickey & Kim St. Martin: The parent-teacher conference dinner was great and much appreciated.

XIV. **Load the Lounge** – Moniquea Gomez: N/A

XV. **Movie Night** – Samantha Walker: N/A

XVI. **Landscape** – Christina Heard et al: Sign up for the garden club. We have 8 sign-ups so far and are looking for 15. It was and will be in the Flash and on the FB page.

- Another win is that we just got another $250 donation from Ace Hardware

XVII. **Bike/Walk to School** – Emily Daniels & Jessi Streelman: N/A

XVIII. **Yearbook** – N/A

XIX. **Advocacy** – Ashley Palubinski: We are part of a legislative committee that meets twice a month discussing bills working thru the state legislature. We are paying attention to anything that discusses/impacts the CO PTA. On the PTA website you can look at the bills. We recently had a speaker from Great Education Colorado, a nonprofit organization dedicated to driving

Meeting Minutes

educational excellence for all Colorado students through grassroots activism. The speaker discussed results from an adequacy study from 2023 looking at how much it costs to really educate a student… Colorado is underfunded, and this org is working to change it. For more information about Great Education Colorado, click on the hyperlink above.

XX. **Volunteer** – Teresa Woodhull: Who is returning to their chair positions next year? Please reach out and let us know.

XXI. **Science Fair** – N/A

XXII. **Dance** – Samantha Walker: N/A

XXIII. **Nominating** – N/A

XXIV. **Corporate Sponsorship** – Hillary Joseph: N/A

XXV. **Skate City** – Shannon Thomas: Thank you to all families who participated.

XXVI. **PV Showcase** – N/A

(XVII. **After School Enrichment** – N/A

XVIII. **Battle of the Books** – Amy O'Neill: N/A

New Business

N/A

Dates to remember in February:

- 2/17 – Presidents Day: No school
- 2/21 – Carnival (5-8 PM)

Dates to remember in March:

- 3/6 – PTA meeting
- 3/11 - Connections Meeting
- 3/17-3/21 – Spring Break: No school
- 3/24 – Teacher Day: No school

Meeting Minutes

NOTE: The next Accountability has been moved to May.

Next meeting

March 6, 2025 | 2:50 – 4:00 PM in the library