



Meeting Minutes

DATE:

1/11/2024

TIME:

2:50 PM – 3:50 PM

FACILITATOR:

Hillary Joseph, PTA Board President

IN ATTENDANCE:

Shannon Thomas | Lindsay Koller
Hillary Joseph | Tina Patterson
Angie Hartman | Jessica Tribbett
Majken Berglund | Emily Farley
Madelaine DeVan | Jeff Kent
Korey Stites | Samantha Walker
Sara Schalliot Hodge | Andrea Thompson
Moniquea Gomez | Kim St. Martin
Rachel Sigg | Melissa Jacobson
Katia Dougherty | Lisa Denton
Alicia Marsicovetere | Simon McGowen

APPROVAL OF MINUTES:

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

- ★ Amy O'Neill made a motion to approve
- ★ Andrea Thompson seconded the motion
- ★ January's meeting minutes will be approved at the February meeting scheduled for 02/08/24

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.



Meeting Minutes

WELCOME & INTROS

The 2023-2024 board members introduced themselves and attendees participated in casual conversation. PV staff answered some icebreaker questions. [hilarity ensued]

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 interrupting II. Listen actively and with an ear to understanding others' views III. 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>

Below is the Roberts Rules process for the PV PTA:



Meeting Minutes

- 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 December activities and thanked some volunteers who headed the effort(s).
 - ★ There was a hot chocolate event with the Joi club
 - ❖ **Lisa Denton** – Many thanks for heading this effort
 - ★ There was a school dance – The school was transformed – it was amazing!
 - ❖ **Sam Walker & Moniqua Gomez** – Many thanks for heading this effort
 - ★ We had classroom winter parties
 - ❖ **Thanks to all who participated**
 - ★ We had the Miracle Shop
 - ❖ **Lisa Denton** – Many thanks for heading this effort
- II. Hillary reported out on the expense requests vote results:
 - ★ Grade level field trips – Passed at 100%
 - ❖ **1st Grade** – Museum of Nature & Science
 - ❖ **2nd Grade** – Heritage Park at Belmar
 - ❖ **3rd Grade** – ????
 - ❖ **4th Grade** – Arvada Arts Center
 - ❖ **5th Grade** – Lookout Mountain Nature Center
 - ★ Crayola Around the World – Passed; crayons have come in and will go out soon
 - ★ Load the Lounge – Passed; PTA will give \$200 toward each event to help supplement



Meeting Minutes

TREASURER'S REPORT – BUDGET

- I. We officially raised over \$100k
- II. Teachers have individual budgets as do paras – we encourage them to spend their money

Note: Staff question: How do I ask for money to buy something for the school?

- ★ Hillary: Email the PTA email with an ask and a dollar amount. We talk about it as a board, put it on the agenda to discuss at the following PTA meeting, and then it goes out for a vote

Note: Parent question: What is direct support?

- ★ Angie: Random donations collected throughout the year

PRINCIPAL'S REPORT – INTRODUCING MR. BLAIR [THE CROWD GOES WILD]

- I. Andy reported out on enrollment:
 - ★ All Principals meet with their boss and look at data for JeffCo enrollment
 - ★ We have 67 kindergarteners and 77 who are on the first round waitlist alone – historically 62% of our kids have choiced in
 - ★ In thinking about our capacity level, we will have 4 classrooms per grade level
 - ★ I want all grade levels no higher than 100 but I don't think that is going to be the case. I will be judicious about the numbers of families who choice in to PV
- II. Andy excitedly introduced PV's new part time Assistant Principal, Warren Blair.
 - ★ He is going to help Andy be an adult
 - ★ Warren stated for the record that he cannot help Andy
 - ★ Warren will be on campus working W-F through May 3rd
 - ❖ Warren was a principal for JeffCo for 20 years (and for some schools in Boston):
 - Multiple elementary schools
 - 2 middle schools
 - 1 high school
 - ★ Warren fun facts:
 - Has 2 adopted children – both of which are educators



Meeting Minutes

- Has 1 granddaughter – 4 months old
- Thinks of discipline as a way to teach different ways to act

Note: Warren is here to help us stay at the cutting edge of supporting TRAILS, and is similar to Tommy's job (our Dean).

COMMITTEE REPORTS

- I. **Carnival** – N/A
- II. **Accountability** – Next meeting is the most important because it is when the community has an opportunity to have input for next year's budget
- III. **Connection Team (DEI)** – N/A
- IV. **Fun Run** – N/A
- 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** – We need someone to take over this committee for the 2024-2025 school year (time commitment is 2 meetings)
 - ✦ Kim St Martin, Rachel Sigg, and Stefaniei McGowan volunteered to be on the committee – thanks ladies!
 - ✦ Anyone else who is interested please reach out
- IX. **After School Enrichment** – There are several free after school opportunities all of which have waitlists

Karate starts Tuesday and there are spots available – reach out if interested

We are hoping to start signups for next year in early August so we can have signups before school starts

Note: Parent comment: Can we do activities outside?

- ✦ Andy: The fields are often rented so I don't think so



Meeting Minutes

- ★ Jessica: I can get with Lisa to clarify

Parent comment: Are there any conversations around SAE – waitlists, changes, camps for summer? Can someone give us an update as to what is happening? Any discussions about how to get more staff/space?

- ★ Andy: I do not run SAE, it runs through the district. We are at capacity now and I do not know how JeffCo works it out. They have stated that capacity is 120-160 – we use 140 as our number. I am not sure about summer. I am not sure how many people want to work for SAE, it is driven by personnel availability.

Parent comment: I am a parent on the waitlist for SAE – we are grateful for you. It is so great! We appreciate you.

ANNOUNCEMENTS – NEW BUSINESS

- I. 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
 - ❖ 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



Meeting Minutes

- ★ **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

II. 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 7th.

- III. Hillary asked for postcard, notecard, thank you card, envelopes, and sticker donations for the **Prospector Post** – This is an in-school postal service.
- 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 JANUARY:

- ★ January 15th – No school
- ★ January 18th – Accountability meeting at PV at 6:00
- ★ January 31st – February 1st – Parent conferences

DATES TO REMEMBER FEBRUARY – MAY:

- ★ February 8th – PTA meeting offsite at 5:30pm
- ★ February 23rd – Carnival from 5-8pm
- ★ March 7th – Vote for open PTA Board seats
- ★ March 7th – International night



Meeting Minutes

- ★ May 9th – Last PTA Meeting at 2:50 pm (changed from May 2nd)

NEXT MEETING

8 February 2024 | 5:30 PM offsite location TBD