**Green Trails PTO Board Meeting Agenda**

**Virtual Mtg via Google Meets**

**Friday, April 24, 2020**

**Attendees**:

Andrew Ging

Rene Sommers

Arianne Martinez

Lara Lewis

Emily Frese

Jennifer Sagett

Kathy Lake

KatieNagus

Lisa Berger

Martha Hicks

Leah Curran

Katie Rees

Call to order at 9:35 a.m.

Kathy Lake began meeting with reading the group norms.

**-Withhold Judgement - maintain respect**

**-Communication is important**

**-Be open to new learning**

**-Listen to understand**

**-Assume good will**

**-Stay on topic, stick to agenda, and minimize side conversations**

**-Maintain focus, vision, and purpose**

**-Commit to being at each meeting**

**-Be here for all kids, parents and staff - no personal agenda**

**-Accept non-closure**

**-Know that silence does not mean agreement**

**Secretary Report:**

Approval of March meeting minutes (email meeting).

Motion by Kathy Lake

Second by Lisa Berger

**All in favor - Motion to approve passes.**

**Principal’s Report:**

Thank you to everyone: Everyone has been patient and supportive of e-learning transition.

**Car parades and district stance on gatherings**: A few principals have advocated to do car parades, but Dr. Marty feels strongly that the order is a “stay home” order, and we can’t encourage people to leave home. There was one car parade organized for a student who was in her final days of a battle with cancer. It was not a birthday.

**Class Creation Updates**: Using the online form worked very well -- will likely use this approach next year also.

**Plan for Trivia Night Donations from teacher**s: Teachers have reached out to the winning bidders to work on providing a virtual experience; will delay to the fall if requested. Teachers are asked to have all experiences complete by 9/30. Refunds will be provided if anyone does not feel they are getting what they were promised.

**Virtual Gator Games update**: Working on a plan to provide a virtual Gator Games experience--stay tuned!

Yearbooks and virtual autographs: There will be a COVID section of the yearbooks.

**Principal Newsletter:** Will continue to do these weekly to keep lines of communication open.

**Programming Report (Lara Lewis):**

For Carnival in the fall, we have the option to rent games. Many are $25 to $50 a game. This gives us flexibility, the games are fresh and not broken, and it removes the hassle of storage. It would cost a little more.

**⇒ Action Item:** Lara Lewis will research a complete cost and what the difference is from previous years. Will ensure any contracts/deposits we understand cancellation policies if we are unable to host a Carnival.

**Treasurer Report (Shelly Nelson):**

We currently have a large surplus in our account--the result of a very successful Trivia Night event and not spending on any Spring Events. We currently have ~$75,000 in the bank. We need to get below $50,000 by the end of June to continue to file the simplified 990 form for the IRS.

This means finding an option to spend ~$25,000 by the end of June.

Suggestion from Katie Rees: Perhaps we can look into placing that money in a separate trust to provide additional time to consider future unknown needs given the current situation with the pandemic.

Considerations:

* Unclear how GT budget will be impacted long term. Currently looking to remove $6K from next year’s budget will will be spread among multiple line items.
* Will need to get expert opinions from an attorney on how to set up a trust, what it can be used for, who can execute and what restrictions there are on the funds. Will also need opinion from GT’s CFO.
* Want to make certain any funds that have been donated are used to support the PTO mission and spirit of the donations.

⇒ Action Item: Lisa Berger to reach out to an attorney for further insight; Rene Sommers to discuss with a Parkway CFO.

**Fundraising Report:**

Trivia Night: Committee has reviewed the list of items sold, and reached out to winning bidders who might have items that will expire or be unusable. Asked the winners to contact the establishments directly to inquire about extensions or ticket policies; will offer refunds if requested by May 15.

Requested available dates from St. Nicolas Family Life CEnter for next year’s Trivia Night. Will book a date/pay $500 deposit to secure our spot. Note--the venue rental fee is increased next year to a total of $2,700 (from $2,500 in years’ past).

**School Services Report:**

School supplies ordering through SchoolKidz will be done after the teachers have reevaluated their lists and provided final versions to Rene. Normally order early to get delivery in July; this year we wouldn’t want a delivery before August given the pandemic and the late start to next school year.

**Motion by Kathy Lake to set aside a portion of PTO surplus (amount TBD) to cover school supplies for classrooms.**

Second by Katie Rees.

**All in favor--Motion passes.**

**President Elect Report:**

-Present 2020-2021 Board for Approval (see list below)

**Motion to approve the new board slate for 20-21 by Kathy Lake.**

Leah Curran second.

**All in favor--Motion passes.**

**Presidents Report:**

-Calendar update:

**Cardinals Game** - officially cancelled

**Volunteer Happy Hour** - cancelled

**5th Grade Updates:**

-Special get-together tentatively planned for July.

-Slideshow: Amy Boarman has volunteered.

-5th Grade Artwork addition to slideshow and yearbooks

-T-shirts: Other elementaries have agreed to also purchase t-shirts to help lower the expense.

-Additional 5th Grade celebration ideas: Many have extremely strong opinions on this topic. Worth additional consideration with more 5th grade parents at the table.

**⇒ Action Item:** Lisa Berger & Kathy Lake to pull together a separate meeting with 5th grade parents for additional feedback.

**Yearbooks**: Could potentially distribute yearbooks at school as drive-by pickup. Reviewing data to see if it is better to distribute by grade or family last name.

**Teacher Appreciation Week** - virtual appreciation week plans: Rene is purchasing t-shirts for the staff. PTO will support that financially (if needed) and also use budget to provide individual gift cards to staff.

**⇒ Action Items:**

Cheryl to set up flipgrids for each teacher so students can leave thank you videos.

Rene to provide list of other virtual thank yous in this week’s newsletter for parents.

PTO to provide Amazon gift cards (previous year’s budget was $2,000 but could spend more given the fact that Hoedown was cancelled).

**PTO Board Proposal for 2020-2021 School Year**

**bold = new position on board | bold and underline = new board member**

Co-President: Leah Curran

**Co-President: Emily Frese**

**President Elect: Martha Hicks**

Past President: Kathy Lake

Co-Secretary: Katie Nagus

**Co-Secretary: Katie Rees**

**Co-Treasurer: Jennifer Heinz**

Co-Programming: Lara Lewis

**Co-Programming: Maria Enz**

Co-Fundraising: Lisa Berger

**Co-Fundraising: Chris Mertz**

**Co-School Services: Rachel Toledo**

**Co-School Services: Deborah Albrecht**

**Co-Treasurer: Julie Grogan**