

# PTO Board Meeting

## Meeting Agenda & Minutes

Monument Academy PTO

Date: 02-17-2021

Time: 6:00pm

Location: Zoom

### I. Call to Order at 6:06pm

### II. Board Members in Attendance

✓ Kim Stoltenberg (President)	✓ Liz Scott (Secretary)	✓ Jessica Mayfield (Vice President)
✓ Kim Kays (President Elect)	✓ Samantha Brown (Treasurer)	○ Tanja Curtis (East PTO guest)

- MA Board Member - Melanie Strop

### III. Secretary's Report – review & approval of minutes of previous meeting

- No questions or requested changes to the 1/21 General PTO Meeting Minutes.
- Liz motioned to approve the report. Samantha seconded the motion. Unanimously approved.

### IV. Treasurer's Report – review of income & expense actuals, budget, and variances

- Samantha reviewed the report and highlighted the Fun Run records that had been updated.
- Approximately \$30,000 in funds rolling over to next year.
- \$3,000 allocated for teacher grants with approximately \$2,648 remaining to distribute.
- Samantha motioned to approve the report. Jessica seconded the motion. Unanimously approved.

### V. Old Business – informative / discussion / approval items from previous meetings

#### 1. Pavilion Update

- Kim S. reported that Vinnie has the information required to begin working on permits.

### VI. New Business – topics introduced in this meeting

#### 1. Grant Requests

- P.E. and music teachers' request (Benz & Vroom) – Drum Alive Set - \$1,144; Kim S. motioned to approve. Jessica seconded the motion. Unanimously approved.
- Preschool teacher's request (Gosling) – Curriculum enhancers - \$91.77; Jessica motioned to approve. Samantha seconded. Unanimously approved.
- Art teacher's request (Carlander) – Two items (Amazon list - \$203.05 & shelving - \$199.53); Samantha motioned to approve. Jessica seconded. Unanimously approved.
- Kinder Team request – Sunshade - \$32.98 & bench \$400; Liz motioned to approve.

- Samantha seconded. 6 – ayes; 1 – nay = approved.
  - Will ask Mrs. Collier/Librarian to apply next year since she has already received support from the PTO this year.
2. Kindergarten request for playground ground cover improvements
    - Kim S. recommends focusing on Kindergarten improvements for next year’s board.
    - Liz asked if this would be the maintenance budget and Melanie explained that it is no.
    - Jessica will look into more appraisal numbers for a shade structure.
  3. Filling Board Positions
    - Kim K. – President Elect will be continuing next year.
    - Need to vote on all other positions in May at the General Meeting.
    - Chairs also need to be filled. Each member will check with their subcommittees to see who will remain on next year.
  4. Upcoming tasks
    - Summer Workbooks. Samantha will reach out to Allison for way forward. This activity barely broke even last year
    - Edukits - \$3.00 markup for next year. It brings in about \$1,000. Good to go for next year.
    - Parking Spot Auction – Jessica will reach out to Sara to see what she needs for this to occur May 3<sup>rd</sup> – May 7<sup>th</sup>.
    - BoxTops Chair – will not be needed next year since it is all automated. Should be included in the LN and other advertisements.
  5. Gummy Snacks and Water
    - Water does not expire for a long time and will remain in the PTO office and be used at next year’s Fun Run.
    - Gummy snacks expire. Kim S. to reach out to the nurses and grade leads to see if they can utilize them.
  6. East PTO Report
    - Kim S. reported from Tanya that Teacher Appreciation Week is going well and wanted to pass along her thanks to West PTO for their support in providing extra serving dishes and wear.
  7. Open Discussion
    - Liz was contacted by Patricia Ross (Webmaster) to determine how long minutes should be kept on the website. Kim S. will send out the 502.1.c paperwork to see if there is any requirement for this. Kim S. keeps a USB of all records and will keep the PTO minutes.
    - Kim K. requested that we push Board Meeting later. 6:30 was agreed upon for the April meeting.
    - Melanie Strop shared her appreciation for each PTO member.

## **VII. Review of Action Items** – requiring follow-up

1. Chairs need to be followed-up to see who is participating next year or who needs replacements.
2. LN advertisements for Board Members (include Pres Elect email address for interest). Kim K. will reach out to those who have shown interest.
3. Samantha will reach out to the teachers regarding their grant results.

4. Samantha will reach out to Allison regarding the way forward for Summer Workbooks.
5. Jessica will reach out to Sara to see what support is needed for the Parking Spot Auction.
6. Kim S. to reach out to nurses or grade leads to provide gummy snacks.
7. Liz to reach back out to Patricia Ross regarding records keeping on the websites.

**VIII. Next Meeting ~**    Date: [3/18/2021](#)    Time: [8:30am](#)    Location:  
Zoom

**IX. Adjournment** at [7:15pm](#)

Kim K. motioned to adjourn. Samantha seconded the motion. Unanimously approved.