

Attendees: Kristin, Jess, Paula, Torie, Ann, Erika, Heather, Leslie

Reminder: Please reply to all on this email with updates to your action items by May 1st. Thanks everyone!

- May Special Meeting
 - Two agenda items: vote on new board and to delay 2020-2021 budget approval until the first general meeting of next year
 - Leslie will review slate in the meeting. KK will remind everyone at the beginning of the meeting that we aren't taking questions or discussing other agenda items.
 - KK to send update board list to Hicks and then forward to Leslie and Torie. KK will update FB and website.
 - Torie: Post agenda to the website. Copy link when posted to the FB event for the special meeting.
 - KK: Send Mr. Hicks link to meeting
 - For both items, we will call for a vote per normal process. For election of new board, Jess/Torie/Erika will be prepared to be the 1st and 2nd approvers.
- Budget for next year
 - Paula will work on timing for the budget next year (will be over the summer once we can meet in person)
 - Tonya/Paula will meet with Mr. Hicks/Val before the budget is updated
- Finance Audit
 - Most PTO boards are waiting to see what happens with restrictions before deciding on timing
 - Paula will track this and will let the board know when we are ready to
 - Calendar reminder June 1st - Paula
- Room parent email
 - Email went to room parents today
 - Advised room parents to spend the rest of their money via electronic gift cards
 - Ms. Monahan asked for adjectives for a project that the school is doing
 - Listed school sponsors as an option for electronic gift cards
 - Also included link to local businesses
 - Thank you emails have gone over well
 - Encourage room parents to keep up the communication, keep up the spirits
- Teacher Appreciation
 - Week of May 4th
 - Electronic gift cards will be sent from Austin Tea Xchange on May 6th (big thanks from this sponsor!)
 - If you have any idea, let Jess know
 - Some virtual activities planned also
 - Another email to room parents on 27Apr20 with the schedule to be shared with classes, Jess is working with TA chairs
- Questions for Mr. Hicks
 - Picking up personal belongings
 - Any way to get kids workbooks (consumables) that could be used at home
 - Still a lot of questions about incoming kinders (suggestions to add additional guidance to be included in the Mustang Messenger)
 - Transition activities - forward LPE MM to Falconhead neighborhood
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Kinder Events

Combine with playdate or Meet the Teacher. Paula will discuss with Mr. Hicks over the summer.

Mr. Hicks will work to make and post a video early next week

- Video is now expected next Monday
- Georgia (SuCo Pres posting as well)
- Feedback on grading/confirmation on everyone being promoted was discussed. Feedback on concerns on whether those messages were conflicting was provided to Mr. Hicks.
- Spending Updates
 - Book cases – need pricing and then donation from Kristin
 - KK to send Val a FU email next week
 - Shades
 - Color selection completed
 - KK FU email next week if nothing is received on updates
 - Maker Space
 - Faculty point person will be Mrs. Larrew. She has a list already with pricing.
 - Heather is working on this. ~\$4200 for shelving, storage, and some consumables.
 - Some of the high tech stuff that costs more may have to wait until after Apex
 - Orders and shipments will depend on when staff is there to receive shipments
 - Will need a donation form if over \$1000
- Erika will check with father/daughter dance on any spending/reimbursement?
 - Paula is following-up on this now
- Transitions
 - Reminder it is the outgoing board member's responsibility to complete the transition
 - Some position binders are at school, arrange with Mr. Hicks if pick-up needed
- Q&A with Mr. Hicks/Ms. Ruby
 - Under discussion, but probably not needed after the Lancaster FB Live.
- Other Actions
 - Documentation of tax free days - KK following up
 - 5th grade activities - reach out and see if they need help (KK will email Ms. Malone)