

PTO meeting minutes 9/10/2019

Location: Jacob Wismer cafeteria

Date: Tuesday, September 10th, 2019

Time: 7 pm

Attendees: Joan McFadden, Erika Heslin, Sonia Lall, Cara Coates, Shauna Rakshe, Shalini Sivas, Lori Near, Amanda Netter, Alex Yau, Margarita Angriano Thygesen, Margaret Maes, Pooja Madan, Allison Guilfoyle, Ruma Akther, Amy Roskowski, Priya Mani

Agenda items

1. Welcome and introductions

2. Treasurer report

- **Bank document changeover approved by board: Add Sonia Lall and Shalini Sivas to signers list; remove Amy Roskowski, Lauren Mauery**
- Copy expenses have increased; 600/year budgeted, suggest increase to 1000

3. VP fundraising report: Eagle Run (given by activity chairs Lori & Amanda)

- Thanks for budget increase
- Spent 3000 of 6000—lawn signs; race bibs for every student (keepsake with year & logo); don't need to collect bibs, they can wear home; eventually (future years) will have logos of corporate sponsors on bibs; held on with safety pins (parent help); purchased banners, tents (one for each class); trying to make fun and memorable with teachers in eagle costumes, etc.; purchased giant rainbow arch (color theme); will also purchase bubble machines (for near arch); every student will also get a silicone bracelet, branded with Eagle Run & year; working with Joan & Erika to plan and to organize spirit days
- website is updated with spirit day info, fundraising info & start times; need to update website to say eagle run rather than jogathon
- have some prizes already: Pietro's pizza donation (achievement certificate) of free meal for each student (~\$3400); can get a lot of donations from companies by applying on company websites (Chick-Fil-A, Bundt cakes, etc.); Powells will not donate but offers to host book drive & sale; still hearing back from some companies; every kid will get some kind of prize no matter what (this was a priority for this year), trying to build school spirit; need to consider pizza party some more, maybe throw water balloon

instead of pies, there has been some feedback over years re: some kids don't get to participate fully, so will try to incorporate feedback

- Intel match: Intel has changed policy, there is possibility that some donations may not be matched, there are directions in Intel matching instructions to get best chance of match, Intel is now capping donations per quarter so need to get requests in early in quarter, 3rd quarter ends Sept. 30th and cap is not yet met, so undistributed funds will get rolled over till 4th quarter. Our event is at start of 4th quarter so we will encourage people to submit donations AFTER Oct 1st so there's a better chance it will get matched. Eagle Run envelopes are due Oct 18th for prizes, although donations accepted anytime. Many schools have similar time frames so important to donate early in October. Re date there will be instructions in the envelope with screenshots. Nike instructions also checked. Columbia instructions still need to be checked.
- Otter pops are in freezer already, vertical and separated. Envelopes will go out Monday the 16th.
- Classes in a single grade will run figure 8s, one grade at a time. Spirit days: whole school wears one color (one week before). On race day, each classroom wears a different color. 2 volunteers will go in each classroom to help with safety pins; bib has name & color. 3 parents to help mark laps at each tent. Kids start at tent and get marked at their own tent. (So need 5 volunteers for every class at least). There will be noisemakers at the tents too. After race each kid's # of laps get marked down at each tent so kids can just take bibs home right away. Can also take pictures with banners to thank sponsors. Also need volunteers at figure 8 intersection with stop & go signs to do traffic control. Nobody will be allowed anywhere but the lower parking lot to watch unless background checked (but due to figure 8 everyone will be able to see their kids). Need to create a pit stop for bib marking at each tent to reduce traffic jams (come off track & go back on after).
- Need to orient volunteers beforehand? Will have detailed instructions for teachers but need them for volunteers too (email when signup or something), or maybe a volunteer meeting in advance, even if just 15 minutes early on day of (volunteers might not read instructions)
- lawn signs etc. have a qr code to scan that takes you to pledgestar (will be up at back to school night)

4. Principal's report

- Back to school night tomorrow & day after; presentation before not from school but from tag

5. Vice principal's report

- Same week as Jogathon is first walk & bike to school (Oct 2nd); want to have once a month and have district support for this

6. VP community events report

- Fall event chair is not able to do event so VP community events will take over; will have each grade wear a color; want to have icebreaker to get people to interact; hoping to find a DJ still; are we allowed to hook up iphone to speaker system? Yes, but need the correct adaptor; working on planning this still and still need Erika & Joan's approval
- Margarita is interested in author visit chair position (grandma is author); Amy is working on coordinating with Findley in the spring to arrange something, has nothing yet for fall. Margarita will take over author visit activity chair position.

7. Volunteer coordinator's report

- Chair training (Margaret)
 - Updated chair guidelines to help chairs figure out their jobs; Lori in office is reviewing, then will send out to all activity chairs
 - Still available: spring dance, co-chairs for book fair & clothes closet/lost and found; OBOB grade level chairs for 4th & 5th grades
 - OBOB: What is best way to reach 4th & 5th graders? Write something & send to teachers, then have them forward to their parents. Get approval from Joan first. Need paperwork for money.
 - Joan will talk about OBOB at back to school night
 - Difficult to hold battles only in morning
- Upcoming volunteer needs (Pooja)
 - Going to update volunteers in the system

8. PTO liason grade level report

- Too early to report on much
- Do not need Junior Great Books budget; Cara will remove from budget list

9. New business/adjournment

Action items	Owner(s)	Deadline	Status
Create green team chair position; recruit volunteer	Margaret Maes	Sept. 2019	Complete. Chair is Sonia Lall.
Proposal re: matched vs. nonmatched Jogathon donations	Jogathon chairs	Sept. 2019	In progress

Action items	Owner(s)	Deadline	Status
OBOB book budget proposal	Shauna Rakshe, Cara Coates	June 30 th , 2018	Complete
Create webmaster chair position	Margaret Maes	Sept. 2019	Complete
Revise 2019-20 budget as per vote	Cara Coates	Sept. 2019	Complete
Recommendation on Junior Great Books budget for 2019-20	JGB chair, Cara Coates	Sept. 2019	Complete

NEW ACTION ITEMS

Change bank signers list	Cara Coates	Sept. 2019
Plan Fall Event & get approval from school	Alex Yau	Oct. 2019
Distribute activity chair guidelines	Margaret Maes	Oct. 2019
Update website to reflect name change to Eagle Run	Shauna Rakshe	Sept. 2019
Update author visit chair to Margarita	Margaret Maes	Sept. 2019
Remove Junior Great Books budget item	Cara Coates	Oct. 2019