

PTO Meeting Notes May 11, 2020

Call to Order – Felicia Klitch

Officer Reports:

President: Felicia Klitch

- Committees; we need to start putting feelers out to see who is interested and able to serve on different committees this year. Most immediate the “Athon” Committee for the fall. TBD
- Discussed dates for various activities. All of which are TBD pending what the district decides moving forward.
 - Tentative dates: Mid-June we should have schedules and scenarios ready to go.
 - Kinder Evaluation 10th of August
 - Ice Cream Social August 13th or 14th (Educator breakfast 13th)
 - Back to School – 5th grade is usually back to back with Eco week info night
 - Back to School – 1st-4th grade possibly week of the 17th (20th or 27th)
 - Ice Cream Social will not be assigned a committee, PTO officers will take the lead on this.
 - Possibly do popsicles/ice cream sandwiches/already prepared treats. This eliminates sanitation issues as well as allergy issues.
 - We can also work with PSD to get treats at cost.
- Holiday Shop
 - Possibly do lost and found swap with a different school
 - Focus on the needs of our school and community to decide steps moving forward
 - This year might have more of a focus on PROVIDING

Vice President: Nicole Hirschfield

- Walk-a-thon -refer to as Fall Fundraiser
 - Start a committee for this fundraiser: Ideally 5 people to run the committee. PTO will oversee but we need to pass responsibilities to other individuals
 - Depending on what things look like in the fall it might be better to do a read-a-thon
 - If walk-a-thon happens we should look at scaling down the online payment info gathered. Make it simpler.
- Gratitude Chair: Sherry McGuire
 - This is so we can focus on appreciating everyone who volunteers and gives their time/money/talents to our school and various activities
- Still need to find people for an Educator Appreciation Committee

Treasurer: Barb Gustison

- Purchasing Card (P Card) is what we use for expenses. Please make sure to send a receipt as well as a description to Barb for all purchases (pictures attached to emails are sufficient).

- When checking out the P Card from Dawn be sure to give her advanced notice (a day or more).
- All P Card transactions are TAX EXEMPT. The tax-exempt information can be found on the physical card.
- Help keep everything organized by informing Barb of any expenses as well as revenue. (Donated items count as revenue, include approximate value of such items for Barb.)
- Budget presented; multiple spreadsheets detailing expenses and revenue for the school. Largest money makers are currently King Soopers and the Walkathon.

Volunteer Coordinator: Heidi Del Muro

- Moving forward we need a description of what we are looking for, for the fall fundraiser committee as well as the teacher appreciation committee.
 - Committees will be supported by the PTO, but they are responsible for carrying out the various fundraisers/activities
- Hold a Volunteer meeting (possibly the same meeting as the room parent meeting we have had in past years) at the beginning of the year to go through how the volunteer process works. Make sure we get enough volunteers together that can support each classroom teacher.
- Make a video that each classroom teacher can play at back to school night, so everyone gets the same information about volunteering. This could potentially get more parent volunteers.

Liaison: Jen McCoy:

- Send out survey on Seesaw to gauge interest in committees and volunteering next year
- Will do May 12, 2020
- Additional surveys to be sent out this fall (Riffenburgh Family Businesses etc.)

Melanie Mierzwa:

- Community Board at front of school to highlight our families' businesses so we can support fellow Road Runners
- There is supposed to be a new volunteer system coming to the school TBD by the district
- Small video of PTO for teachers to present at Back to School Night (consistency)

Next Meeting:

1. *Results of our May 12th survey*
2. *Parent Engagement Night (how that will look next year)*