



**Colfax K-8
Parent-Teacher Organization
Meeting Minutes
August 20, 2019
Carnegie Library, Sq. Hill**



Ross Ingram, PTO President, called meeting to order at 7:00p.m. This was the first PTO board meeting.

Meeting Summary:

- *Board Members, present:* Amanda Cline, Jeanine Weiss, Mitch Franzos, Sarah Grubb and Ross Ingram
 - *Absent:* Carol Smith & Tiffany Stuckey

New Business

- **Mitch** went over the budget and procedures
 - Reimbursement - **there is a new form to be used located on the PTO website.**
 - Discussed using the new debit card. It will be held by the treasurer and upon request can be used to buy supplies for events.
 - Current balance - \$16,085 in Money market and \$50,000 checking.
 - We now have a new Wiki PTO site that board members can upload information too.
 - ACTION ITEM:
 - Go over projected expenses for all events.
 - Contact IRS to see if we are on track for donation match program
- **Jeanine** discussed communications.
 - We reviewed the first communicator, which was being emailed the wednesday before the open house night.
 - Thursday the directory request was being sent out.
 - Sunday will be the first weekly email; includes first day information.
 - A new PTO website will be arriving soon.
- **Sarah** discussed events
 - Back to school night; check in and new procedure.
 - Kinder playdate - that Saturday and perhaps another one as the year begins.
 - T4T event - discussed donations for bagels. Putting signs up and getting them in the email.
 - Spirit wear will be in September.
 - ACTION ITEM:
 - Confirm back to school procedure.
 - Look into PTO t-shirts to be ordered for the board members to wear during events.
- **Ross**
 - Wants to meet with various people in the Colfax community such as HR reps and new teachers.
 - Discussed the overcrowding meeting on 9/12; How can we help make it productive. What can we do as parents to move the conversation forward and come up with a solution? What are the constraints that we have to work

withinWhat do we do after the meeting? Should we create a committee of parents to keep the conversation going?

- o Fiesta - Date is 9/25 from 5:30-7
- o Brainstormed P4P venues: Ice skating rink, Zoo Bryant St, PCA, Humphreys.
- o Handbook - posting to website soon
- o ACTION: Make the handbook phone ready