

**Colfax PTO Executive Board
Wednesday, September 24, 2008
Minutes**

In attendance:

Tom Juring- Co-President
Beth Tiffany - Co-President
Mike Dickey – VP Fundraising
Paul Foster – VP Communications
Ida Simpson – VP Special Events
Katherine Cosentino - Treasurer
Mike and Darcy Gordon – Co-Secretaries
Randi Sarkin – Staff Liaison

Meeting convened at 6:10 p.m.

1. Fiesta wrapup and overall PTO processes - Tom Juring

- Thanks for effort in making Colfax better for our children.
- Can be frustrating when people want to do things in different ways, but it is part of the process and the results of our efforts have been amazing. Please feel free to call Tom to be a sounding board if needed.
- Fiesta was a great success. Excellent turnout, three times the amount of people who RSVP'ed.
- Flyers were sent a little late, so we should try in the future to distribute as soon as dates and details are finalized.
- Randi Sarkin – Teachers need to know in advance as well. We can note things in EB Meetings that would be pertinent to teachers and/or go through minutes and pull things out.

2. Directory/Newsletter – Paul Foster

- 318 students currently in the directory, just under half.
- Each classroom will get a form to fill out for those not currently included.
- E-mail has been sent to those in last year's directory who didn't provide info this year.
- Target date for distribution is Monday, October 6.
- Newsletter target is Friday, September 26.

3. Treasurer's Report – Katherine Cosentino

- Treasurer's report attached
- Future EB Meetings – Potluck style to limit expenses. Host and others provide refreshments, collect for babysitting if needed. First meeting of year might require expenses because everyone is new.
- PTO financial forms are available and on the website.
- Working on 990 form, which is due Nov. 17.
- **Motion by Tom Juring to purchase form 990 software tool for \$25 to assist Katherine, second by Beth Tiffany. Motion carries unanimously.**
- Request process for \$5 per child for field trip/enrichment activity at the discretion of the teachers. Katherine would like to create application form with guidelines for teachers.
- We encourage teachers to work at their grade levels.
- Randi Sarkin to e-mail teachers requesting they meet with their grade levels and provide information about their respective plans.
- Katherine also would like to create an expense reimbursement form to help with that process.

- Randi Sarkin brought teacher wish lists. Maggie will publish for homeroom reps to work with parents. Following that, we can publish in newsletter. Beth and Randi will move this process forward.

4. Calendar of events

Wednesday, Oct. 15 – Book Bingo Family Fun Night (6:00 – 7:30 p.m.)

November 8-16 – Barnes & Noble Book Fair, Colfax Night will be Wednesday, November 12.

Tuesday, November 4 - Bake Sale at polling place.

January 23 – February 13 – Read-a-Thon

Wednesday, January 28 – Ice Skating Family Fun Night (7:00 – 9:00 p.m.)

February – Party for Play-type fundraiser party.

End of February – Mosaic, Date TBD

March/April – Movie Night and/or Extravaganza? Dates TBD

June - Carnival – Wednesday, June 10?

5. Playground Update – Tom Juring

- Remaining issues are retaining wall and final payment
- We have approved plans for retaining wall and will solicit bids from contractors.
- EB believes we are being asked to pay for permanent infrastructure improvements to the property of the school (fence and retaining wall).

6. Fundraising – Mike Dickey

- Kids Stuff Coupon Books are ready and will be distributed soon.
- Promotional flyers to come.
- One will go to each child, numbered and in bags for distribution.
- Book is improved from last year, more local stuff.
- Try to tie fundraising activities to specific benefits they are paying for.

8. Miscellaneous

- Create an inventory list of permanent equipment/supplies we own, plus some storage space needed. Identify and mark everything owned by PTO.
- Still looking for a newsletter ad coordinator.
- PTO profiles/photos will be solicited for bulletin board.

Send to rsarkin1@pghboe.net

Meeting adjourned at 7:53 p.m.

Minutes submitted by Mike Gordon, co-secretary