

***Parent Teacher Organization (PTO) Meeting, Colfax Spanish Academy
School Year 2005-2006
Thursday, June 1, 2006***

Where: Music Room, Colfax Spanish Academy, 2332 Beechwood Blvd., Pittsburgh, PA 15217

Meeting Commenced: 7:00pm

Meeting Adjourned: approx. 9pm

EB in attendance: Cate Axtman, Brian Jacobson, Cathy Kress, Barbara Litt, Carolyn Ludwig, David May-Stein, Donna McCartney and Cindy Pace

1. This was the ninth, and final PTO meeting for the 2005-2006 school year. Attendance was approximately 30 people.
2. Donna McCartney commenced the meeting with an appreciation to PTO Executive Board members, from this school year and the previous school year:

PTO President	Lisa Schlar & Darcy TeVault, 2004-2005 school year Cate Axtman, 2005-2006 school year
PTO Secretary	Amy Seibert, 2004-2005 school year Carolyn Ludwig, 2005-2006 school year
PTO Treasurer	Barbara Litt, both school years
Communications	Brian Jacobson, 2005-2006 school year
Fundraising	Cindy Pace, 2005-2006 school year
Special Events	Cathy Kress, both school years

A token of appreciation was given to the EB from the teachers and staff of Colfax. PTO Presidents received an angel ornament and all other offices received an attractive organizer booklet.

3. David May-Stein expressed his gratitude to Donna for the tireless efforts she gives to the PTO and Colfax. David also expressed his appreciation for the hard work and time commitment that Lisa Schlar and Cate Axtman dedicated to Colfax as PTO Presidents. David thanked Shannon Ewing for stepping up to the challenge as PTO President for this coming school year and he assured Shannon that she would continue the great legacy of success as President of the PTO.
4. As this year's Volunteer Coordinators, Shannon Ewing and Ellen Rubin gave a grateful note of thanks and appreciation to all who had volunteered in any capacity this past school year and gave of themselves in so many ways. Presented were 2 gift baskets, donated by the Alagar family, as a "thank you drawing", open to all the volunteers. The lucky winners were Cathy Kress and Stephanie Land. Also, a "thank you cake" was presented and passed out to all!
5. Cathy Kress then began the Carnival update/overview:
 - a. Carnival will be held on Wednesday, June 14 from 5:30pm till 8:30pm.
 - b. Carnival is Colfax's year-end celebration and is the biggest event of the school year.
 - c. The PTO Newsletter (the final newsletter of the school year) will be distributed next week and the entire issue is dedicated to Carnival.

- d. Beautiful paintings were created by the Art Club, led by Dina Ruta, and they are currently on display at Tango Café. On the day of Carnaval, these paintings will be displayed at the school.
- e. Some students in the upper grades worked on a project with the Manchester Craftsman Guild taking digital photos of carnival scenes. These works of art will also be on display at the school during Carnaval.
- f. Shannon Ewing and Ellen Rubin talked about the volunteer list for Carnaval. Mentioned was the plan to send a flyer home on Monday outlining the volunteer needs for Carnaval (on the b-side will be info about when to bring your donated dish for the global café), with specific information. When volunteers arrive, they are to check in at the Volunteer table and they can pick-up a volunteer apron. Also, the Kwantis Club is volunteering and will fill open shifts.
- g. Alicia Alli thanked Forward Litho for, again, providing all of our color posters free of charge to Colfax. Alicia has posted the flyers all over the area. Cate Axtman announced that formal invitations were recently sent to BOE people and government officials. Sidney Manasala created the invitation. Thank you Sidney!
- h. Kate Borger discussed the music for the evening. Besame, a Colombian group, consisting of 3 or 4 musicians, will play at Carnaval from 7pm till 8pm. They will perform some traditional Colombian children's songs. CAPA may come, but so far, no commitment has been made here. Joe Pino will set-up a professional sound system and Kate will be DJ for the course of Carnaval, minus the time Besame is performing. Brian Jacobson discussed the possibility of building some type of stage. Mike Devine will need to oversee the safeness of the stage. Various stage ideas were introduced, including the possibility of renting a stage (Alan Finkelstein will look into this) or obtaining one from Construction Junction (Cate Axtman will look into this). Cathy Kress gave the update on the other entertainment venues, which included 2 strolling performers (a balloon guy and a ventriloquist), the fire truck, caricature and face painting (headed by Samantha Pace), the fish pond will return (headed by Ann and Yvette Myrick), pony rides (Kay Waylon is returning again this year), and two bouncers will be placed in the front of the school (one for the younger children and one for the older children).
- i. Amy Korb gave the Food Committee update. Again this year, the grill will be set up (this year, outside the Art room on the grassy area). Hamburgers and hot dogs will be available. Also, pizza will be available this year. The global café will take place inside the Art Room this year, cafeteria style. A tasting plate will cost \$3.00. Beverages will include diet lemonade, regular lemonade and water. Three cashiers will man each shift (collecting money – cash will be collected directly when purchasing food/beverages, handing out plates, and offering the beverages). All eating (sitting area) will be in the grassy area outside the Art Room. 250 smiley cookies were donated by Eat'n Park and Kool Treats will come with their truck and sell ice cream treats and share the profit with us. Also, ordering food for the day-crew came up in discussion.
- j. Alicia Alli gave the update for the Games/Prizes Committee. Lisa Stupar and Alicia selected and outright purchased the prizes for this year's Carnaval. 13 games will be available (some made by the classrooms and

some rented). Alicia expressed a need to borrow some bins for the prize tent and also, Donna mentioned the importance of sufficiently manning the prize tent during the last hour of Carnaval.

- k. For the Decorating Committee, Cathy reported that AnnMarie Ganovsky planned on hanging a big banner spelling “Colfax Carnaval” decorated by students.
- l. For the Community Outreach/Cultural Tent Committee, Carolyn Ludwig announced that though we only have one commitment from the school community to host a Cultural Tent (Japan), we have a nice response from the outside community to host Community Tents, including Colombia En Pittsburgh, the JCC, La Escuelita Arcoiris, PATHS, the Girl Scouts and the Boy Scouts, Tango Café, The Hispanic Center, Charles Morris Nursing & Rehab, the Carnegie Library of Pittsburgh, Squirrel Hill branch, the Squirrel Hill Urban Coalition and LACU.
- m. Barbara Litt, heading up the Ticket Committee and the finances for the Carnaval, stated that tickets will again be 25 cents this year. You need to purchase tickets in order to play the games, ride the ponies, jump in the bouncer, and for the face painting & caricatures. The games will range from 1 to 3 tickets per game. The pony rides will be \$2.00 and the bouncer will be \$1.00. So far, about \$150.00 has been collected in advance ticket sales. Overall money collection will take place throughout the night by about 3 people, and Sy Alli will oversee this collection. The 50/50 raffle will be held again this year and ideally, we’d like 2 people per shift to walk around the Carnaval area selling tickets. At the close of Carnaval, Barbara will be counting all the money collected. Barbara stated that if you need a payment to be ready (ie. check payment) for the night of Carnaval, please let her know by Tuesday and have your “Request for Reimbursement” form completed. Lastly, Barbara reiterated the importance of submitting your Carnaval reimbursements by June 21, due to the closing of our fiscal year on June 30.
- n. For the Colfax table, Donna McCartney talked about the Carnaval t-shirts. She will be placing the remaining t-shirts at the table to sell and about 40 shirts are currently left – all adult sizes. Also, other papers will be distributed at the Colfax table.
- o. Cathy talked about the PTO table. Tie Die t-shirts will be available for purchase. Also a big map and a big thank you poster board will be available for view at the table. No programs will be distributed this year.
- p. The book fair will again take place in the music room, headed by Jane Wolfson.
- q. Set-up starts at 8:20am after the last morning bell (Brian Jacobson heading up the set-up) and clean-up starts at 8:30pm.
- r. A pep rally for Carnaval will be held on Monday, June 12 at 1pm. Students will create wearable items or shakers in art class to bring or wear in the rally.

6. Other PTO news included:

- a. David May-Stein mentioned “Transition Tuesday”, scheduled for Tuesday, June 6 from 6:00-8:00pm. This “open house” will consist of a school tour, beginning at 6pm. This is specifically geared to new families

who will be coming to Colfax this Fall. From 7:00-8:00pm, David will conduct a question and answer open forum regarding the ALA status of Colfax. This event is designed to help with some of the discontent surrounding the closing of designated schools and the reassignment of those students to other schools within the District. The Right-Sizing plan will affect approximately 25-50 students transferring to Colfax next year. Decisions regarding the hiring of personnel at the ALA's is expected to be approved by the BOE at the June 21 Board meeting.

- b. Barbara Litt, Colfax's PATHS parent liaison, reminded everyone that PATHS will offer a Coffee Hour workshop to discuss, in open forum style, some of the concerns or issues parents have regarding Colfax's change to an ALA status. This workshop will be held tomorrow morning, Friday, June 2 at 8:10am in the Art Room.
- c. Regarding the issue of using candy as part of the rewards system at Colfax, Judy Hartman will work over the summer to obtain info and input regarding this important issue and part of this process will be in helping teachers to find an effective replacement. Parents can suggest or work on these replacement rewards.
- d. The last announcement was concerning an Open House at Colfax on Thursday, August 17. Mark your calendars!

Respectfully Submitted,
Carolyn Ludwig
Secretary