



**Colfax K-8
Parent-Teacher Organization**
Meeting Agenda
March 15, 2021
ZOOM MEETING



(contact president@colfaxpto.org for login)

President.

- **Vision:** *The Colfax K-8 2020-21 school year was a different great year. Online. Together.*
- **Strategy:** 1) Be Positive. 2) Work Together. 3) Help Each Other.

Completed Activities

- Board executed purchase of "Science Kits" materials for Grades 3-8 students within the \$4300 expenditure previously approved by the community. [Thanks, Natalia!]
- Board executed purchase of "PBIS Rewards Store" materials within the \$500 previously approved by the community. [Thanks, Natalia!]
- Colfax K-8 Communicator newsletter released. www.colfaxpto.org [Thanks, Jeanine!]

Treasury Report.

- Beginning Balance? Income? Expenses? Ending Balance? [Natalia, Kuei-o]

Old Business (updates)

- Filling PTO Board positions 2021-22. [Ross]
- Treasury – 1) Previous year's tax filing, 2) Audit of financial records.
- Events—Community Book Drive with Mr. Z. [Stephanie]

Upcoming Activities

- **2021-22 Colfax K-8 PTO Elections.** Please contact president@colfaxpto.org if interested in serving and learning more about the responsibilities. [Ross]
 - o **Apr. 21**—President Nominations & Election.
 - o **May 12**—Officer (non-president) Nominations & Elections.
- **May 12— 2021-22 Colfax K-8 PTO Budget Confirmation.** Proposal will be developed by the current board in months preceding the vote. Community input should be made now. [Ross]

New Business (motions and votes or establish new actions)

- 2021-22 Colfax K-8 Draft Budget.

The End.

TABLED BUSINESS ...

- **Colfax facemasks. [Lisa]**
 - o Action from last time: Lisa to investigate other options and others share any leads with her.
- **Popcorn Fundraiser. [Lisa]**
 - o Action: Lisa and Natalia to discuss further at future meeting.
- **“Getting to Know you” Concept. [Stephanie]**
 - o Action from last time: Dr. Woods to review and approve before sending.
- **2020-21 Chairs and co-chairs identification. Especially P-4-P, Carnival alternative. [Ross]**
- **Community Liaison Part II.** Someone from each of the zip codes to work with PTO. Help connect families together from each neighborhood and therefore help connect them to the Colfax Community/PTO. **[Stephanie].**
- **Filling positions 2021-22 and beyond.** PTO President (my two year term will be up!). Communications (especially Communicator). Other?
 - o *During this school year we need to recruit a new Communications lead and consider find a new software option (if not MS Word). All]*
- **Community Liaison.** 1 or 2 people who basically can field questions about the Colfax community in general. **[Stephanie].**
- **PTO Officer Communication.** Move PTO communications from email to Slack? **[Jason Dancisin and Ross]**
- **Movie Night Alternative.** Student homemade movies. **[Stephanie].**

Additional, Additional Topics (collected by Karey 20201208)

PTO Board vs. Community meeting topics – how to avoid duplication and make it more enticing/interesting for parents
PTO funds to help families during virtual learning?
Board Tab process for PTO-funded school tech and services
Who gives school tours?
Play it Forward/Coat Drive/etc
PTO vs. PSCC vs. stand-alone initiatives
Homeroom Reps - status/who are they this year/what is needed during virtual
Survey staff for how PTO can best support them?
Survey families on what PTO priorities should be/what they like?
Linking PTO spending to School Improvement Plan/School Plan for Excellence
Prepare summary of PTO position duties and time commitment for advertising for volunteers
Accessibility focused PTO position?
Outdoor classroom PTO support
PTO Handbook updates

Future Activities

Help from the Board?

Treasury

- Update on Audit Plan for 2019-20 School Year.
- Update on income tax filing for last fiscal year.
- Update on unpaid expenses from last year. (Catching up on ledger from last March).
- **Change in name from Colfax Spanish academy**
- Establish Natalia as co-owner of PTO bank account.
 - COVID-19 Impacts, de-obligating expenses. **[Ross]**