



**Colfax K-8
Parent-Teacher Organization
Meeting Agenda
May 4, 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.

Year-in-review and thanks. [Ross]

Completed Activities

- Colfax Book Drive #1 (and distribution) completed. [Stephanie]
- Elected President for 2021-22 school year. [Dave Lebel!]
- Chalk the Walk and Teacher Appreciation Week kickoff- email of thanks to teachers and staff with pictures.

Treasury Report.

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

Old Business (updates)

- PTO Officer Election. [Ross]
- PTO Draft for Approval. [Natalia]
- PBIS Rewards System – request for 2021-22 subscription.
- Treasury – Previous year’s tax filing status. [Natalia]

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 **May 12**—Officer (non-president) Nominations & Elections.
- **May 12— 2021-22 Colfax K-8 PTO Budget Confirmation.** Community input should be made now. [Ross]

New Business (motions and votes or establish new actions)

- 8th Grade Promotion.
- Audit of financial records. [Kuei-o]

The End.

Year-in-Review...

- 8/23 - Board support school request for \$350 expenditure to facilitate e-learning training for teaching staff.
- 8/23 - Board welcomes All Teachers & Staff with a "hello" and information email.
- 8/27 - Board contributes to Colfax's "Back to School" Night. Virtual event. [Ms. Bachman and Ms. Olshenske]
- 8/29 - Board facilitates Kindergarten (virtual) Playdate via zoom. [Tiffany]
- 9/7 - Board facilitates "Chalk the Walk" to welcome back teachers to the classrooms. [Stephanie]
- 9/7 - Board issues 2020-21 Colfax K-8 Handbook (updated Links & References, E-Learning Q&A's).
- 9/15 - Board distributes Teacher Grant Requests Forms to community for input.
- 9/23 - Board approves expenditure of \$1800 to purchase 55 web cameras for all Colfax teaching staff.
- 10/1 - Board promotes Natalia to Treasurer (previously Assistant Treasurer).
- 10/1 - Board issues "Back to School" Colfax Communicator newsletter. [Jeanine]
- 10/1 - Board completes recruitment of homeroom reps. [Tiffany]
- 10/1 - Community member communicates Box Top fundraising drive. [Cara Donahue]
- 10/5 - Colfax Directory completed and distributed to the community through the PTO. [Leslie Grodin]
- 10/6 - Board completes Spiritwear Sale (fundraiser). [Lisa]
- 12/8 - Board approves Teacher Grant request to fund PBIS Rewards software (\$1500).
- 12/8 - Board support Teacher Grant request to fund graphic tablet purchase for Grades 3-5 teachers.
- 12/31- Board completes Ask-Drive fundraiser. 84 Donations, ultimately over \$27,000 raised! [Lisa]
- 1/13 - Board elects new Assistant Treasurer. [Kuei-o]
- 2/2 - Board approves expenditure to purchase items for the PBIS Rewards Store- within budget of unused portion of approved expenditure for PBIS Rewards Software. (\$500).
- 2/2 - Web master completes significant updates to our website- now optimized for mobile devices. [Jason Dancisin]
- 2/2 - Board issues revision to the Colfax Handbook.
- 2/2 - Board issues "Colfax Cookbook" Colfax Communicator newsletter. [Jeanine and Stephanie]
- 2/7 - General Membership approves expenditure of \$4300 to purchase "science kits" materials for Grades 3-8 students.
- 4/22 - General Membership nominates and elects Dave Lebel as next year's PTO president.
- 4/28 - Board facilitated enrichment program review by teacher points of contacts (chess, Frick environmental center, Grow Pittsburgh, Colfax musical). [Karey, Natalia]
- 4/30 - Audit Team completes audit (with write-up) of treasury for the 2019-20 school year. [Kuei-o]
- 4/30 - Board completes Colfax Community Book Drive collection and distribution. [Stephanie!]
- 4/30 - Board completes survey to collect feedback from community on PTO-sponsored programs. [Natalia and Jason Dancisin]
- 5/7 - Board facilitates Teacher Appreciation Week engagement among community members including Chalk the Walk #2. [Stephanie]
- 5/12 - General Membership approves PTO budget for next school year.
- 5/12 - General Membership nominates and elects remaining officers for next year's PTO board.

Ongoing Operations throughout the year

- Capturing our (many) official board and membership communications (meetings, emails). [Karey]
- Facilitating and tracking all of our (many) expenditures and revenues. [Natalia]
- Communicating community updates and announcements to our Colfax families, teachers, and staff (weekly and special emails, Facebook). [Jeanine]

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 income tax filing for last fiscal year.**
- **Change in name from Colfax Spanish academy**