



Colfax K-8
Parent-Teacher Organization
Meeting Agenda
September 3, 2020
ZOOM MEETING



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.
- **Chair expectations:**
 - o You are in charge of your area. Identify backup in case something happens to you!
 - o Keep me informed and up-to-date (communicate a lot) so that. Email as frequently as you like.
 - o Do work in small groups and then report out at big meetings. Respect each other's time.

Completed Activities

Communications & Recruiting.

- **8/23** – Welcome Teachers & Staff. **Did teachers receive this? Didn't get any responses.** [Ross]
- **8/27** – **Back to School Night.** Virtual event. [Woods, Ross]
- **8/29** - **Kindergarten Playdate.** Zoom for each classroom. [Tiffany]

Treasury.

- Income/Outcome Updates? [Mitch, Natalia]

Old Business

- **Stephanie.** 9/7. Chalk the Walk. **Include times for K classes ("meet and greet"). → delayed 1 week**
- **Jeanine (and Ross).** 9/3 – 9/10. Back to School FAQs & Communicator. → delayed 1-2 weeks
- **Ross.** 9/3 – 9/10. PTO handbook. → delayed 1-2 weeks
- **Ross (and Jeanine).** Community Survey – PTO support? Prepare, circulate 8/31. → delayed 1-2 weeks
- **Ross (and Karey).** PSCC meeting agenda. Follow up with Dr. Woods week of 8/31. → delayed 1-2 weeks
- **Stephanie (and Board).** "Welcome Back Teacher Cook-in." Propose, pursue alternative. **→ Colfax masks.**
- **Stephanie (and Board).** "Getting to Know You" questions for Colfax staff. Start with non-teaching staff. Contact staff once school year is underway. **→ Board will discuss at our next meeting.**

Upcoming Activities

Events & Fundraising.

- **9/9. PSCC & PTO Meeting.** Agenda ideas? Plan for "online" questions dominating? [Dr. Woods, Ross]
- **9/17 – 9/27. Spiritwear.** Help needed? [Lisa]
- **End of September (tentative). Virtual Fiesta → Colfax Cookbook .** Help needed? [Stephanie]

Communications & Recruiting.

- **Now - September – Colfax Directory.** [Leslie Grodin and Ross]
- **Now – October – PTO Homeroom Reps.** Help needed? [Tiffany]

New Business (motions and votes or establish new actions)

- ?

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).
- Establish Natalia as co-owner of PTO bank account.

COVID-19 Impacts, de-obligating expenses. [Ross]

- **\$6000 Frick Environmental Center.** Completed. (confirmed with teachers, sent email to business).
- **\$1500 Grow Pittsburgh.** Completed. Continue maintenance \$3K for year. Reserve \$1500 option for Spring instruction. (confirmed with teachers and business).
- **\$5000 Frick Pittsburgh. Completed.** (confirmed with Woods, email to Grujich, business).
- **\$1500 Chess Club.** Completed. Reserve \$1500 option for Spring instruction. Fall in-person instruction not an option (\$1500). Extremely unlikely to resume in Winter/Spring. (confirming with Jitka, King as well as business)

Additional Topics

(table for next time?)

- **Now - September – 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].