



Colfax K-8
Parent-Teacher Organization
Meeting Agenda
November 10, 2020
ZOOM MEETING



<https://us02web.zoom.us/j/3538812857>

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

- 10/14. PSCC & PTO Meeting. Meeting minutes archived. [Karey]
- 10/6. Spiritwear arrived, deliveries underway. [Lisa]
- 10/29. Colfax Cookbook flyer completed and distributed to community. [Stephanie]
- 11/4. Classroom Grants (Amazon cards) successfully distributed. [Mitch]

Treasury Report.

- Beginning Balance? Income? Expenses? Ending Balance? [Mitch, Natalia]

Old Business (updates)

- Treasury Nomination. [Ross]
- 2020-21 Purchasing/Reimbursement/Grant Forms. [Mitch]
 - o Action from last time: Mitch to update online forms.
- 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.

Upcoming Activities (reminder)

- **11/18. 4:45-5:30.** PTO Meeting. [Ross]
- **11/18. 5:30-6:30. PSCC.** Topic TBD. [Dr. Woods]

New Business (motions and votes or establish new actions)

- Ask Drive.

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]**
- **\$1500 Grow Pittsburgh.** Completed. Continue maintenance \$3K for year. Reserve \$1500 option for Spring instruction. (confirmed with teachers and 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?)

- **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].**