



**Colfax K-8**  
**Parent-Teacher Organization**  
Board Meeting Agenda  
December 8, 2020  
ZOOM MEETING



(contact [president@colfaxpto.org](mailto:president@colfaxpto.org) for login)

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**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**

- 11/18. PTO Meeting. Meeting minutes archived. [Karey]
- 11/30. Individual teachers contacted to resolve issues receiving their Classroom Grants (Amazon cards). [Mitch]

**Treasury Report.**

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

**Old Business (updates)**

- Ask Drive.
- Colfax Cookbook. [Stephanie]
  - o Action: Stephanie will forward a flyer to Ms. Williams to send to families as a Remind and Talking Points communication (if possible) from the school on this item.
- Mental Health Resources or Assistance. [Natalia]
  - o Action from last time. Ms. Williams will follow-up with her staff on additional options for parents and potential options for the PTO to help.
- Treasury Nomination. [Ross]

**Upcoming Activities**

- **12/11 – 12/31.** Ask-Drive. [Lisa]
- **12/16. 4:45-5:30.** PTO Meeting. [Ross]
- **12/16. 5:30-6:30.** PSCC. Topic TBD. [Dr. Woods]

**New Business (motions and votes or establish new actions)**

- Teacher Grants. [Woods] – review asynchronous vote (description) to capture for our minutes.
  - o Graphic Tablets. (\$500).
  - o PBIS Rewards Teacher Grant. (\$1600)
- Other Funding Requests. [Ross]
  - o Mid-Level Technology. (\$150)
  - o Reading and Writing Contest. (\$300?)
- Teacher/Staff holiday gifts? Especially non homeroom teachers and staff.
- PTO Attendance & Security. (Natalia suggested posting our community meetings on the PTO Facebook page with an “Are you Attending” feature, which might build interest.)
- Other?

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