



Colfax K-8
Parent-Teacher Organization
Meeting Agenda
August 14, 2020
ZOOM MEETING



President.

- **Vision:** *The Colfax K-8 2020-21 school year was our best one yet.*
- **Motto (?):** Virtual. Outdoor. 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.

Treasury. [Mitch, Natalia]

Just a FYI....

- Review of current balance and 2020-21 approved budget.
- Review purchasing/reimbursement procedures. <https://colfaxpto.org/treasury.html>
- 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.

Ongoing Business.

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

- **\$6000 Frick Environmental Center.** Completed. (confirmed with teachers, sent email to business).
- **\$5000 Frick Pittsburgh.** Near completion. (confirmed with Woods, email to Grujich, business).
- **\$3000 Chess Club.** Ongoing. Fall in-person instruction not an option. Extremely unlikely to resume in Winter/Spring. (Discussing virtual options with Jitka, King as well as business)
- **\$1500 Grow Pittsburgh.** Ongoing. In-person Fall instruction not an option. Continue maintenance. Reserve option for Spring instruction. (Discussing with Morgano, Hills, Banycky, Woods. Working with business).

Objections?

Events & Fundraising.

Just FYI...

- **8/24, week of (tentative) - Back to School Night.** Virtual event. [Woods, Stephanie]
- **8/24, week of (tentative) - Welcome-Back Teacher Cook-in.** Boxed lunches. [Woods]
- **8/29 (tentative) - Kindergarten Playdate.** Zoom for each classroom. [Tiffany]
- **9/10 – 9/20 – Spiritwear.** Face masks & Shirts. [Lisa]
- **End of September (tentative) - Virtual Fiesta .** Community cookbook. [Stephanie]

Communications & Recruiting.

Just FYI...

- **8/24, week of (tentative) - All Teachers & Staff – hello and information email.** [Ross]
- **8/26 (tentative) – Back to School FAQs & Communicator.** [Jeanine]
- **8/28 (tentative) – 2020-21 Colfax K-8 PTO handbook.** [Ross]
- **Now - September – Colfax Directory.** All digital submission, distribution. [Leslie Groden and Ross]
- **Now - September – PTO Homeroom Reps.** [Tiffany]

New Business.

- **Now - 8/31 (tentative) - Welcome back to (virtual) school.** Ramp-up facebook presence with photos and messages getting people ready, excited, and settled. Volunteer? [?]
- **9/9 (tentative) - Spending Proposal.** Suggestions?
- **PTO Officer Communication.** Move PTO communications from email to Slack? [Jason Dancisin and Ross]

Other to-dos

- **2020-21 Chairs and co-chairs identification.** Especially P-4-P and Carnival alternative. [Stephanie, Ross]
- **Filling positions 2021-22 and beyond.** PTO President (my two year term will be up!). Communications (especially Communicator). Other?
- **Homeroom Reps Introductions.** Face-to-face with President and VP-Volunteers [Tiffany]
- **New Teachers Introductions.** One-on-one hellos from President. [Ross]
- **Community profiles - "getting to know you"** Profiling PTO officers and school personnel. Like having them answer "get to know you questions." We could start with support staff who families don't always know. [Stephanie].
- **Community Liaison.** 1 or 2 people who basically can field questions about the Colfax community in general. [Stephanie].

OTHER IDEAS...

(table for next time?)

- **Movie Night Alternative.** Student homemade movies. [Stephanie].
- **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].