



Colfax K-8
Parent-Teacher Organization
Meeting Agenda
August 24, 2020
ZOOM MEETING



President.

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

Treasury. [Mitch, Natalia]

- Review purchasing/reimbursement procedures. <https://colfaxpto.org/treasury.html>

Upcoming Activities (review last minute details for activities planned prior to next meeting).

Events & Fundraising.

- **8/24, week of (tentative) - Welcome-Back Teacher Cook-in.** Boxed lunches. **Estimated expenses?** [Woods]
- **8/27 (tentative) - Back to School Night.** Virtual event. **PTO needs zoom room.** [Woods, Ross]
- **8/29 - Kindergarten Playdate.** Zoom for each classroom. **We need facilitators.** [Tiffany]
- **8/30 – Chalk the Walk.** We need helpers. **Spread word.** [Stephanie]

Communications & Recruiting.

- **8/23 – Welcome Teachers & Staff.** Advertise Classroom Teacher Grants. [Ross]
- **8/26 (tentative) – Back to School FAQs & Communicator.** **Need feedback and validation.** [Jeanine]
- **8/26 (tentative) – 2020-21 Colfax K-8 PTO handbook.** **Need feedback and validation.** [Ross]

Old Business (review progress on previously established actions).

- *Determine how to survey the staff regarding their needs for this new school year to assist the PTO in determining how we can best support them.* [Ross]
- *Identify suggested topics we would like to learn more about at PSCC meetings or via school or PTO communications (e.g., staff changes, swimming program, middle school trip, school improvement action plan).* [Karey]
- *Identify how the PTO and PSCC meetings will be handled this year since the meetings will be virtual (no longer back-to-back in the school library).* [Ross, Karey, and Dr. Woods]
- *During this school year we need to recruit a new Communications lead and consider find a new software option (if not MS Word).* [All]
- *Provide feedback to Lisa on her e-mail and consider ideas for community businesses that might be willing to stock items for sale.* [All]

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.** 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)

Events & Fundraising.

- **9/3 – 9/9 (tentative) – Community & Teacher Survey on spending proposal.** Suggestions?
- **9/10 – 9/20 – Spiritwear.** Face masks & Shirts. [Lisa]
- **Now - September – 2020-21 Chairs and co-chairs identification.** Especially P-4-P, Carnival alternative. [Ross]
- **End of September (tentative) - Virtual Fiesta .** Community cookbook. [Stephanie]

Communications & Recruiting.

- **Now - September – 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].
- **Now - September – Colfax Directory.** All digital submission, distribution. [Leslie Groden and Ross]
- **Now – October – PTO Homeroom Reps.** [Tiffany]

Additional Topics

(table for next time?)

- **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?
- **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].