

## **PTO Board Meeting Minutes**

August 24, 2020, 4pm

### Present via Zoom:

Ross Ingram  
Dr. Woods  
Natalia Duarte  
Jeanine Weiss  
Lisa Guizzetti Zur  
Mitch Franzos  
Stephanie Livshin  
Tiffany Stuckey  
Karey Kluesner

### Discussion:

Dr. Woods talked about back to school night. It is tentatively planned for Thursday and she'll be sending bitly links to all families. Not all families may have devices and access to Microsoft Teams by then so the links will also be available for later viewing.

Action: Ross to record a video on the PTO to include in the back to school night virtual event. Dr. Woods will have staff post and incorporate links into the video segment.

Regarding the Treasury, Mitch identified he is updating the purchasing/reimbursement form for the 2020-21 school year.

Action: Mitch to post 2020-2021 form(s).

Ross inquired about logistics for the PTO getting any hard copy mail for the PTO that arrives at the school. Dr. Woods identified that the building will be staffed daily 8am-3pm for mail pick up as needed.

Action: Natalia agreed to be the point person for pickup and dissemination (e.g., scan/photo and send on electronically).

Everyone participated in a discussion on what to do in lieu of the usual "Welcome Back Teacher Cook-in". Stephanie suggested non-perishable goodie bags. Other options and the budget for this were discussed.

Action: Stephanie to propose items to the board and full Board to decide.

Tiffany discussed the set-up for the Saturday Kindergarten play date. Six Zoom meetings are set up. Board member attendance would be helpful to ensure there is a PTO rep at each one to briefly talk about the PTO.

Action: Tiffany to coordinate with Ross, Lisa, and Stephanie for joining the various Zooms on Saturday.

Stephanie talked about the Sunday Walk the Chalk.

Action: Other board members are encouraged to show up, take photos, bring chalk, etc. Jeanine will send out a reminder.

Ross has sent a welcome from the PTO to the teaching staff and asked for ways we can support them. Stand by for input and discussion next month!

Regarding the Back to School FAQs that have been drafted by Jeanine, it was agreed this will need to wait a week or two to issue once the school year is started and district guidance on some issues is finalized. Natalia suggested that having short video links explaining some of the items could be helpful – something to keep in mind for the future.

Similarly, the 2020-21 Colfax K-8 PTO Handbook will be held off for a week or two until staff has time to determine which previous annual activities will be on hold during a virtual school year and which might be held in a different form.

Follow-up on old business was discussed regarding PTO community meetings. We agreed the PTO will continue with Zoom (for now) on second Wednesdays from 6-7pm. The first PTO community meeting will be held September 9, 2020. Dr. Woods will review input on Parent School Community Council agenda topics. No decision has been made yet by the school/district on the format for PSCC meetings (e.g., Zoom, Teams...)

Action: Karey finalize PTO Community schedule and provide to Jason for posting.

Lisa identified that a local vendor, Commonwealth Press, will be used for the spiritwear. She is maintaining an open channel with the previous vendor. At this point we agreed to table buying extra items that community businesses might want to sell, since sales are on-line.

Action: Lisa to finalize details.

Stephanie took a lead on “Getting to Know You” questions for Colfax staff – starting with the non-teaching staff. Everyone is invited to comment on her proposal. The place(s) for posting (e.g., PTO Facebook, PTO website) is not finalized yet. The Board agreed to hold off on contacting the staff on this for a week or two until the school year is underway.

Action: Get comments to Stephanie and discuss at our next meeting.

Previous business action items to carry forward:

Action: During this school year we need to recruit a new Communications lead and find a new software option (if not MS Word).

Next Meeting

September 3, 2020 (Thursday), 4-5pm. Karey to set up a Zoom meeting.

The meeting was adjourned approximately 5:30 pm.