

## PTO Board Meeting Minutes

October 6, 2020, 4pm

Present via Zoom:

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

DISCUSSION:

### **Old Business (updates)**

Colfax Cookbook Concept. The discussion was that this will be in digital form and not done as a fundraiser.

Action: Stephanie to put together a flyer and she and Ross will work out a template for getting input.

“Getting to Know You” Concept.

Action: Stephanie will send proposed questions for comment, to first be sent to non-teaching staff. Dr. Woods to review and approve before sending.

Colfax Ground Modifications Research. What have we learned? Any grounds or facilities modifications need to be cleared with the Principal and a Facilities Request Form must be submitted for approval by the Assistant Superintendent and then approved by the Facilities organization (Capretta), regardless of who is doing the work.

Action: Karey to determine and summarize at a future meeting the School Board Tab process for accepting donations from PTOs et al.

2020-21 Purchasing/Reimbursement/Grant Forms.

Action: Mitch and Natalia will determine whether or not this is necessary.

Homeroom Reps Recruiting. Volunteer recruitment remains on track and at about the same rate as in previous years.

## **New Business**

Treasury Election. There is no requirement to do this immediately and Mitch will help for as long as it is needed. He and Natalia have already been meeting regarding transition.

Colfax facemasks. The mask sample received from the first vendor was poor quality – need to find a new vendor. Adjustable masks are preferable to fit all face sizes.

Action: Lisa to investigate other options and others share any leads with her.

One-Minute Messages. There seems to be a good number of people watching. Continue if/as Ross finds the time.

Spiritwear. The sale has been extended a week. There was general support for a raffle to encourage others to post about the Spiritwear sale to boost sales. This would occur towards the end of this week. Lisa offered to coordinate and donate item.

Action: Ross and Dr. Woods to discuss delivery of spiritwear.

Request for instrument masks.

Action: Ross to discuss with Dr. Woods.

Two fundraising items were discussed: Popcorn sales (via a former Colfax family) and Family Spinner. Neither item would require use of PTO funds.

Action: Lisa and Natalia to discuss further at a future meeting.

## **NEXT MEETING:**

TBD