

The meeting was called to order at 6:31 pm by Amber (President).

Attendance: An attendance sheet was passed around. Eleven people, including Chris Dahlk (Principal), were present. (See attendance sheet for names.)

President

Report: Amber noted that she has made a lot of progress organizing the PTO closet. From this point forward, things should be inventoried as people use and/or store items in there. The PTO Protocols have been updated to include the “Thank You” process for chairs to follow after events. Additional information has been submitted to the IRS regarding our non-profit application. We hope to hear the final decision within the next few weeks. Our PTO taxes are done and will be submitted this week by Tom Dawson. Amber will move forward to wrap up final requests from the State PTA Board as soon as a response is received from the IRS and she obtains a copy of the taxes. That will be the final step in the dissolution process.

Principal

Report: Chris gave an update on the artist in residence project. They are meeting with the artists and a teacher from Clark Street School to finalize the contract later this week. Before Winter Break, Anita (artist) brainstormed with the students on ideas for the mural/tiled mosaic. The theme is diversity and what that means to each child. Some ideas involved animals, music, etc. Anita is still organizing the ideas.

Committee

Updates: **Winter Tea—Jen—not present (no report forwarded):** There were a lot of compliments from parents and students about the event. Amber noted that we were short volunteer coverage for set up and clean up and need to manage that better. Discussed ways to recruit more parent volunteers and Board stressed the importance of chairs being accountable for coverage of their events from start to finish.

**Salsa Night--Amber:** Mr. Becker received a grant and will be covering the music for the event. Food tickets will cover the cost the \$4 per plate meal cost. The PTO is covering the cost of kitchen staff, a few newly purchased decorations and glow sticks for the kids. Volunteers are making paper flowers and other decorations to help with budget and manpower. Also, the fourth graders are doing an art project for the decorations.

**Salsa CON'T** - Art teacher could use some help setting up on Thursday (Jen volunteered). Volunteers are needed to help with set up and clean up. Staff members, in attendance, suggested that signup be forwarded to them for inclusion in their weekly parental newsletters.

**Jason's Deli—Nina:** The event runs from 5-9pm on 2-18-16, and 15% of the net profits from food sales will be donated to the PTO. Twenty email commitments are required to hold the date and to date we have nine. We have not asked the parents to RSVP yet because we were hoping to have that covered through friends and family. We may send out a request to RSVP in the teacher newsletter and the website.

**Color Run—Diana:** She is looking to form a committee to cover the event to help her with the details. It's going to be a big event, with a lot of different components. She will contact people and set up a time to meet and discuss what needs to be done. Date of the event is 5-13-16.

**PTO/Help Wanted Email – Diana:** Emails have not been going out correctly and the address has been flagged as spam. The account needs to be formatted as a group sender so they are sent. Georgia and Diana will work on it.

**Box Tops – Cathy:** The Spring fundraiser will likely be over two weeks so we can tally the box tops. We discussed the idea of having “true” winners of the event, rather than making sure we have winners from all ages. It was decided that since the younger students need more outside help with the fundraiser, we should have winners from both K-2 and 3<sup>rd</sup> & 4<sup>th</sup> grades. The counts will also be adjusted to account for variances in class size.

**Newsletter—Candice—not present:** Going well, but any ideas for content are welcome. Amber has been preparing most of it on her own and would like to see others turn in ideas.

**Parent Outreach—Isis—not present:** She will be calling the Spanish-speaking parents to answer any questions and keep them connected.

**School Supply Kits—Amber:** We need a new chair for this project. We discussed the idea of ordering the complete kits online versus shopping for the supplies on our own to keep the costs down. Megan and Jessica agreed to take a look at the protocols and determine how best to delegate the work, so we can continue the service for the school.

Adjournment:

The meeting adjourned at 7:40pm.

**Attendance list:**

Amber Seghal

Megan Davis

Diana Greene

Georgia Greene

Jessica Burfield

Cathy Reuter

Michelle Bolstad

Julie Kauper

Ann Schafer

Nina Menda

Tracy Hanauer

Chris Dahlk