

Robert Frost PTO Officers Meeting - Friday, May 26th, 2017

Attendees: Jill Smith (President), Tina Zhang (Treasurer), Julie Person (Secretary), Colleen Werner (Principal), Mitch Lynch (Admin Intern), Kellie Crossway (School Secretary)

- **Quiz Bowl Funds** - Kellie to organize quiz bowl funds next year. We will give her the funds upfront and she will deduct reimbursements from that. She will maintain a spreadsheet and all documentation needed. She will make sure teachers are aware of the process that they need to turn in all requests and reimbursement needs to her. She will make sure teachers spend money appropriately and make sure they don't go over budget.
- **School needs for next year** - Ms. Werner would like to have a new play set without the glider. It causes many injuries each school year. This would be a large expense so Colleen will check with the district to see what the process would be to get a new playset and an estimate of the cost. She will also check and see if that's something we can campaign for over a long period of time and set money aside each year or if it will need to be a big capital fundraiser in one year. We can form a committee to work on this if it's something we feel like we can commit to.
- **Bookroom** - It was decided to save the \$2000 from last year and reevaluate the book room needs for the 2017-2018 school year. We can also discuss using those funds to add more books for the LIA teacher next year.
- **Communication** - The PTO's signature pink paper seems to be working well for communication purposes and we will continue with that next year.
- **Committee Chairs** - Jill will touch base with the committee chairs at the end of the school year to gauge interest and needs for the 2017-2018 school year. We will work on recruiting any new committee chairs needed prior to the start of the school year.
- **Beginning of the school year activities** - We will provide the back to school breakfast for the first teacher work day on August 25th. The school will provide the staff lunch on the day of the open house on August 28th. Open house time will be 4-6pm and we should have a table set up to reach out to parents. The first day of school is 9/5. We need to decide what to do for the kindergarten boo hoo/yahoo breakfast. It sounds like something on the playground would be preferable with possibly a photobooth and a to-go bag for parents. Picture day is on 9/8 and we will need to round up 2 parent volunteers to help out with that.
- **Bulletin Board** - Ms. Werner said we are welcome to use the bulletin board in the entry way for PTO purposes such as highlighting officers, posting fundraising items we collect, meeting dates, etc.
- **Community Involvement** - Ms. Werner would like us to work on setting goals to increase community involvement, emphasizing on parent involvement first and then reaching out to the community. Ms. Werner would like to see more grade level/classroom activities and events as those have the highest parent/family turnouts.
- **Activity Changes** - Ms. Werner suggested not doing the Wake up to Wellness Breakfasts any more. The turnout is not worth doing it.
- **Fundraisers** - Julie will check in with Pizza Ranch at the end of August to see if we can get added to their semester fundraisers. We will continue on with all the current fundraisers as well.