



**Shahala PTO  
Meeting Notes  
October 8<sup>th</sup>, 2018**

Attendees: Marc Iacovetta-Solis, Melissa Webb, Jeff Wooden, Cara Wood, Raina Fellows, Misty Wick, Jennifer Getch, Tracy Tai, Kristin Suttie, Sharma Johnson, Cynthia Yurosko, Elyse Iyer, Adam Wallace, Kelly Griffin

### **Approval of Minutes**

- The minutes from the August meeting were submitted for approval. Kelly motioned to approve the minutes and Melissa seconded the motion. Motion passed.

### **President's Report**

- Marc submitted the Work Plan for 2018-2019 for approval. Jeff seconded the motion. Motion passed.
- Marc reminded everyone to make sure their background checks were current and will check with Katie to see that everyone is compliant.
- Marc distributed binders to all of the chairs. The binders are complete with corresponding tabs and also include job descriptions for the specific job.
- On 8/30, Marc communicated via email to motion to have Cynthia Yurosko on the board as Teacher Liaison for the 2018-2019 school year. Melissa seconded the motion. All in favor were: Marc Iacovetta-Solis, Melissa Webb, Jeff Wooden, Cara Wood, Jennifer Getch, Sharma Johnson, Tracy Tai, and Kelly Griffin. Of those voting, five are Executive Board members.

### **Treasurer's Report**

- Jeff reported that our current bank balance is \$21,901.57.
- Marc motioned to approve the budget submitted in June. Jeff seconded the motion. Motion passed.
- Jeff also noted that the taxes for last year have been submitted.

### **Principal's Report**

- Adam Wallace reported that Klarissa Hightower has joined Shahala as the new Associate Principal.
- Adam gave thanks to the PTO volunteers for their help with Picture Day as well as the back to school breakfast for the staff. He noted the school will need a lot of help distributing the ASB fundraiser items (date TBD) and also during the Fall Festival on 11/16.
- He shared the school is implementing the Character Strong education curriculum by John Norlin.

### **Committee Updates**

- **Fundraising** – we are still looking for a Fundraising chair. Raina will send out an email to volunteers looking for somebody to chair this as well as Concessions chair. The \$10 and Done fundraiser will run from 11/5-11/9. Melissa is running this.
- **Volunteers** – Raina needed to know how many volunteers needed for the Fall Play and how much to purchase for concessions. Marc said 4-5 people per night would suffice. The concessions binder has lots of good information about how much to buy for concessions and whatever is not used for the play will be carried over and used during Fall Festival. Volunteers needed for ASB fundraiser distribution, date TBD. Concessions will only be at events if we decide to. Otherwise there will be shave ice or no concessions.

- **Spirit Wear** – Marc filled in for Maria. There have been \$194 of sales this year. Spirit Wear will be sold once prior to Christmas and once before the end of school. Marc will check with Marie to see if this works.
- **Communications** – Sharma created an awesome new PTO website that can be found at [www.shahalpto.com](http://www.shahalpto.com) Email Sharma if you need any events or activities publicized and she will take care of it. Misty had a parent question if anyone can put student photos on Facebook and they can only put them up with parent permission. Shahala has no Instagram account but there are several student led unofficial accounts. We can't do anything about them except follow them to make them uncool.
- **Grants** – Grant applications were emailed to teachers on 10/8 and are due on 10/26. The Grant Committee will meet on 11/1 to discuss the grants and how to allocate the \$5,000 for fall grants.
- **Book Fair** – The theme is Lego and is scheduled for 12/3-12/7, set up will be 11/29. Jennifer is going to meet with Paul to finalize the details. Family Night will be on 12/6 with crafts and activities.
- **Box Tops/Rewards** – Box Tops collection is currently ongoing and the due date is 10/23. Tracy needs to have them in the mail by 11/1. Flyers went home the second week of school and Sharma has been promoting on Facebook.

### Old Business

- 8/22 – Teacher Breakfast was served by Seize the Bagel and was greatly appreciated.
- 8/22 – 6<sup>th</sup> Grade orientation. We had a table in the hall to troubleshoot problems and that went well.
- 8/27 – Chrome book checkout wasn't great so the school is looking into other ways to get them back to students.
- 9/10 – Raina reported the school bus map did not match the bus map on Skyward and that made for a lot of confusion. Katie told Marc transportation is working on changing the maps and we need 2-3 people helping with bus routes next year. Tracy suggested meeting the kids as they got off the buses and giving them a sticker with their bus number on it.
- ASB Fundraiser delivery date TBD.
- 10/3 – 7<sup>th</sup> & 8<sup>th</sup> grade Open House. Parents were confused if students should attend as well. Student attendance is optional and each teacher has a different preference.

### New Business

- The Grant meeting will be held on 11/1 at 3:00pm in Portable 418, Mrs. Yurosko's room.
- PBIS dates will be determined for the remainder of the year after the meeting later this month. Misty asked if the PBIS program needed any donations. She has several backpacks filled with supplies donated from Old Navy she will donate. Marc would also like to have presentations at the PTO meetings and PBIS could be the first topic.
- The Fall Play is on 11/2 & 11/3 at 7:00 and will need volunteers for concessions starting at 6:30 each night.
- \$10 and Done fundraiser will run from 11/5 – 11/9.
- ASB distribution of product TBD.
- Fall Harvest Dance is on 11/16 from 2:45-5:00. Volunteers will be needed for concessions and possibly other positions. Ask Gina Helland if she needs other help.
- Book Fair will run from 12/3 – 12/7 with Family Night being Thursday 12/6 from 6-8pm.
- Firehouse fundraiser is on 12/6. Waiting to hear from Menchies.
- Marc will check into the Emergency Kits expiration dates and plan to either fix or fill expired kits. Cynthia worked on this last time and said it is a 3-4 person job.

The next meeting will be held on Monday, November 19<sup>th</sup>.

Respectfully submitted, Kelly Griffin – Secretary