



**Shahala PTO  
Meeting Notes  
August 21<sup>st</sup>, 2019**

Attendees: Melissa Webb, Marisa Salsig, Sharma Johnson, Leah Martizia, Peachi Bauman, Jen Pedrazas, Cynthia Yurosko, Raina Fellows, Kelly Griffin

### **Welcome and Introductions**

- Melissa welcomed everyone to the new school year. Board members introduced themselves and their roles on the board. Since the last meeting the new members to join the board are Peachi Bauman (Treasurer), Jen Pedrazas (Concessions), Marisa Salsig (Staff Appreciation), and Leah Martizia (Spirit Wear).
- Reminder to make sure your background check is current. If unsure, check with Katie in the office.
- Melissa emailed the PTO Work Plan on 7/9. Please let her know if any changes need to be made. Dates will be added as we get them.
- Staff breakfast provided by the PTO will be on 8/22 at 7:15. Tracy, Melissa, and Marisa will meet Bruce with Seize the Bagel to help with set up.
- 6<sup>th</sup> Grade orientation is on 8/22 at 6:00. PTO will have a table set up for volunteer sign ups.
- First day of school is 8/27. PTO will provide volunteers to be in the office and the hallways to help students with questions and directions. Raina will send out a sign up link.
- PTO supplies have been relocated to the community room. There is still a small cupboard in the workroom with basic supplies but most items will be found in the community room.
- Fundraising Chair is the only position currently open on the board. That position is responsible for 10 and Done, restaurant fundraisers, and food vendors at the auction.
- Monthly meetings will be held the second Monday of each month at 6:00pm as long as there is school that day. If it is a holiday or snow day, the meeting will be pushed to the third Monday.

### **Approval of Minutes**

- Minutes will be approved at the September meeting.

### **Treasurer's Report**

- The budget for the 2019-2020 school year will be voted on during the September meeting.
- The current bank balance is \$18,371.80.

### **Teacher Liaison**

- The items for the emergency kits have been purchased and are laid out in the old cooking room. The plan is to have the teachers come in and replenish their kits with what is needed. There is a back order on the water that goes in the kits. Tracy is waiting to hear the details of when that will arrive.

### **Committee Updates**

- Volunteer Coordinator – Raina will need volunteers for 6<sup>th</sup> Grade orientation (8/22), first day of school (8/27), and Picture Day (9/11). Reminder for all PTO board members to stop in to have their picture taken for their badge. Tracy, Melissa, and Marisa will take care of the volunteer needs for the staff breakfast (8/22). Raina will be sending out volunteer sign-up sheets for all of these events.

- Concessions – Jen is planning to do concessions for home football games, basketball games, track, and the two plays. She will be looking into current stock as well as past orders to determine what needs to be purchased.
- Book Fair – the dates for the Winter Book Fair are December 9<sup>th</sup> – 13<sup>th</sup>, with the Family Night happening on Thursday evening and the Spring Book Fair dates are March 23<sup>rd</sup> – 27<sup>th</sup> with READCON happening Thursday evening as well.
- Communications – Sharma has updated the PTO website. Please send Sharma any updates for events or activities that you would like her to promote on the website and social media.
- Spirit Wear – Leah will contact the vendor to get the order form updated and will bring it to the next meeting.

The next meeting is Monday, September 9<sup>th</sup> at 6:00pm

Respectfully submitted, Kelly Griffin – Secretary