



**Shahala PTO
Meeting Notes
December 10th, 2018**

Attendees: Tracy Tai, Raina Fellows, Misty Wick, Melissa Webb, Kristin Suttie, Jeff Wooden, Marie Pham, Sharma Johnson, Kelly Griffin

Approval of Minutes

- The minutes from the November meeting were submitted for approval. Misty motioned to approve the minutes and Marie seconded the motion. Motion passed.

President's Report

- Roster Review: Fundraising and Concessions chair positions are still open. Both positions are being taken care of by current board members but it would still be good to fill these positions with permanent chair people.
- \$10 & Done will be starting in January, the first full week back to school.

Treasurer's Report

- Jeff reported that our current bank balance is \$20,636.83.
- Book Fair total sales were \$4,515.39. Mr. Warner took the profits in \$500 Scholastic Dollars and \$791.38 in cash.
- \$1660 in grants have been given so far this year.

Principal's Report

- Thank you to PTO volunteers for their help with the Book Fair.
- 1st Trimester is over. Eagle awards will be given out in January.
- Teacher grades were submitted December 17th.
- EPS levy is coming in February. More information on that will be forthcoming.
- Update from Ms. Yurosko:
 - Cynthia will email teachers who have outstanding grants. Jeff will provide her with a list of those teachers.
 - Cynthia will email teachers about \$10 & Done so they can push the information to their student families.
 - The question of a newsletter came up again. Would the PTO be responsible for this? Sharma has volunteered to put this newsletter together and will ask Katie to distribute. If you have information to go in the newsletter, get it to Sharma about a week before the 1st of the month.

Committee Updates

- Fundraising - \$10 & Done going out first full week of January.
- Staff Appreciation – the staff was given a cute hot cocoa gift.
- Spirit Wear – 6th grade students were given shirts and the student store has some shirts and is selling them for PBIS points.
- Communications – please send any communications to Sharma. She will promote events as often as you would like her to, just let her know.
- Book Fair – Book Fair was a great success. Family night was very well attended with lots of student projects submitted, students playing music, crafts, and more. Raina would like to add an extra volunteer for the spring Book Fair for more security.

- Grants – More information was given for the request for a new die cut machine and/or letters. The request is for a total of \$1,710.36 for new letters (upper and lower case), numbers, storage container, extra cutting pads, and a new machine. These materials will be accessible to everyone at the school. Misty moves to approve this purchase. Melissa seconds this approval. All approve, motion passed. Misty will let Cara know.

Old Business

- Grants meeting authorized \$2,415 for Fall grants.
- Staff Appreciation provided pies for treats in November.
- Book Fair was a big success.
- Firehouse fundraiser at Firehouse not yet reported.

New Business

- Staff Appreciation provided hot cocoa gifts for the staff in December.
- Emergency Kits – Tracy and Cynthia will meet in January to discuss the process for updating/replacing the kits. Tracy will also meet with former Shahala parent, Stephanie Brachman, since she was involved with this process before.
- Auction – Kristin will begin getting a committee together and will work with Raina to get volunteers ready.

The next meeting will be held on Monday, January 14th.

Respectfully submitted, Kelly Griffin – Secretary