

# Cedar Ridge Parent Teacher Community

## **General Meeting Minutes**

**September 20, 2018 @ 6:15 PM in the Library**

### **Attendance:**

1. Ryan Wieber, Co-President
2. Lena Morris, Co-President
3. Jocelyn Stenberg, Secretary
4. Amy J, Principal
5. Stephanie Baker, Vice Principal
6. Katie Ziesel, Carnival Chair
7. Arely Zimmermann
8. Katherine Tucker
9. Karen Zeeb
10. Rachel Hunkele
11. Amber Rudell

### **Co-Presidents Introduction & Explanation of the PTO**

Ryan Wieber & Lena Morris introduced themselves and explained how the parent teacher community helps the school through the PTO and referred to the new PTO website ([www.cedarridgepto.org](http://www.cedarridgepto.org)) Home page showing the parent teach community impact.

### **Open Discussion**

The group had robust discussions and ideas about the following:

- Communicating about the new PTO website ([www.cedarridgepto.org](http://www.cedarridgepto.org))
- Sign Up Genius opportunities being broken down and more detailed so it's easier to volunteer
- Handouts in lower grade backpacks about PTO
- Communicating that PTO is not a membership, multiple hour commitment, but can be anything you want it to be
- Teachers to talk about PTO at Curriculum Night, etc.
- Having a Teacher Feature at each meeting where one teacher talks for 5-7 minutes
- We are a new, fresh, group open to discussions and ideas
- Adding PTO Fun Facts to the school newsletter
- Speaking at Kindergarten night in Nov, and any other event

### **Committee Reports**

- Silent Auction – Planning will start in October and it will likely not be part of Carnival
- Meet the Parent – location to be determined by the end of the week
- Book Fair – Ideas about making a book available to any child who cannot afford to buy one, such as asking shoppers to donate and the PTO filling in remaining gaps with funds

## **New Business**

- 4 Chairs need to be filled
  - 2 more Carnival chairs
    - Discussion around hours dedicated to these chairs
  - Restaurant Nights
  - Special Persons' Day Co/Sole Chair
- Current Chair Information
  - Start early, be proactive recruiting committee members
  - Communicate – reach out to Jocelyn Stenberg to communicate on Facebook, website and school newsletter
  - Sign Up Genius – coordinate with Jocelyn Stenberg to get volunteer positions posted, but break down volunteering to tasks because it's much easier to say you can put some labels on envelopes than it is to blindly say you'll help
  - All chair documentation will be electronic this year
    - Each chair has been invited to their event Google Drive folder to house their documents
    - Create checklists and timelines for handoff to chairs next year – a template is in each chair's folder

## **Next Meeting**

October 3, 10 AM after Coffee with the Principal in the front lobby/lounge

**Minutes Compiled by** Jocelyn Stenberg, Secretary