|  |
| --- |
|  |
| **EHSI PTO General Meeting** | **8/13/17****Piper’s—Jundt Conference Room** |
|  |
|  |
|  |
|  |
| **Meeting Minutes** |

|  |  |  |
| --- | --- | --- |
| **Upcoming Events** |  |  |
| * 8/16: Kinder Parent Info Night
* 8/25: 4PM Classroom assignments available on Schoology, Infinite Campus
* 8/28: Teacher’s First Day of School—Lunch Event
* 8/31: Back to School Open House
* 9/5: First Day of School
* 9/13: Picture Day
* 9/27: Maraton Kick off
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Volunteer Needs** | **Date** | **Action Owner** |
| * The PTO board is still looking for an Assistant Volunteer Coordinator, Assistant Communications Chair, Assistant Spring Dance Festival

Coordinator, and Field Day Coordinators* Volunteers will be needed for
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Calendar** | **Date** | **Action Owner** |
| * A calendar will be shared with all board members. This will include all school, PTO,

And SEF events. |  | **Everyone asked to** **Proofread calendar** |

|  |  |  |
| --- | --- | --- |
| **Confidentiality Agreements** | **Date** | **Action Owner** |
| * Each member of the board needs to fill out and sign confidentiality agreement.
* Email addresses obtained through positions on the board or as a classroom

rep must not be used for personal reasons. |  | **All board members** |

|  |  |  |
| --- | --- | --- |
| **Kinder Parent Info Night** | **Date** | **Action Owner** |
| * 8/16 from 6:30-7:30
* Add to website and promote via Facebook
* Flier created communicated via MailChimp
 | 8/14 or 8/15 | **President and Communications** |

|  |  |  |
| --- | --- | --- |
| **Welcome Back Teachers**  | **Date** | **Action Owner** |
| * 8/28 Teacher’s First day back to School
* Chipotle Lunch being provided by PTO—Kelly H. is taking care of it all
* Board is asked to stop by and say hello and welcome back if possible
 | 8/28 | **Any board member available to stop by** |

|  |  |  |
| --- | --- | --- |
| **Open House** | **Date** | **Action Owner** |
| * 8/31: 4-6pm
* PTO Table: Presidents and VPs
* Spiritwear will be available
* Make the PTO more visible
* Display Board
 |  | **Communications, VPs, and** **President** |

|  |  |  |
| --- | --- | --- |
| **Visibility Plan** | **Date** | **Action Owner** |
| * Display board used during events include volunteer opportunity forms, PTO Contact information, and calendar.
* PTO board in entry way of school to be updated quarterly to include PTO members and their contact info.
* Lanyards for all PTO board members to wear during school events so people know who they are.
* Updated Picture for PTO website send to Amy and Jenn (action for everyone)
 |  | **Vice Presidents — Display board and Entryway board****All board members—send photos to President and** **Communication****President--Lanyards** |

|  |  |  |
| --- | --- | --- |
| **Eagle Mascot** | **Date** | **Action Owner** |
| * District PTO boards came together to purchase a new mascot.
* A calendar will be shared by all PTO presidents and the mascot can be scheduled.
* All SUGs where the Eagle is present will need to include this role as part of the needed volunteers.
 |  | **Volunteer Coordinator** |

|  |  |  |
| --- | --- | --- |
| **Roster Updates** | **Date** | **Action Owner** |
| * Please check out the roster and look it over to confirm your information is accurate.
 |  | **All board members** |

|  |  |  |
| --- | --- | --- |
| **Piano** | **Date** | **Action Owner** |
| * School Pianos are 28 years old.
* School will be updating these and would like financial support from PTO.
* PTO agreed to assist with some funding.
 |  | **Treasurer** |

|  |  |  |
| --- | --- | --- |
| **Treasurers Report** | **Date** | **Action Owner** |
| * Maraton
* Increased Teacher/Staff Fund
* Increase grant program increase
* $600 to print directory--couldn't get us in for this year but VPs will be looking into preparing for 2018-19
 |  | **Vice Presidents** |

|  |  |  |
| --- | --- | --- |
| **Volunteer Coordinator** | **Date** | **Action Owner** |
| * Angela is working with Sophea/Eleisia on the Open House, first day of school, and picture day. More information and SUGs to come.
* Add an admin timeslot and pre-fill it in with the coordinators. This will give them access to the SUG and updates.
* Volunteer needs: Picture day September 13th
* Adding all board members to all SUGS
 |  | **Volunteer Coordinator** |

|  |  |  |
| --- | --- | --- |
| **Maraton Coordinators** | **Date** | **Action Owner** |
| * Pirate theme
* Need volunteers for Gym decorating (start SUG out in October)--Volunteer Coordinator
* Researching a company that allows students to publicize the event on social media. Drawback: Focus is on the $ versus the minutes. This does not align with the goal of the program. The tool also does not allow a teacher to see reading time by student only as a classroom.
* Keeping this year the same with tallying--there will not be one winner
* Disclaimer will be put on the sheet that it must be signed or illegible it will be disqualified
* Share using MailChimp to email parents so they can share and forward (Jenn-President)
* Pose to high school coding class to see if they can create an app (Jenn-President)
* Create a half sheet flier for advertising (Maraton Coordinators)
* Track by grade each year for budgeting purposes (Treasurer and Maraton Co-chairs)
* Need decorating committee to prepare for the kick off (Volunteer Coordinator)
* Sept 27th: Kick off meeting
* November Assembly will have Eagle please add to SUG
 |  | **Volunteer Coordinator****President, Maraton Coordinators, and Treasurer** |

|  |  |  |
| --- | --- | --- |
| **First Day of School** | **Date** | **Action Owner** |
| * SUG for volunteers needed. Include in the description of event—have a Photo ID available for check in.
* Volunteers should be there at 8:30AM for morning shift for orientation of task. Lunch volunteers should be on site by 10:30AM for check in and orientation of task.
 |  | **Volunteer Coordinator****President, Maraton Coordinators, and Treasurer** |

|  |  |  |
| --- | --- | --- |
| **SEF** | **Date** | **Action Owner** |
| * 14 Interns: 12 at Eagle Heights, 1 at CMS, and 1 at EPHS
* Arriving week of Aug 21st
* All interns have host families—all interns full year
* SEF will be looking for feedback on how the interns are doing throughout the year
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Other Updates** | **Date** | **Action Owner** |
| * 834 students
* Include a blurb in September eblast on those interested in receiving emails on volunteer opportunities.
* Publicize PTO website
* Eleisia McGuire is replacing Gayla
 |  | **Communications** |