|  |  |
| --- | --- |
|  | |
| **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** |