

EHSI PTO Meeting

9/10/17

Piper's—Jundt Conference Room

Mission: The Eagle Heights Spanish Immersion PTO is a group of parent volunteers and EHSI staff. We rely on fundraising and parent volunteers to help enrich the student learning experience at EHSI.

Meeting Minutes

Upcoming Events

- 9/5: First Day of School
- 9/13: Picture Day
- 9/27: Maraton Kick off
- 9/19: Parent Info and Curriculum Night
- 9/25: General Boarding meeting (library)—6:30-8pm
- 9/27: Maraton Kick off
- 10/6: Kindergarten Meet and Greet
- 10/7: Fun Run—10-12pm
- 2/26: General Board Meeting (library)—6:30-8pm

Volunteer Needs	Date	Action Owner
<ul style="list-style-type: none"> ● Still in need of volunteers for the first week—lunch and playground are of the most important needs ● Volunteer Needs Update <ul style="list-style-type: none"> ○ Dance Coordinator: she will not be here this year as she will not be in MN ○ Cinco de Mayo ○ Cannot ask what grade their children are in ● Maraton Decorating <ul style="list-style-type: none"> ○ Need people willing to decorate ○ 2 days prior (Tuesday 11/7 & Wednesday 11/8) for decorating—Contact Angela with details as soon as possible ○ Need budget ● Kinder Meet and Greet <ul style="list-style-type: none"> ○ Pump it up: no volunteer need at this time ○ October 5th, 5-7pm ● Track and Field: need 2 coordinators ● Helping Hands: No need at this time 		<p>Volunteer Coordinator Maraton Coordinators Treasurer Communications</p>

Board & Committee Roster	Date	Action Owner
<ul style="list-style-type: none"> Jenn will be sending the roster again to make sure that all new people add their contact information All board members need to send their photo to President and Communications to be added to the agenda 		President, Communications Everyone asked to proof

Confidentiality Agreements	Date	Action Owner
<ul style="list-style-type: none"> 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. 		Board members who Have not signed— contact President

Playground	Date	Action Owner
<ul style="list-style-type: none"> Oak Point PTO and Principal are pursuing improvements to the playground. Need: kids are getting bored and behavior issues are occurring. <ul style="list-style-type: none"> 1700 kids sharing the same playground Contractor Came out to take a look to provide sketches and a cost Looking at adding to both the top and bottom playgrounds District has made improvements last year Hoping to break ground in the spring if Not an urgent issue Hernan will be communicating more information when possible 		President and Hernan

Teacher's Lounge	Date	Action Owner
<ul style="list-style-type: none"> Requesting funds to help refresh the lounge for the upstairs lounge <ul style="list-style-type: none"> Looking at adding new flooring, tables, chairs, and paint Hernan believe this helped contribute to the low turnover of staff from last year Jenn motioned to approve the contribution funds from our structural improvement designated funds <ul style="list-style-type: none"> Seconded All approved--no one opposed 		Treasurer

Piano	Date	Action Owner
<ul style="list-style-type: none"> New piano purchased. Sra. Aalfs has been using the piano and is grateful. She is able to see over the piano now when working with her students Treasurer will follow up with a check on our contribution. 		Treasurer

Visibility Plan	Date	Action Owner
<ul style="list-style-type: none"> ● Display board has been created. VPs still working on modifications for future events. Display board will include volunteer opportunity forms, PTO Contact information, and calendar. ● PTO board in entryway of school to be updated quarter 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. 		<p>Vice Presidents —</p> <p>President--Lanyards</p>

Treasurer Report	Date	Action Owner
<ul style="list-style-type: none"> ● Spiritwear sold well at back to school event <ul style="list-style-type: none"> ○ We ran low on inventory. Kelly is aware and will be replenishing. ● Pursue an online purchasing option for spirit wear <ul style="list-style-type: none"> ○ Piano is ordered ○ Molly Alff is appreciative of her new piano as she is not able to see the kids over the piano. ○ Thank you from Hernan and Molly for the piano. 		<p>President</p>

Maraton	Date	Action Owner
<ul style="list-style-type: none"> ● Switching from pirate theme to super hero theme ● Committee met and are changing the reading log with a "Super Reader" theme ● New training sheet <ul style="list-style-type: none"> ○ Super Reader symbol designates 20 minutes of reading—one complete sheet is 500 minutes ○ Once a sheet is filled out students can turn it in and return it teacher for another one ○ Reading Rainbow day: Picture with the kids in the bleachers. ○ Socktober: added to the parent letter and dress up days ○ Separate email communication to parents just about Maraton ○ Sending to Jenn all the forms and clip art related to event to be used in parent communication ○ When the Class Rep meeting takes place, please let Kristin know so she can get the handout to Reps. ○ Brainstorm ideas of how to get Hernan and Mitch ● 2 days prior (Tuesday 11/7 & Wednesday 11/8) for decorating--Angela will need times—Maraton Committee to contact Angela regarding volunteer needs ● Need to get together budget for treasure 		<p>Volunteer Coordinator</p> <p>Maraton Coordinators, and Treasurer</p> <p>President—Maraton email</p> <p>Maraton Committee—forms And clip art to Jenn</p> <p>Class Reps—email Maraton Committee on dates for meet</p> <p>Maraton Committee—forms For class reps to send to Parent</p> <p>All—ideas for Mitch and Hernan’s challenge</p>

Communications	Date	Action Owner
<ul style="list-style-type: none"> ● New Assistant--Ashley ● Eblast will go out each month <ul style="list-style-type: none"> ○ Sending a request for info will go out at the end of the previous month and have it due by the 5th ○ Communication will go out around the 10th ● Emails received during the day may not be returned until the evening. ● Continue to use the request form for communication needs including—monthly eblast, backpack fliers, Facebook, etc. 		<p>Communications</p> <p>All for communication request submission</p>

SEF	Date	Action Owner
<ul style="list-style-type: none"> ● Interns <ul style="list-style-type: none"> ○ They are here and things are going well ○ Need help with Transportation <ul style="list-style-type: none"> ▪ 2 hour shifts on the weekends ▪ Still struggling to understand how it works so be patient with them ○ Sign up will go out in an email ● Fun Run <ul style="list-style-type: none"> ○ 10/7: 10-12pm ○ Interns want to meet the parents with their students ○ Staying and having healthy snacks after the fun run ● 14 Interns: 12 at Eagle Heights, 1 at CMS, and 1 at EPHS 		Toni

Class Reps	Date	Action Owner
<ul style="list-style-type: none"> ● Classrooms without Reps <ul style="list-style-type: none"> ○ Provide to Communications to post on FB of needs ○ Curriculum night: Hernan will request teachers discuss during curriculum night so we can capture anyone that missed ○ 2nd: 3 out of 5 do not ○ Davilla: needs reps ○ Huber: needs reps 		<p>Hernan</p> <p>Class Reps—provide needs to Communications</p> <p>Communications</p> <p>Post on FB</p>

Other Updates	Date	Action Owner
<ul style="list-style-type: none"> ● School board elections coming up. 8 members are running for 3 spots--2 EHSI Parents are running ● Publicize PTO website ● Gayla is filling in for Sophea while she is out on Maternity Leave ● Eleisia McGuire is replacing Gayla ● 834 students 		