**February 29, 2016**

**Casa Lola, Beaverton @ Noon**

**In attendance: Tara Green, Hilary Hillis, Deanna Thornton, Shanan Gardiner, Jamie Barrett, Dani Cohen, Gretchen St. Claire, Paula Jones and Grace Peel.**

Tara Green, PTO Co-President, called the meeting to order at 12:17pm.

1. **Officers’ Reports**
	1. **President’s Report**
		1. **Volunteer/Sibling Situation -** Sheila Baumgardner would like to meet with Hilary, Tara, Oluwatosin Iyasele (Tosin), and a volunteer coordinator to discuss the Volunteer/Sibling policy. Tosin is acting as a representative for a group of parents who disagree with the policy. Hilary noted that she brought this topic up at a District meeting and all other schools represented at the meeting already had the sibling ban in place.
		2. **Possible Huntington Seminar for Parents -** Betsy Stone from Huntington would like to do a 30 minute seminar for parents on homework skills. Huntington will likely make a Carnival donation and purchase newsletter ad space for next year. It was decided it might be best to have her come to the April or June General Meeting to talk about summer academic help instead.
		3. **Open Positions**
			1. **Board positions –** Board members should review position descriptions so Tara can make changes and send-out a Board/Chair Position newsletter.
			2. **Chair positions**
* KT Emerson may be moving. She is currently Chair for D4$, Field Day, and Ice Cream Social. She should be listed as a Co-Chair for now.
* Katie Tabar will Chair D4$ next year.
* Sarah Landan will Chair class parties.
* Sara Gantman may Chair Rivermark Savings Day.
* Vision/Hearing Screenings – Open
* Paula Jones will Chair the Family Dance.
* Gretchen St. Claire will Chair Spirit Wear and maybe Scrip.
* Irene De Bruyn will join Hilary Hillis in Chairing Book Fair.
* Diana Aradine will Chair Passport, but she will need a Co-Chair that will take over the following year. Maybe Sara Gantman could do Passport instead of Rivermark?
	+ 1. Dining 4$ - Biscuits Café, April 14th from 5-7:30pm
		2. We earned $463 from Box Tops.
	1. **PTO Activity Reports**
		1. **Science Fair Recap** – The general feeling was that Science Fair went great. However, the Retile Man area was chaos. There was difficulty getting “crowd control” volunteers for the reptile man. If we are not staffed properly, we need to let the reptile man know, or he won’t want to come back to our school again. The Dot & Dash exhibit needed more staff. Deanna suggested that in the future, if Science Fair is going to be combined with a Future Ready Fair/Open House, PTO needs to be made aware of staffing needs in advance. Administration needs to understand that we can’t rely on parent volunteers on a night where the parents themselves are expected to attend in their student’s classrooms, etc.
		2. **OBOB** – What does OBOB mean to the school? Does PTO have to continue to pay for the books? Is this a school activity or an extra-curricular activity? This year, OBOB was supposed to be staff run. Is OBOB optional or mandatory? Mr. Nikolao spent $3-4000 last summer on books, but only bought an OBOB set for the library. Should OBOB be removed as a line item from the PTO budget? Then, Sheila would submit a grant request for needed OBOB funds. There is no extra money left this year to buy books for next year. The PTO Presidents will discuss this topic further with Sheila Baumgardner.
		3. **Book Fair** – The Spring Book Fair will last two days only. Volunteers will receive a $5 voucher per shift.
		4. **Scrip Week** – Scrip Week is March 7-11. Scrip order forms will go home soon.
		5. **Passport** – Passport testing was last week.
		6. **Spirit Day** – Spirit Day dates have been established as the last school Friday of the month (March 18, April 22, May 20, June 17). Flyers about how to purchase Spirit Wear went home and labels were distributed to students as a Spirit Day reminder. Could every Friday be Spirit Day next year? There will be four Spirit Wear items in different sizes for sale at Carnival.
		7. **Carnival** – Carnival advertisement and procurement will be starting up in a few weeks. Deanna mentioned that Safeway donated seven boxes of holiday toys, cups, etc. What do we do with the items that we can’t use? Shanan suggested that we let Amanda Reed (Procurement Chair) sort through the items. She could make a Christmas raffle basket for Carnival since it is an “after school hours” event. The Board decided that any unused items should be donated.
		8. **Family Dance Recap** – The Family Dance was a successful event. Spent: $805, Brought in: $550.
	2. **Volunteer Coordinator’s Report**
		1. **Upcoming Activity Needs** – Most Book Fair shifts have at least one volunteer. Volunteers are needed on Thursday from 12-5pm and Wednesday from 2-3pm and 6pm-close.
		2. **Flair!** – Need to make flair for OBOB and Science Fair. Sheila will probably do something at the Volunteer Tea to recognize the “Flair.” April 20th is the Volunteer Tea.
		3. **New System Updates –** none to report
	3. **Treasurer’s Report**
		1. **Valley Cinema** – The Valley Cinema Spring Season Ticket program only sold 39 tickets. The cinema gave less notice of the program this time around.
		2. **Financials to Date** – Jamie reported no change from the last meeting. So far we have spent $13,700 out of the $19,400 available for grants.
1. **Old or New Business**
	1. When do the Chromebooks that the PTO paid for arrive? Mrs. Krueger got the “old” Chromebooks.
	2. Jamie noted that SuperPlay is offering a school pass program.
	3. Shanan made a motion to vote on a grant request for the Passport program. The grant is in the amount of $100: $75 for the Level 5 end of the year Passport Party and $25 for the amount that the committee went over budget in order to purchase new maps. The Board voted unanimously in favor of the grant.
	4. Tara made a motion to vote on a $100 grant request for Staff Appreciation Week. Extra funds may be needed since there are more staff at the school this year. The Board voted unanimously in favor of the grant.
	5. It was noted that the Treasurers need to do their due diligence in checking expense requests against the budget. The Activity Chairs/Treasurers need to make sure reimbursements don’t go over budget. The Treasurers should run a monthly report as to what was paid out and to whom it was distributed.
2. **Adjournment** – The meeting was adjourned at 2:15pm.