**October 26, 2015**

**McMenamins Greenway Pub, Tigard @ 12:00pm**

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

Tara Green, PTO Co-President, called the meeting to order at 12:20pm.

1. **Officers’ Reports**
   1. **President’s Report**
      1. **Newsletter/Activity Chair Responsibility**
         1. Tara will continue to take care of the newsletter ads. Dani will start taking over newsletter responsibilities effective December 1, 2015. Tara will let Activity Chairs know that they are responsible for producing content for the newsletter and e-mailing it to Dani.
         2. Tara suggested that the Vice Presidents meet with their Activity Chairs as we seem to be struggling with Activity Chairs “owning” their activities.
         3. Shanan reported that the PTO bulletin board has arrived. A work request has been submitted for the District to install the bulletin board in the breezeway. PTO may have to pay the District for the cost of installation. Activity Chairs will be responsible for marketing their activities on the bulletin board.
   2. **PTO Activity Reports**
      1. **Fun Run Recap**
         1. As of last week, the Fun Run had brought in $21, 313. Another $230.00 came in today (10/26/15). Leah will let the Fun Run Chairs know that more money arrived.
         2. Fun Run prize announcements will be on Wednesday, October 28, 2015. Deanna will post Fun Run winners on the PTO Facebook page.
         3. Fun Run Cookie parties will take place during the Harvest Parties. Most classes are getting a cookie party. The cookies were all donated by Safeway. Safeway has a once per year window to request donations…so plan for next year!
      2. **Book Fair**
         1. Hilary got the Book Fair fliers and will leave some for the teachers.
         2. Leah and Jamie have a close-out schedule figured out. Two people are needed to close; a treasurer and one other adult. Need to check where to keep the cash drawer overnight.
         3. Shanan reported that families hosting exchange students will receive a voucher for one book up to a $20.00 value as a thank you to the family. Teachers with exchange students in their classrooms will also receive this voucher.
         4. Tara recommended posting on Facebook to try and get more Book Fair volunteers.
      3. **Dining for Dollars**
         1. Dining for Dollars is tomorrow (October 27, 2015) at Pizzicato. No flyer is needed. Money will be donated to the school for dine-in, take-out, and delivery orders.
      4. **Family Bowling Night – Sunday, November 15, 2015, 4-8pm**
         1. For $20.00, Big Al’s is offering one lane for up to six bowlers for one hour. The price includes shoes. All $20 goes to SHPTO.
         2. Check how many lanes are reserved. KT Emerson and Katie Tabar will need a table at the Big Al’s front entrance to receive walk-in payments. They will also need a list from Square to know who paid online.
      5. **Shop & Play – November 13-15, 2015**
         1. Deanna reported that some Progress Ridge merchants give money back to the school while others give parents a shopping discount. Should this activity continue if it is not making money for SHPTO?
         2. There will be a scavenger hunt flyer that students can turn in at the Big Al’s Bowling Night on November 15th or at school on Monday, November 16th.
         3. There will be a Thanksgiving party at Play Boutique on November 14th. The price is $30 per child with $15 going to Play Boutique and $15 going to Scholls Heights. The party may help parents who are running the Big Al’s Mustache Dache.
         4. There is also a Piccolo Mondo Shopping Event November 16-19.
      6. **Potluck**
         1. Dani reported that there are 25 volunteers signed up so far to bring food. No particular area for food items is lacking.
      7. **Vision Screening**
         1. Shanthi will probably need Deanna’s help. Seven volunteers are needed from 7:45am-noon on November 4th. There is a required training in the morning.
      8. **Scrip Week – November 2-6, 2015**
         1. There will be three Scrip Order weeks this year.
      9. **Clothes Closet**
         1. A clothing drive with a theme was suggested for the first week of December. People may have Black Friday shopping items to donate.
      10. **Student Directory**
          1. The goal is for the Directory to go home next week.
          2. Shanan reported that she did not budget for the two pages per directory of color ad space that was sold. Depending on the final cost, we may need to vote at the next general meeting to increase the budget to account for the difference.
          3. No blue PTO forms were returned from Mrs. Mendoza’s ISC class.
          4. The directory will include helpful numbers, websites, and class rosters. It is organized alphabetically like a phone book. One directory per family.
   3. **Volunteer Coordinator’s Report**
      1. **Upcoming Activity Needs**
         1. Vision Testing on 11/4, Hearing testing, Picture Retakes 11/12, Passport Testing 11/18.
         2. Art Literature is doing ok with volunteers. Oosterhof has three volunteers now. Kate Gober does not want to Chair Art Lit. next year. Classroom leads need to communicate where Art Lit. volunteers need to report (where, when, etc.).
         3. The Read to Me program only has two people helping. The program only requires a half hour shift of just reading to students. Grace suggested recruiting community volunteers like retirees or Scouts for this activity.
         4. Shelley and Jennifer will need 10 OBOB volunteers in January. PTO is paying for the OBOB books. It is not clear what the PTO role will be and if OBOB will be optional or not. Jerome Nikolao bought books for the library, not for the 12 teachers whose classes participate in OBOB. He spent $5-$6000 over the summer on general library books. Enough OBOB books for 12 teachers x 16 OBOB titles will be needed. Dani asked if OBOB could be an extra-curricular activity in the future.
         5. Tara asked if PTO could have a say in field trips. She asked Jamie to send Helen the field trip budget for the year. Instead of a lump sum amount for field trips, maybe the field trip budget should be broken down by grade. PTO should post where last year’s field trip money went in the Teacher’s Lounge.
         6. Shanan requested that we always do a ballot vote at general meetings.
      2. **New System**
         1. The volunteer system looks different today because the District ran an upgrade last night. There are 501 volunteers in the system.
   4. **Treasurer’s Report**
      1. **Fun Run –** Collected $2000.00 more this year than in previous years. Sheila may still do something special for students even though the $25,000 goal was not met. Fun Run money is still coming in but a cut-off was needed to award the raffle prizes.
      2. Jamie is working on fixing an issue where a previous treasurer was receiving PTO Quick Book updates.
2. **Old or New Business**
   * 1. Hilary reported that Mrs. Berning requested that a general “To Do” basket be placed in the workroom.
     2. Paula reported that the button-maker has arrived.
     3. Jamie reported that PTO did a lot of Valley Cinema ticket sales. A few orders got lost in transaction between teachers. Maybe Scrip should be turned in to the front office to avoid losing items.
     4. Paula requested that PTO text messages be shortened as they are arriving in 2-3 segments.
3. **The meeting was adjourned at 2:00pm.**