**December 1, 2015**

**La Provence, Beaverton @ 12:00pm**

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

Tara Green, PTO Co-President, called the meeting to order at 12:10pm.

1. **Officers’ Reports**
	1. **President’s Report**
		1. **Newsletter/Activity Chair Responsibilities**
			1. Tara Green will send an email to activity chairs today (12/1) or tomorrow letting them know to send newsletter content to Dani Cohen. She will also reiterate their roles and responsibilities.
			2. Families in Need – PTO will help two to three families during the holiday season by contributing $100 to each family. The money will come from the Community Fund. The school counselor determines which families will be recipients and the counselor delivers donated items to the families. The families make a Wish List. Donations are needed by the last week of school before break. Leah Soles will be the PTO contact person.
	2. **PTO Activity Reports**
		1. **Shop & Play including Family Bowl Recap**
			1. Deanna reported that we don’t yet know how much money was raised during Shop & Play weekend. Rocket Fizz, Posh Baby, Cloche, Kumon and Play Boutique will send checks. No one signed up for the Play Boutique party. Piccolo Mondo toys has not reported earnings from their shopping weekend yet. Deanna passed along some items donated by businesses to Carnival. PTO will not be continuing the Shop and Play fundraiser.
			2. Big Al’s Family Bowling Night made $320-$350. These are disappointing results considering PTO could potentially bring in $1200 from the event.
		2. **Fall Clothing Drive**
			1. The Clothes Closet Winter Clothing Drive will be December 7-18. Clothes should be new or clean, gently used. Jamie Barrett will set out the donation bin and check the website for what items are needed.
		3. **Student Directory Update**
			1. Tara reported that the Student Directory is on hold because of a change in the school phone numbers. The Attendance Line is also changing. Tara will find out the new numbers tomorrow. The Directory will hopefully be distributed before winter break.
		4. **Spirit Day**
			1. Leah reported that she has been advertising the 12/18 Spirit Day on Facebook and in the newsletter. Spirit Wear purchases need to be made by 12/13. Students can also wear their Fun Run or Star Student shirts.
			2. Tara Green noted that people click on the Spirit Wear link the most. Leah will check to see how much Spirit Wear is actually selling.
			3. Hilary Hillis noted that Sheila Baumgardner would like the PTO front-office area de-cluttered. The Spirit Wear samples hanging in the window need to be removed. The front office may be getting some new furniture. Hilary is not sure if PTO will be expected to purchase some of that furniture.
		5. **International Fair**
			1. Deanna reported that the International Fair Committee met this morning (12/1). The event will start at 5:30pm. The committee may want to extend the end time to 8:30pm to allow for three transitions. ISB will provide volunteer support.
			2. The Aztec dance troupe will perform first; they are donating $200. There may also be Irish and Hula dancers. Class performances will take place in the library, grouped KG & 5th, 1st & 2nd, and 3rd & 4th.
			3. Dance performances will take place on the stage. Food and activities will take place in the gym. Food possibly in the back of the gym? This year’s food vendors will be Gustav’s, Bellagios, Casa Lola, and Sesame Donuts. All vendors (except Casa Lola because this is their first year participating) will be asked to give a percentage of money to PTO.
			4. New this year: an International candy store. The committee is still deciding on how to address candy sales as ISB student volunteers cannot handle money.
			5. There will be Henna tattoos and crafts of wearable costumes.
			6. The committee wants families to take photos of themselves dressed in ethnic costumes for a slideshow. Deanna Thornton will post this on Facebook. Carrie Kunert will put the slideshow together.
		6. **Junior Achievement**
			1. Junior Achievement is a five week program where volunteers deliver 45 minute lessons on business and economic life skills to 2nd and 3rd graders. Volunteers are still needed for Grant, Brous and Salbeda.
	3. **Volunteer Coordinator’s Report**
		1. **Flair**
			1. Flair buttons are made! Paula Jones passed around examples. She will start adding the buttons to volunteer lanyards.
		2. **Read to Me - still needs volunteers**
		3. **Passport – good with volunteers**
		4. **Community Volunteers**
			1. Paula mentioned that application packets for community volunteers have been appearing in the Volunteer Coordinators’ mailbox. The packets require Grace and Paula to do reference checks on community volunteers.
			2. The Board discussed that the PTO Volunteer Coordinators are not properly trained to conduct security/reference checks. These checks should be a school district responsibility.
		5. **No New Volunteer System Updates**
	4. **Treasurer’s Report**
		1. All activities are close to budget. All the classrooms are doing well monetarily. There are no grant requests at this point.
2. **Old or New Business**
	* 1. Hilary reported that Sheila Baumgardner would like to make a Welcome Packet for new families. This might include a list of favorite spots around town or a Mighty Knight to sit with new students at lunch. Deanna will work with Donna and Helen to figure out who the new students are. Tara Green stated that she thinks the office is putting the Welcome Packet together; they are just looking for a piece from PTO.
3. **The meeting was adjourned at 1:05pm.**