

PTO Monthly Meeting-Officers

Monday, August 8, 2016 @ 7:00 pm

7432 Whitehall Rd, Shakopee, MN

ATTENDED

Kim Graff, President

Holly Johnson, Vice President

Jodie Horner, Treasurer

Andrea Ursel, Secretary

Karen Hennen, Bingo Night Chair

ABSENT

Katie Hewitt, Read-A-Thon Chair

AGENDA

Bingo Night

Select date (11/4/16);

Discuss prizes, volunteer shifts, possible branded Red Oak items for sale

Read-A-Thon

Note date (09/26-10/18)

Student Directory

Consider different process, incl "opt-out" program;

Clearer language about how the directory information is to be used (*why* we collect/distribute it)

Consider electronic format to save cost

Consider timing – potentially during open houses/back to school if permission given to use school's database (distribute by MEA weekend?)

Community Giving

Chair position open;

Choose date (12/6/16)

Grade Level Nights

Note dates

Consider new locations for 4th/5th graders; potential bus for 5th grade location to enable further destination?

Fall Meeting – Public

Choose date (9/20)

Consider topics (TBD)

Communications/Brand

Branded gear to wear?

Hallway glass case bulletin boards – devote one to PTO

Communications Calendar - consider creating a communications calendar to streamline Red Folder flyers, volunteer requests

Kindergarten Night
PTO rep: Karen Hennen

1st-5th Grade Open Houses
PTO reps: Holly & Kim

Parent Info Nights
PTO rep: Kim

Review postcard & pen proofs - minor adjustments to be made prior to printing

Discuss financial controls
Jodie now on bank account
Consider adopting night drop bag as cash control

ACTION

Strengthen financial controls for greater transparency/accountability
Research possible locations for upper level Grade Level Nights
Determine our LifeTouch contact re: the yearbook
Print/publish new values/mission/vision
Create Fall Acorn issue
Email Laurie about hallway glass case
Create Communications Calendar
Order branded Red Oak gear to sell

Jodie H.
Jodie H.
Holly J.
Andrea U.
Andrea U.
Andrea U.
Andrea U.
Kim G.