



# Parent Teacher Organization

"Enrichment beyond the classroom"

September 8, 2021 | 6:00-7:30PM

## SHPTO General Meeting Agenda

### In attendance:

#### 1. President's Welcome

- a. Introduction of all board members
  - i. President: Allison Ziarnik
  - ii. Vice Presidents: Emily Springer & Amy Wills
  - iii. Volunteer Coordinators: Krystle Gard & Amisha Sha Punj
  - iv. Treasurer: Scott Taylor & Erin Roberts
  - v. Secretaries: Erin Longmate & Matt Shimabukuro
- b. How these meetings will go
  - i. Agenda Link
  - ii. Where to find a grant request form
  - iii. Robert's Rules of Order

#### 2. Officers' Reports

##### a. President's Report

- i. WHAT is the role of the PTO this year
  1. Support Teachers
  2. Create School Community
- ii. WHERE to find information
  1. Website
  2. Facebook group
    - a. FB PTO: Keep it based around what the PTO and school is doing only. Please do not post anything outside of the PTO and school events. Not the place to complain.
  3. Instagram
  4. New Texting Platform
  5. Email us!
- iii. Review of calendar & upcoming events - Link to calendar
  1. Back to School Night: Tuesday, September 14th Via Zoom, Differs for Each Grade.
  2. D4\$ - MOD Pizza - September 22nd



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3. Coffee Zoom Call with President September 23rd
  4. Picture Day - October 5th
  5. Next PTO Meeting - October 6th at 6pm
  6. Walk/Bike to School Day - October 6th
- iv. Other
1. Spirit Wear/Swag
  2. Current Fundraisers
    - a. Sponsorships
    - b. Mabel's Labels
    - c. Bottle Drop
    - d. AmazonSmile
    - e. Box Tops
  - 3.
- b. Vice President's report**
- i. Program/event updates
    1. Dining for Dollars - what's coming up for the year
    2. Fun Run moved to April
    3. Spring Auction moved to March
    4. Staff Appreciation - virtual events moving forward
    5. Book Fair - virtual November 7-20th
    6. Green Team - new bottle drop form, sign up for bottle drop bags and pick up
    7. In need of chairs for:
      - a. Staff Appreciation
      - b. Fun Run Co-Chair
      - c. International Fair
      - d. Running Club
      - e. Safe Routes to School Co-Chair
  - ii. Student Directory
    1. Due by Sept 30th. Participation optional. Distribution by mid October. Digital copy only.
- c. Treasurer's Report**
- i. Review financials
  - ii. Reimbursement request protocols and turnaround times
    1. Submit NEW 2021-2022 form (link will be in newsletter and website) and should be reimbursed within 2 weeks.



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## **d. Volunteer Coordinator's Report**

- i. Volunteers
  1. Do background check now!
  2. Working with the school to come up with creative ways to help from home
- ii. MVP at home login requirements
  1. Please log hours, even if from home. The school gets credit for the hours.

## **e. Secretary's Report**

- i. Newsletter submission protocol
- ii. Website Updates
- iii. Teachers wishlist: We plan to digitally share the Teachers wishlists

## **3. Principal's Report**

a.

## **4. Teacher Liaison Report**

a.

## **5. New/Old Business**

- a. Guest Speaker - Leah Biado-Luis with Safe Routes to School
- b.

## **6. Adjournment:**