

**Meriwether Lewis Elementary School**  
**PTO Meeting Minutes**  
**March 16, 2015**

**Participants:** Laurel Geis, Holly Stancil, Helen Boyd, Peggy Williams, Dana Quist, Helen Boyd, Deb Parmelee, Sarah McLean, Dr. Irani, Joanne Rome, Brandi Robertson (and parent Laura Grup was present)

**A. Review of Written Reports**

**B. Co-Presidents' Report**

- Website Launch: Laurel and Miro did a lot of work, the website is up and running now. They are still working out a strategy for posting different items and which platforms we should be using. They are also working with Dana about information from Meriwether matters to make sure it gets to website. This week we are working to promote the Silent Auction.
  - o In the future, the website could be used to sell sportswear, to store committee docs in password protected format, and also include a community page. Laurel and Miro want feedback.
  - o The next question is whether Meriwether matters just pulls from the website or should have different content. So the future of Meriwether matters and what format it should take is up for consideration and will be discussed further this year.
- Silent Auction: need volunteers for set up and clean up. The co-chairs seem to be doing fine. Discussion of new checkout process.

- Family Dance Night by MLS PE is coming up - March 26, Thursday night at 6:15-7:30.

### **C. Principal's Report**

- Talent Show - thanks for putting that together, it went well. Auction also appears impressive.
- Coffee and conversation is over for the year, unless there is another topic that people want.
- If proposed budget goes through, the school may apply for world languages program.
- Gym floor - there will be a new floor installed this summer. It is will be vinyl cushion floor, not wood. Mr. Williams was consulted and is happy with this flooring.
- Playground committee - first meeting is next week.
- Email feedback from parents has been very effective.

### **D. Faculty Representative's Report**

- Nothing to report.

### **E. Co-VPs' Report**

- Talent show went great, kids performed even with technical difficulties. Just need feedback for new chairs because the MC was not good at crowd control. So next one needs to set some ground rules for the kids and enforce them.
- PTO Positions for 2015-2016: Mindy Goodall will be slated as co-president with Peggy. Next month should have the slate ready. All but three committee chairs

have been filled. Ezone is still empty - if anyone is interested we still need to fill that role.

#### **F. Secretary's Report**

- February minutes are approved unanimously.
- Brief discussion of bylaws. If we decide to have two communication coordinators to assist with the new website, we will need to amend the bylaws, as they currently only provide for one communication coordinator. We will need to make a decision on this at the April meeting.

#### **G. Treasurer's Report**

- Brief Financial Overview:
  - QIM gave a \$1500 donation with \$1000 for outreach and \$500 for silent auction.
  - Pencils have been purchased for national pencil day. Helen will send email to Deb for distribution to teachers reminding them to use up classroom funds by the end of the year.
  - Next meeting we will have a better idea of funds available for end of the year.

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

- Volunteer of the Month - we are purchasing Duck Donuts gift certificates to give to the volunteer/s of the month. Miro, Robin and Kennon, and silent auction co-chairs, and book fair chairs all considered. Miro Halas was nominated and approved for his work on the website.

- Question raised re: fifth grade coordinators understanding that they will be presenting cost of per student for end of year celebration costs to PTO. After reviewing prior minutes, it was determined that PTO wrote check to cover ACAC and Kona ice truck two years ago. But the PTO did not actually pay for these events; it functioned as bank but did not provide actual money - that came from parents. That will be the same this year, so Jerilyn will communicate with coordinators as to the policy on this.

#### **I. Communications Coordinator's Report**

- Nothing to report.

#### **J. Other**

- Question from parent present for meeting: When do parents get to come into talk?
  - o Response - Just get on agenda for next meeting (by contacting a Board member) if there is anything a parent wants to discuss with the Board.