

GSC PTO Meeting Minutes

Date:

-Wednesday August 8th

Time:

-1:14-2:20

Location:

-GCS Cafeteria

Attendees:

**-Jamie Kochevar
-Leslee Voisard
-Tina Ozee
-Liz Kultgen
-Lauren Robinson
-China Tipton
-Amanda Rhodes**

Agenda Items

-Approved minutes for July 25 meeting

-Bylaws accepted

-Change section where each guardian gets a vote.

-Tully requested bylaw written procedure.

-Admin secretary to use google docs for meeting minutes.

-Google login: GCS.PTO@CCSDRE1.org Password: Rams 2018

-All PTO needs to login and use drive as the new standard format.

-Weekly meeting agenda created by Stacy for easy access.

-Old documents can be transferred over.

-Under discussion: time frame for keeping meeting minutes. Tina has copies of last and this year.

-Secretary to upload minutes.

-Social Media

-Amanda to update Jamie via social media.

-Figure out who is admin to unidentified GCS FB page.

-Approved: Events to advertise will be posted to public PTO page. Private topics to be posted to group IE: Volunteers.

-Amanda to snapchat a how to.

-New website

-Launch of new GCS website 13th, All PTO asked to explore the webpage to find any bugs.

-Photographer for administration & PTO on the 23rd. Time to be determined.

-Staff bios with 4-5 sentences of important message why you are part of GCS (IE. kids go to GCS, Community)

-Started an Instagram

-Strive to send all communications to webpage for Wednesday folder, school payments, ETC.

-Once website goes live education group will be set up to learn how to run details on inter-workings of GCS web page.

-Back to school (BTS)

-Clothing drive no much has been dropped off.

-Liz to update details on flyer informing clothes to be dropped off at school, hours are 8-3. Donations appreciated, but not required.

-Approved: Hot dogs for sale during BTS. PTO husbands to work hot dog stand. Check on supplies.

-Create event for hotdog sales on FB.

-Contact Lucha about GCS kickback percentage donations- advertise on FB. China to ask Megan.

-Update on Cornhole coming together nicely-Jamie.

-Goal to go green by having e-sign documents, forms, volunteer docs available.

-Back to School documents will be paper this year. Until formatted.

-Code of conduct signed by parents for FB on paper. Blast later date.

-Fundraising

-Singmaster is admin for the Boxtops account.

-Make Boxtops glue sheets available to parents via email, front desk, website, wednesday folder.

-Box tops to be started September 1st. Send out FB reminder to start saving. Rewards for top collecting class.

-Linda charges \$65-75 will do for discount or free donation. Linda will talk to Jamie about dates in September.

-Ellen Elliot came to us in regards to get senior community involvement.

-Create a flyer to post up at Hamhill, Heritage, and various other place that seniors frequent. Regarding CPR training for lunch. Need date in place.

Lunch survey to be sent out

-World Famous Chocolate better option this year the butter braid.

October-November good time frame for sales. 22nd near book fair.

-Contacted by Rebate Company fundraising regarding holiday christmas market. China to reach out.

-Book fair is scheduled for delivery 19th. Taking place 22-26 China to confirm details. Follow up with email.

-Fairy costumes this year, reachout to seniors (fairy godparent)

-Volunteer sign up on scholastic?

-Old Business

-Need representative from both buildings to gather want/need list to spend on scholastic dollars. Discuss teacher representatives(Megan) Revisit next week.

-Some Scholastic promotional money expires but not all of it.

-Start using Signup Genius for events- easiest user friendly. Track it forward-Out.

-Parent/volunteer now electronic, sign-in on ipad at front desk. This will allow printed badges.

-E-file confidentiality agreement before entering building signed by all.

-Printouts & Populate various ways to track volunteer hours. (Kids, Class)

-Afterschool hours will be tracked manually, then input electronic.

-Hours will not be tracked electronically.

-Next meeting

-Executive Board meeting September 5th

-Town hall meeting September 19th 6-7

-need for child care in the preschool room.

-Open forum to ask questions.

-PTO meeting August 15th 1pm

-Lunch survey to be sent out regarding hot lunches.

Action Items

- Bylaws to be edited
- Use of google drive for correspondence
- Amanda to SnapChat & update jamie on social media
- Explore GCS website to find/fix errors before launch
- Picture day & completed BIOs
- BTS clothing drive flyers resent
- Hot dog supplies
- Create event for hotdog sales on social media
- China to contact Megan @ Lucha-BTS
- GO Green
- Create Boxtops template for web. Print for front desk
- Jamie/Linda meeting for CPR
- Create flyer for CPR, post @ various locations
- Contact WFC
- Contact Fundraising CO
- Reach out for fairy godparent volunteers
- TWO Teacher representatives for scholastic dollars
- Child care for Meeting September 19th
- Lunch survey

Other Notes: