Meeting Minutes

Meeting Date: Tuesday September 3, 2019

Attendees

Angela Smith
Lloyd Hoshaw
Charity Carlson
Jill Moeller
Christine Steffen, Secretary
Sara Cerasoli
Ruth Farrington
Charlotte Shafer
Kerry Reiss, Treasurer

Amy Grace
Hermi Evende
Sarah Howard
Kristen Whipkey
Matt Whipkey
Katrina Stoffel
Andy Kane
Mary Palu, Co-President
Jay Pal, Co-President
Dr. Tyree Sejkora, Principal

Topics

1. OPEN HOUSE
   a. PTO will have a table at LC Open House on 9/17
   b. Mary & Jay Palu will coordinate getting volunteers to staff the table; encourage people to sign-up, answer questions, etc.

2. OVERVIEW OF ANNUAL ACTIVITIES
   a. Fundraising
      i. OPS Foundation account is primary tool used in the past and already established
         1. UPDATE NOTE: Per Toba Cohen-Dunning, Executive Director of OPS Foundation -- Kathy David is the contact to reset the goal on the website; Joe Craig will help post/tweet when the campaign comes back up; Roxanne Nielsen will help track online donations and if checks are sent will send tax receipts
      ii. Campaign in 2018 was conducted in the fall via email distributed to all parents via Infinite Campus email list
      iii. Past years have given what certain donation amounts could cover (i.e. Scholarship, etc.); last year mention of scoreboard was included – TBD if this is still a goal
         1. UPDATE NOTE: Confirmed that this was just something that the school had on a ‘wish list’ – no formal plan to obtain or raise additional funds specific to this
      iv. Committee established to update 2019 campaign: Ruth Farrington, Jill Moeller & Jay Palu volunteered
         1. Update request letter, look at outreach efforts, discuss platforms to distribute (i.e. social media channels) and establish procedures
         2. Work with Dr. Sejkora to determine any specific efforts that may need financial support; to potentially call out in donation request letter
      v. Mary Palu will find out from past leadership if PTO is registered 501c3 organization or similar
         1. May allow additional fundraising platforms to be utilized such as TAG, grants (i.e. Walmart), Amazon Smile, etc.
   b. Fall Conference Dinner
Katrina Stoffel & Sara Cerasoli volunteered to assist – additional help will be identified

Dates are October 16th (4:30 – 7:30 p.m.) and 17th (noon – 7 p.m.) for fall conferences

Past menu and format to be confirmed
  1. **UPDATE NOTE:** Mangia Italiana was used the last few years – popular with the staff, reasonable price and will deliver. 3 full deep pasta dishes and 2 full deep salad dishes worked well last year

Can use Sign Up Genius for volunteers to set up / clean up; provide beverages and desserts

We also do the same (can use different food vendor) during spring conferences

c. **Fall Dance**

Last year one dance was held, attendance was estimated at 100 plus or minus

Houston Alexander was the DJ; is a friend of LC and did a great job with the kids

PTO sold beverages and snacks; proceeds going into the PTO fund

Consensus was to do one dance this year again, but move to winter – likely after the first of the year

  1. **UPDATE NOTE:** Dr. Sejkora reached out to Houston Alexander and he is on board to help out with a dance. He said he would just need to know a date, so he can get it in his calendar. The dates that Winter sports ends and spring sports start back up, hall happens in the same week, so there really is no break.

d. **Holiday “Tea” for Staff**

Mary Palu to confirm location is available for proposed 12/13 date (after school – 6 p.m.)

PTO pays for 2 drink tickets/staff member; members donate gift cards for staff drawings, appetizers/desserts; volunteers will be needed to set-up food, hand out tickets at door, do gift card drawings and clean up

e. **Teacher Appreciation Week (May 2020)**

PTO provides a food or beverage item each day for staff, 2019 dates were the last week of February. Volunteers in small groups each took a day and handled the logistics – the budget impact for each day varied. Some groups self-funded the day, others used PTO funds

3. **Budget and Other Business**

a. Working budget for the 2019-20 school year will need to be created, records from last years activities can be a starting point; no budget for this year has been created at this point; there is approximately $4,000 in the checking account

  i. **UPDATE NOTE:** There is $1,645 in the LC PTO OPS Foundation account; when we want this transferred, we let the Foundation know and they will issue a check

b. Dr. Sejkora will provide some background on the past ask for funds for a scoreboard – this may or may not be a priority going forward. Additional needs will be identified by the school for discussion with the PTO.

c. Additional funds have been allocated in the past for a Lewis and Clark alumni college scholarship, in the past applications have been reviewed by the PTO to recommend recipients.

d. The PTO has funded classroom grants from teachers ($50/teacher – must submit receipts) -- a few receipts need to be reviewed/paid and were provide to Treasurer, Kerry Reiss

e. Last year, the PTO also funded additional teacher grants for special project requests, based on available funds -- the status of payment on 2019 grants will be confirmed

f. Treasurer, Kerry Reiss, is looking into the ability to set up electronic reimbursement (via Venmo or Paypal)

g. Dr. Sejkora can help with posting to the LC webpage a brief description of PTO and relevant links – i.e. reimbursement form (Treasurer, Kerry Reiss is creating), meeting minutes, etc.

4. **Dr. Sejkora**

a. In the past a short update has been provided by the Principal at PTO meets regarding current events / activities at the School – Dr. Sejkora gave an update and will do so going forward at meetings.

  i. School year is off to a good start, the students are in the middle of testing
ii. A brief was provided on the Bond Phase 2 improvements currently being planned for Lewis and Clark – a more formal meeting to update the PTO and parents will be scheduled for the fall; construction is not scheduled to start until summer 2020

5. The next meeting is scheduled for October 1, 2019 – 6 p.m. in the library

END OF MEETING MINUTES