

ITEM	DISCUSSION	RECOMMENDATION ACTION	RESPONSIBLE INDIVIDUAL	ACTION NEXT DUE	STATUS
Opening			Jeff		
Old Business					
<p>Box Tops</p> <p>Mixer Feedback</p>	<p>Accounted for! 3,991 mailed in and \$399.10 received! Labels for Education: Pace Salsa, V8 (splash and fusion), Campbell’s soup, Pepperidge Farms and Spaghetti Os. Have 237, goal is 500 by Jan 2nd to get items such as glue sticks or crayons.</p> <p>Fun and raised lots of money for classes! <u>Food</u>: More vegetarian options next year <u>Venue</u>: Find a way to not have it feel so spread out <u>Auction</u>: Signage re: when bidding will close and better lighting. Consider more small items from classroom</p> <p><u>Childcare</u>: Need a coordinator from PTO to ensure communication with caretakers and coordination between parents and caretakers. This part of the evening is a large line-item expense. Make it clear that care is only for students. Event Time 6-8. Consider extending child care to 8:15 or 8:30 so parents can enjoy entire evening. Thank-you notes were a nice touch!</p>	<p>Spread the word and bring in your Box Tops! They are due by Nov 1 and March 1. Sue Johnston will take care of the March 1st batch. Thank you, Sue!</p> <p>Musicians should be more centrally located</p> <p>Ideas: Christmas lights or move in to the Ballroom. Reusable art cloth wrap, Heather will contact teachers to see if they wish to have this project from their classrooms. Submit food preferences on line and then give to caretakers 24 hours in advance.</p> <p>Raise price to \$10.00 per child, maximum of \$20.00 per family was one idea. Flyers and email communication</p>	<p>Sue Johnston</p> <p>Heather Susong</p> <p>Thank you, Helen!</p>	<p>Jan 2nd and March 1st</p>	<p>Open</p>

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Committee Reports					
Fundraising Committee	See Box Tops and Mixer above				
New Business					
Financial Update	See handout or contact PTO	Please contact Khalsa PTO to view details of funds raised and expenditures.	Jill	On-going	Open
Upcoming Events: Kickball and Dine out! Book Fair	November 17 th @ 6 PM at Monterey Park. Dine-out at Chipotle Dec 4-6 Need Volunteers. Might be able to let teachers pick books that can be purchased for classroom.	May sell t-shirt or glow-sticks. Balls and Bases will be brought	Candice	All	Open

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Classroom Appreciation Week	<p>We want this to focus on the classroom rather than the teachers.</p> <p>Giving Tree at Primary: Need PTO point of contact to collect checks donated (made out to PTO) from parents for items from Small Hands. This parent can then send in one big order and PTO can pay shipping. Parents could also just make a check/cash donation.</p> <p>How this will work at Elementary is being determined.</p> <p>Wish-list was also suggested for Amazon Smile account.</p>		Jill will place order		
Winter Hike	<p>Jan 13</p> <p>Fat Man's Pass. Gentle 3 mile walk. No strollers.</p>				
Holiday Program and NYPD dine-out	<p>Dine out might be good for some families as they probably will go out somewhere while waiting for program to start.</p> <p>DVDs will be \$30.00</p>	<p>Pre-show is at 6:40</p> <p>Kids should arrive by 6:30</p> <p>Pre-order</p>			
Spring Carnival	<p>March 3rd. Committees forming.</p>	<p>Need volunteers!</p>			
Next PTO Meeting	<p>January 9th, 2018</p>				

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Administrative Report:	Montessori Silent Journey Jan 20 th . Spots for Khalsa families held until Dec 8 th and then open to all. Come observe a classroom.				
Adjournment	Next Meeting: January 9, 2018	Get involved!	All		

RECORDER:

CHAIR:

Deanna Rolstead

Jeff Klein

Deanna Rolstead, Secretary

Jeff Klein, President

11/15/17
Date