

TOPIC	DISCUSSION	RECOMMENDATION ACTION	RESPONSIBLE INDIVIDUAL	ACTION NEXT DUE	STATUS
Introduction	Review PTO Mission and Introduce Officers	Recommendation/Action: None	Jeff	None	Closed
Old Business					
Bash Party	Feedback was generally positive. One person felt it was "cliquish"	Mingling encouraged ☺ Events going forward will be at alcohol-free venue.	Jeff	None	Closed
Committee Reports					
Communication Committee	Remember to save photos for yearbook. Check out the fb page!	Take photos at Khalsa events	Keri	None	On-going
Fundraising Committee	Water bottle orders continue to be placed. Can ask family to order. Some fabric to appeal to adults available as well. \$20.00 each.	Orders can be placed and paid for on website in future. Sewing volunteers for holiday orders?	Jill	On-going	Open
New Business					
Room Coordinator Update	Will start on Primary Campus "Job Description" Email to remind parents of their commitments (You have signed up to bring flowers or be the mystery reader this week.) May help with arts and crafts. Will be basket coordinator for the room for Spring Carnival.	Volunteers should contact Catherine or other PTO member. Mamie Snoddy has agreed to be RC for PN.	Catherine	10/11/16	Open

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Financial Update	Have \$6,210.00 in account Most income from Auction, Carnival Wristband/Tickets and Yearbook	Please contact Khalsa PTO to view details	Shruti		Open
Classroom Disbursements	There is a formula to determine amount for each room/each child. Money rolls over to designated class if not spent.	Please contact Khalsa PTO to view details	Shruti		Open
Current Fundraisers	Water bottles, see above. Also, Amazon.com and Box tops Enchanted Island Dine Out Night at NYPD Pizza	Need sewing volunteers Sept 30 th , see flyer Oct 27 th , bring flyer to event	Jill/Jeff	On-going	Open
Fund Raising Ideas	<p>Scholastic Book Fair Can get books and money/items for classrooms. Could be combined with another event such as Carnival or for a social event for parents and/or kids. Some concern about logistics of the event was raised.</p> <p>School Spirit: Khalsa t-shirt. Perhaps encourage wearing at PTO events such as Enchanted Island. Discussion about tie-dye party after meeting was adjourned.</p> <p>Kids or Parents Day out. Maybe PTO can watch kids as thank you to parents. Another idea was to pick a community charity for Khalsa kids and parents to attend. Example: Feed My Starving Children or similar</p> <p>Grant Writing Numerous grants available</p>	<p>Determine time and place. Make sure books are at appropriate level.</p> <p>Ask Tim Keil if he can design t-shirt as he does graphic design.</p> <p>Decide on charity with values in line with Khalsa and reserve spot early. Especially if done around holidays.</p> <p>Dominique can help outline or edit as needed. Jeff has experience writing grants.</p>	<p>Candice Clark</p> <p>Candice, Sarah and other parents</p> <p>Shruti and other parents</p> <p>Jeff</p>	On-going	Open

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Cultivating Community	PTO Bash Re-cap Event Calendar and Volunteer Opportunities	See above Contact PTO officer if you would like to volunteer	PTO officers	On-going	Open
PTO Mixer Oct 20 th	May be able to do at Irish Cultural Center Sign-up sheet for Silent Auction Items: Services of Parents, "Hearts and Hands" Music – can be live or a DJ Catered vs donated by Khalsa parent?	Charles and Allyson Rathert (Child Elaina) may be willing to oversee auction. Contact PTO officer with suggestions Contact PTO officer with suggestions	Jill Jeff	On-going	Open
Other Event updates	Carnival donations for raffle	Post Khalsa letter for donation requests	Jeff		Open
Events Calendar and PTO Meeting dates for 2016/17 year	Reviewed up-coming events and future PTO meeting dates	See attachment for events and PTO meeting dates	Jeff		Open
Volunteer Opportunities	Reviewed	See attachment and contact any PTO officer for more information	Jeff		
Administrative Update	Please read the Newsletter to stay abreast of important information. Holidays: keep celebrations simple and remember kids need their rest. Halloween Parade at Primary campus: Please keep costumes real-life (Ex: firefighter, jelly fish...). If your kid can help make it, even better. Please avoid fantasy characters or scary characters (Ex: Darth		Keerat		Open

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	Vader). Reading buddies UE → LE, LE → Primary, UE → Toddler If you make a donation to school, can get receipt for tax purposes.		Simone		
Adjournment	Next Meeting: October 11, 2016				

RECORDER:

CHAIR:

Deanna Rolstead

Jeff Klein

9/15/16

Deanna Rolstead, Secretary

Jeff Klein, President

Date