# November 9th PTO meeting 2016

| TOPIC | DISCUSSION | RECOMMENDATION ACTION | RESPONSIBLE INDIVIDUAL | ACTION NEXT DUE | STATUS |
|---|---|---|---|---|---|
| Welcome | Oct. 11 meeting minutes approved | Recommendation/Action: None | Jeff | None | Closed |
| **Old Business** | | | | | |
| Reviewed Enchanted Island | Over 100 people in attendance. | None | Jeff | None | Closed |
| Reviewed NYPD Dino-out evening | Pricey but good food and gluten-free options | Jeff to follow up about proceeds<br><br>Take extra flyers to the event | Jeff | None | Open |
| Reviewed PTO Mixer | Food excellent. People liked having a sit-down meal.<br><br>Auction off-set the cost of the event only. Discussed that event was in the red. Karen and Simone mentioned that typically this event has not made money and was meant as a social event.<br><br>Could have charged $5 per person or asked for donations—no pressure. People are willing to donate.<br><br>The venue was nice—no mosquitoes! | Next year ask for sponsorship of various costs of the event: flowers, child care, food etc.<br><br>Reserve the event space Now (2016). Approach Irish Cultural Center or Valley Garden Center and suggest discount for paying in cash so far in advance.<br><br>Have a donation box at the event. | Jeff | None | Closed or Ongoing ? |
| **Committee Reports** | | | | | |

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| New Business | | | | | |
| Financial Update | PTO profit and loss summary distributed.<br><br>PTO mixer numbers discussed. | None | Jeff | | Open |
| **Upcoming Events**<br><br>Kickball Game | (November 18th @ 6 PM<br>Monterey Park)<br><br>Perhaps Mark can explain the game of kickball to elementary students next week.<br><br>Jeff to arrive early to guide families.<br><br>Depending on amount of kids and age might have to have separate games. Parents can run the bases with children.<br><br>Jeff anticipates 60 kids. | Need balls—several people to bring balls or buy (Jill, Jeff). The Khalsa balls are not high quality.<br><br>Encourage everyone to bring their own water.<br><br>Jeff and Candice to bring bases.<br>Jill to bring hula hoops.<br><br>Keri will be Chipotle greeter and hand out flyers to Khalsa families.<br><br>Keri will sell t-shirts and glow bracelets.<br><br>Jeff to bring water cooler and cups. | Jeff/Jill/Candice /Keri | | Open |
| Scholastic Book Fair | Dates: Dec 5-9 at the Elementary Campus from 3 – 6 PM<br><br>Administration asked that people directed towards north side to park and enter school for the fair. | Candice will hang signs indicating location of book fair in the back of school.<br><br>Jeff to get Candice some cash for change. Candice has credit card app on phone. | Candice Clark | On-going | Open |

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| | Candice has requested larger numbers of non-fiction, educational books. Company supplies signs to indicate location.<br><br>There are cardboard trees where teachers can put book requests in envelopes and parents can fulfill their requests. They can also take books at the end of the fair and the cost will be deducted from our profit.<br><br>There is a flyer that lists the books as well as an order form that can be handed out during morning drop-off. Suggested it be accompanied by a flyer that explains the book fair details.<br><br>Discussed where we should store the book cases. Perhaps under the porch and covered in tarps.<br><br>Can Elementary students get their Secret Santa person before the fair so that they can buy books ahead of time? | To coordinate with Keerat | Jeff, Candice, and Catherine | | |
| Canned Food Drive | Same week as book fair. Set up box at drop-off so parents can give kids cans to donate.<br><br>Will need someone to move box from | Jill will get boxes from St. Mary's and deliver food at end of event. She will move food boxes outside gates every morning/afternoon. | Catherine/Jill | | Open |

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| | front of school to behind gate each day. | | | | |
| Holiday Program | Holiday DVD order booth<br><br>Dine out at NYPD and Zoyos | Need to send out notification ahead of time | Catherine/Keri | | Open |
| Winter Hike | January 14th<br>South Mountain Fat Man's Pass | Let parents know what to expect in terms of distance and terrain | Jeff | | Open |
| Spring Carnival | March 4th<br>Monterey Park.<br><br>Need Carnival Committee convened in Dec. Someone to head games, arts and crafts<br><br>Suggested Mexican food truck<br><br>Already have volunteers to coordinate the Silent Auction (Jenette and the Rathert's. Should have donation requests on Khalsa School letterhead. | Candice can help arrange coffee cart<br><br>Jill volunteered for crafts and games<br><br>Keri and Marcela for face painting<br><br>Marcela Barboa would like to donate for silent auction<br><br>Fundraising to be organized by Jill, Catherine, and Shruti | Candice<br><br>Jill<br><br>Keri/Marcela<br><br>Marcela<br><br>Jill/Catherine/Shruti | | Open |
| Adjournment | Next Meeting: January 10, 2017 | | | | |
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**RECORDER:**
**Keri Ramsey**

**CHAIR:**
**Jeff Klein**