**Notre Ecole PTO Meeting 8/12/2024**

Attendees: Jes Brookes, Danielle Wishard-Tudor, Lida, Clemence Sullivan, Kristin Poretti, Jenny Olson-Cole, Abbey von Goren, Jenna Anderson, Christy Gudim

Meeting location: [meet.google.com/kzo-dyqn-esf](http://meet.google.com/kzo-dyqn-esf)

1. Welcome: Motion to open the meeting at 8:34 pm
2. Approval of minutes from July meeting at 8:35
3. President’s report: nothing to report
4. Treasurer’s report:

Tax updates: Learned that we still have to file, but we don’t have to pay taxes, according to the Dept of Revenue because we have less than 24 days of fundraising events annually

Lida ordered/purchased new school T-shirts, PTO needs to reimburse her

Discussion on asking parents to donate outgrown school T-shirts, Voted and passed motion to do so

1. Unfinished business
   1. Discussion on how best to host the interns
      1. Nights out (calendar) - decision to invite families to take the intern on Thursday nights to give host family a break. Clemence will confirm Thurs nights work with Rachel Malone and PTO will have a sign-up form or QR code/link available at the Open House and at Curriculum nigh, as well as will send out an email to parents right after the Open House with the link and encouraging participation.
      2. Set up a Google calendar and create a QR code to link to the PTO calendar - Abbey wil do this, as well as select whether a Google calendar or Sign-Up Genius platform is better. Jes recommended Sign-Up Genius.
   2. Open House Needs- Final Details + plan
      1. PTO Table - question was asked of newer parents about feedback on their experience with the PTO Table at Open House last year. Jes shared several positives about the immediate and obvious presence of the PTO with their table. Jes also offered feedback that it would have been helpful to have more explanation around why kids or parents may want a T-shirt (ie the number of different occasions students and even chaperoning parents would be encouraged to wear their school shirts, like for field trips and school spirit day). New parents didn’t realize that field trips and other days it would be encouraged to wear school T-shirts.
      2. Discussed how to word the invitation to donate/return old, outgrown T-shirts and how much to resell them for. $5 was liked as a price for them.
      3. Discussed that the PTO are unpaid volunteers but some don’t know this and that going forward, using the phrases “volunteer parents” and “Volunteer PTO” in our communications from time to time might be helpful for others to understand the PTO members are volunteers.
      4. Want info on the PTO Table at Open House to have info about reporting volunteer hours to employers who will donate checks. Maybe include this in the brochure as well? Abbey will send Lida some wording on this for the brochure. “Employer Hour/Volunteer Matching”
         1. Volunteer sign-up sheet
            1. Class reps: the idea is generally liked and favorable but there is still a lot of question around the responsibilities of this role. Discussed what we are asking of them/clarity around the role - do they need to share their phone number, email, and that they are someone who other class parents can go to with questions or give feedback to? This person would be encouraged to attend as many PTO meetings as possible but not required. “Room rep moms” - do we need to create a job description? “A hype man” Does a teacher want to choose their own “hype person?” Tabled this discussion for next time.
            2. Host nights for intern / calendar

QR code

* + - * 1. General
        2. Info on how to donate volunteer hours

QR code

* + - 1. We will ask the teachers in the meeting tomorrow about any other events for the school calendar & the class rep idea

1. New Items:
   1. Discussed if it would be helpful to have more events and more options for families to do school events after hours. Danielle and Jes and Kristin liked the idea of the occasional weekend event or times outside of 9-5 work hours for school family fun and connection. General consensus that more options and opportunities to connect at events outside of school hours would be appreciated.
   2. Looking ahead to Fall Festival: fundraising ideas. Raffles are hard to get (need 2-3 months out). Sought out new fundraising ideas: fun run was mentioned as the best financial fundraiser. It helped that we had something specific we were fundraising for. For future, would be most effective to have a specific goal (both dollar amount and purpose for it) like last year’s fun run did.
   3. Setting Dates for Stay & Play - not discussed
2. Parent’s voice
   1. Danielle asked if we could make a yearbook this school year for the 5th graders who are about to finish their years at Notre Ecole. Jenny shared the plan already in place for her husband to take the lead, and that there are already a few other parents already offered to help, compile photos, etc.
   2. Jes asked if there is a date for the book fair? PTO will confirm with the teachers in their meeting tomorrow. Last year the Chipotle fundraiser was tied in with the book fair in November.
3. Adjournment: motion to end the meeting at 9:30 pm

**Next meeting:** 9/9/2024