



🏠 Location: High Plains Learning Commons
📅 Date: February 26, 2019
🕒 Time: 3:30 PM

Meeting Minutes Agenda items

I. Muffins for Moms debrief

- a) Turn out was great, but still ordered too many muffins from Mimi's. 30 dozen muffins next year. Needed more fruit. 12 pounds of fruit next year.
- b) Variety pack had unpopular flavors. Get specific flavors. Most asked for are chocolate chip, blueberry, and banana without nuts. Gluten and dairy free options were available.
- c) More signage next time to allow families to read ingredient lists and make sure those with allergies or dietary restrictions know which options are safe. Advertise on the flyer that those options will be available.
- d) Muffins are giant. There is a lot of waste. Perhaps look into a new vendor like Costco where we can place a special order for all our needs.
- e) Change the set up. Drinks all in one spot. 12 tables next year.

II. Volunteers needed for Upcoming Events

- a) Colleen will set the hours and send out a Book Fair SignUp Genius. Email Dawn Pulciani the dates and times so she can ask for Aspen Valley volunteers.
- b) Jesslyn checked in with Sarah Woody about Movie Night in April. Everything is covered. Check on cups with lids and popcorn bags. Friday, March 1st Jerica and Heidi are organizing the PTO cabinet after the last lunch so they will look.
- c) Green Steam volunteers – need help with geocaching station; filled by parents in attendance. Dawn will provide Jerica with times and stations other help is needed. Jerica will create a SignUp Genius for those slots.
- d) Ideas for food for teachers during Conferences and Teacher Appreciation Week keeping in mind allergies and dietary restrictions. Colleen will email staff a google survey requesting their preferences between taco bar, potato bar, soup and salad, or build your own sandwich and chips. Colleen will report the results to Jerica.



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III. Suggestions or ideas to increase involvement or improve PTO

- a) Continue to advertise the meetings more. Send a separate email. Send stickers home with students the day of the PTO meeting.
- b) Post on the agenda that kids are welcome and snacks are provided several weeks in advance.
- c) Colleen will email staff when PTO meetings are scheduled.
- d) Why is the PTO facebook page separate from the High Plains facebook page? Can they be combined? Colleen will email Allison Cortez, Director of Communications for Academy District 20, for guidance.

IV. Grants

- a) Green Steam \$500; approved – check budget because this is most likely already a line item and wouldn't come out of grant funds
- b) K iPads (4) \$1800; tabled until March
- c) Art clay roller \$445; approved
- d) 109 carpet \$168; approved
- e) CMAS snacks; approved – check budget because this is most likely already a line item and wouldn't come out of grant funds
- f) Try a google form for March grants. Scan the grant and make it one checkbox: Yes, I approve./No, I don't approve. Optional: Comments.

V. Next Meeting

- a) Next meeting set for Wednesday, March 13th from 5:30 – 6:00 PM.
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