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| **TOPIC** | **NOTES** | **PEOPLE WORKING ON IT** |
| **Opening/ Review Last Minutes** | May 2017 Minutes were reviewed and approved. |  |
| **Announcements** | 1. Back to School Night – September 14th from 5-6
* Need volunteers to host a recruitment/information table
1. Parents Night Out – Friday November 3rd
2. Registration Day – Friday the 18th 8-10. Nora will be there 8-9, Shona 9-10. Kimi will be in her classroom but will stop by. Denise is making a flyer/sign up sheets to get volunteers info.
 | Nora, Shona, Kimi, Denise (Registration Day) |
| **Old Business** | 1. Room Parents – we want to get these assigned ASAP. Nora is making a room parent sign up sheet. Kimi is making a list of what room parents can do to help. Co-room parents would be fine. Encourage people to become more connected with their school community and classroom!!
2. PTO Meeting time – we will meet the second Wednesday of the month from 5:30 – 6:30 in the Needham Library.
3. Recruitment & Communication
* Facebook Page
* Back to School Night
* Sally Kautter meets with all new Needham families – get her some sign up information
1. Monthly Newsletter – Communications Team will send out drafts of what they are prepping to the group for input/ideas.
2. Volunteer Spot – Nora will manage
 | Kimi – list of room parent helpful tasksNora – facebook page & Volunteer SpotCommunications Team – facebook and newsletter |
| **New Business** | 1. VP – Mostly to fill the mandated position – thank you Mindy!!
2. Emails - The PTO will have two emails – one for the core PTO group, and a larger one with extended volunteers – Who will manage the emails lists?
3. Solar Eclipse – thanks to Erinn working with Jenny and the PTO we got glasses ordered and time scheduled for kids to view the eclipse. If any can, please come help distribute them on Monday morning at 9.
4. T-shirts for the PTO?! Ideas included GOT PTO? PTO ROCKS!! Kimi is looking into pricing; Nora will coordinate getting them made.
5. Food Donations - Coffee Cart for Parents – an idea for Friday morning pledge and other events. Tolliver frozen treats – may be able to donate? Contact person for tolliver is Brittney (Need clarification on this)
6. Teacher favorites list – Mindi will gather this list as a resource for gift giving for teachers.
7. Food & Child Care at meetings – will discuss at next meeting
* Nifty Nanny - $40/hour
* We talked about continuing to bring pot luck snacks vs. having simple food purchased by PTO funds.
1. Root Beer Floats – It was missed last year! We will put it on the radar fro the spring. Nora may be able to get root beer. Maybe Earth Day clean up and Root Beer Floats?
 | Nora & Kimi – TshirtsMindi – Teacher favorites/preference listErinn - Nifty Nanny |
| **Committee Updates** | 1. Fall Festival – September 29th 5-7 pm
* Boars Head Hot Dogs are donated
* Chile Cook Off – needs to be more organized – use sign up sheets, raffle tickets to exchange for baked goods/chile?
* Make a flyer – Friday folders, back to school night, email blast
* Need volunteers to grill, serve food, monitor cook off
1. Book Fair – we discussed having two this year.
* Nora can look into booking a second – possibly during parent/teacher conferences.
* We will need volunteers to help run it.
* Can Ann do library time in the room next door (Nisia’s room?)
 | Nora, Ginny, Denise, Erinn -Fall FestivalNora – Book fair |
| **New Committees** | 1. Be Local – we will get this going at the next meeting
 | Jody, Mark, Kimi |
| **Budget Update** | 1. Nora will get book keeping from last PTO and will get in touch with Forrest, they will meet and get the books in order
 | Nora & Forrest |
| **Open Comment and Sharing**  | 1. Erinn will miss the Sept. Meeting
2. Principal Jenny’s announcements:
* Needham is in the process of refining the process of housing cash and gift cards, etc.
* School Supply lists are being revamped
* Needham is switching to competency based evaluation – moving away from having students evaluated based on what they can do. This is a big shift and she would like to see the PTO a resource for communicating this change.
* She is also looking for feedback on the morning process.
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| **Closing/Next Meeting** | Next Meeting will be **WEDNESDAY SEPTEMBER 13TH**We will look at the issue of renewing the status of the PTO and making sure we are legit!! |  |