**Summary of the**

**River Trail Middle School Parent Teacher Organization**

**Executive Board Meeting**

**held at River Trail Middle School**

**on August 15, 2018 at 9:00 a.m.**

Call to order at 9:08 a.m.

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|  | **Present**  | **Absent** |
| Attendance: | Linda OganHeather AksamitChristy SkinnerSeani SerfonteinHelen EngAnubha SinghKristen FeldsteinMeghann Gavin |  | Neil Pinnock (meeting conflict)Dee Sisson (sick) |
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| **Reports Received** |

Principal’s Report – Linda Ogan

Treasurer’s Report – Heather Aksamit

Co-President’s Report – Seani Serfontein & Christy Skinner

Ways and Means Report – Meghann Gavin

Communications Report – Anubha Singh

Student Support Report – Kristen Feldstein

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|  **Actions to be Taken** |
| 1 |
| By: Seani Serfontein | When: By Friday, August 17, 2018 |
| Action: Will order flowers and have them sent to Ms. Schoessler. |
| Feedback to be given: in person | Feedback due: September meeting |
| 2 |
| By: Meghann Gavin | When: By Friday, August 17, 2018 |
| Action: Will complete a facility request form for the items needed for the three Curriculum Nights: tables, chairs, iPads, PayPal readers, etc. |
| Feedback to be given: via email | Feedback due: Friday, August, 17 |
| 3 |
| By: Helen Eng | When: Wednesday, August 15 |
| Action: Find out the cost of replacement bags for the Surface tablets. |
| Feedback to be given: by email | Feedback due: ASAP |

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| By: Helen Eng | When: by Friday, August 17 |
| Action: Email staff asking for any spirit wear orders. |
| Feedback to be given: via email. | Feedback due: ASAP |
| 5 |
| By: Seani Serfontein | When: ASAP |
| Action: The MSA (My Student Anywhere) link will be added to the PTO website. |
| Feedback to be given: in person | When: next meeting |
| 6 |
| By: Seani Serfontein | When: ASAP |
| Action: Request Student Directory information (student name, student grade, and parent email address) so that it can be put into the MSA database. |
| Feedback to be given: in person | Feedback due: next meeting |
| 7 |
| By: All board members | When: by August 29 |
| Action: Forward any proposed changes or questions regarding the new PTO drafted by-laws to Seani. |
| Feedback to be given: via email | Feedback due: August 29, 2018 |
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| By: Neil Pinnock | When: ASAP |
| Action: Provide board with dates for the Newcomer’s Coffee, Book Fair, and Red Ribbon Week. |
| Feedback to be given: via email | Feedback due: August 29, 2018 |

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| By: Kristen Feldstein | When: ASAP |
| Action: Discuss with Katie Beals a date for a morning discussion with parents on suicide prevention. |
| Feedback to be given: at meeting | Feedback due: September meeting |

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| By: Neil Pinnock | When: ASAP |
| Action: Confirm that the scoliosis health and safety screening is scheduled for February 27, 2019. |
| Feedback to be given: at meeting | Feedback due: September meeting |

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| By: All Board Members | When: Before the September meeting |
| Action: Informally discuss the Dovlin Elementary voting proposal with friends, neighbors, and other community members. |
| Feedback to be given: at meeting | Feedback due: September meeting |

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| **Decisions Taken** |
| Decision 1 |
| Agenda for current meeting approved.  |
| Motioned by: Kristen Feldstein | Seconded: Meghann Gavin |
| Unanimously agreed |
| Decision 2 |
| The Sunshine Fund will be used to send flowers to Ms. Schoessler. |
| Motioned by: Seani Serfontein | Seconded: Anuba Singh |
| Unanimously agreed  |

Meeting adjourned at 10:07 a.m.

Next meeting: September 12, 9 a.m.