**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.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | | **Absent** |
| Attendance: | Linda Ogan  Heather Aksamit  Christy Skinner  Seani Serfontein  Helen Eng  Anubha Singh  Kristen Feldstein  Meghann Gavin |  | Neil Pinnock (meeting conflict)  Dee Sisson (sick) |
|  |  | |  |

|  |
| --- |
| **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

|  |  |
| --- | --- |
| **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 |

4

|  |  |
| --- | --- |
| 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 |
|  | |

8

|  |  |
| --- | --- |
| 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 |

9.

|  |  |
| --- | --- |
| 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 |

10

|  |  |
| --- | --- |
| 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 |

11

|  |  |
| --- | --- |
| 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 |

|  |  |
| --- | --- |
| **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.