|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Item (What?)** | **Notes** | **Who** | **When** | **Follow-up** |
| Magazine Sale |  |  |  |  |
| Parent Teacher Conference | Dinner? What to order, etc.. Ask for parents potluck? |  |  |  |
| PTO Website | How should we updated it? What information to place. Should we show our Agenda's, decisions made? |  |  |  |
| Box top | Thank Jennifer Howell for managing it again.  Should we keep on sending flyers or mention in all the monthly newsletters? |  |  |  |
| Positions | Volunteer coordinator  Merchandising  Secretary  Treasurer  Event planner |  |  |  |
| Anonymous box for comments and compliments from parents? Just an idea. | Many parents have said they would like to give feedback but are afraid it might affect their kids if teachers knew they are the ones who spoke. |  |  |  |
| PTO sponsored social event | So parents can meet, divided by grades? Perhaps having counselors give a talk? |  |  |  |

Attendance: Bryan, Patrick, Susan, Kate - **Introductions**, **how** **you** **would** **like** **PTO** **to** **look**/**do**.