President Missy Persaud called the meeting to order at 7:02pm. 10 people were in attendance. The meeting minutes were approved with no edits.

**AmeriCorps Minnesota**

* 2 full time positions are awarded to Jefferson Elementary. Positions could be part-time but it still is 5 days a week, just less hours.
* Application process has started and they can apply directly to the school. Goal is to place individuals by July since training happens in August.
* There are coaches in the building that work with the tutor to ensure consistency in curriculum (attend training & coach tutors).
* This is a great opportunity to gain experience, give back to your local community and earn educational dollars! There is also a living allowance granted for tutors.
* For more information, contact Amy at akasch-vanek@servemnaction.org or 612-206-3049. Apply online at <http://www.readingandmath.net>.

**Principal Report – Mr. Hansen**

* Staff appreciation was very successful and appreciated!
* Arts & academics night was successful with a lot of activities for students, buy one get one book fair and an excellent choir concert. Additional chair purchase will be a priority for next year to ensure that we have enough seating for larger events.
* MCA testing is complete. Scores can be accessed in AHConnect. Call 763-506-help if you do not know how to access your account. District and site scores will be available at a later date.
* Volunteer appreciation is May 18th before track & field.
* Jefferson Elementary reached EnVoy certification for teachers and paras (80%) with only the second year of the program. This is an amazing accomplishment!

**CCAC Update – Jessica Wegener**

* **The World Languages Department** identified a gap in materials, especially in the areas of authentic resources. The current materials no longer align with the shift to thematic units. 2 publishers are finalists in the selection for level 1 material for Spanish, German, French and ASL (Vista & EMC). Text is being piloted, scored and reviewed for selection/rollout for the 2016/17 school year.
* **Health 8** proposed a name change to YOLO (You Only Live Once) to better capture student interest and the content of the class.
* **Talent Development Evaluation** is being conducted by Dr. Karen Rogers. Data (qualitative and quantitative) is being collected.  Focus groups were conducted that included three of our CCAC parents, parents, students, teachers, administrators, volunteer service coordinators at the elementary level and school board members.  She is also reviewing curriculum, courses, budget, best practices etc. The review was prompted by student feedback and performance data to make sure that ALL our students are being challenged and showing academic growth. The recommendations will be shared in the fall.
* **The Title I Parent Involvement Plan** was sent out to relevant members for review, which includes and overview and the application process.

**Volunteer Report – Cory Knapp**

* 417 applications have been filled out. Hours are approximately 2,848.
* Completed events: VIP Breakfast, Staff Appreciation, Art & Academics, Book Fair, Target Day of Giving Volunteers and Patrol Field Trip.
* Coming up: Track & Field (May 18th), volunteer appreciation breakfast (May 18th), 3rd grade Target Field tour (May 24th), 5th grade party (June 3rd), 1st Grade field trip, Kindergarten field trip & 4th Grade field trip.

**Treasurer’s Report – Alex Olson**

The updated budget (income & expense) was reviewed. Activity since last meeting:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Beginning Balance** | **Cash In** | **Cash Out** | **Ending Balance** |
| April 15, 2016 – May 11, 2016 | $20,896.40 | $126.00 | $4,909.42 | $16,112.98 |

* **Cash In:** VIP Breakfast ($122), bank credit ($4)
* **Cash Out:** Teacher reimbursement ($594.21), scholarship ($2,095), Smencils ($481.60), bank service charge ($3), movie night concessions ($278.07), movie night charitable contribution ($362.53), volunteer appreciation ($54.47), VIP Breakfast ($503.19), Arts & Academics Night ($500), movie night expenses ($37.35)

**Next Year’s Funds – Missy Persaud**

* The current balance of remaining PTO funds (~$7,400) was shared to discuss options to purchase the following:

1. **Supplemental iPads for K/1** – With the ELA curriculum roll-out in the fall, there will be 7 iPads for each K/1 classroom.  One option is to purchase additional iPads for these classrooms. District standard is about $4700 for 10 iPad Air 16 GB.
2. **Playground Equipment** – Purchase additional playground equipment.  There is capacity for 2 – 3 additional pieces of equipment or one larger piece of equipment.  There is also a need for some retaining walls and wood chips between the playground and basketball courts.

* It was decided that $2,500 would remain in the PTO fund as start-up money for next year’s board. The remainder will be set aside to fund one large piece of equipment that can be used by multiple students at one time. The board will research grant or matching fund opportunities over the summer months. The board will also include this as a focus for fundraising at the Jefferson Jaunt.

**Update on Past Events**

**April 15th - VIP Breakfast**

* There were over 300 attendees. Next year we need to be specific about guests taking one fruit as we ran out (especially strawberries) or we need to purchase more fruit. Also, it was noted that we should have water available next year.
* A positive addition this year was a reminder to move along during breakfast as this helped to ensure table space was continually available.
* Ask Mr. Basset next year to design the coloring sheet and continue with the gift.

**Scholarship Committee**

* Scholarships were awarded at the Blaine Community Scholarship Program Award Ceremony Tuesday May 10th. Alex Olson represented the PTO.
* It was discussed that it would be inspiring for Jefferson Elementary students if Jefferson graduates came in their cap & gown to have lunch with students.

**Staff Appreciation**

* We had a very fun week recognizing Jefferson staff! We had a lot of participation in the medallion hunt, which was new this year. The events included breakfast on Monday, cupcakes on Tuesday, treat cart on Wednesday, lunch on Thursday and a gift on Friday. We had a lot of donations from local businesses to keep within the $250 budget.

**Old Business – 5th Grade Party**

* Planning is going very well! Only 12 students have not responded and 5 are not coming to the event. There are lots of prizes for the games with enough for about half the kids to get a prize. Every student will get a goody bag and t-shirt. There will be a DJ & photo booth. Just under $500 was raised through beef jerky sales. All food has been donated. The event is June 3rd.

**New Business**

**Fall EL Family Night (September 22nd)**

* It has been requested to set aside funds ($800) for a meal for 90+ families during the fall EL family night. The new board will consider adding this as a line item in the budget, but assess the total dollar amount required to ensure it is appropriate (looking to reduce).

**Board Nominations**

* Board positions were voted on and approved. Board transitions, checkbook transition, calendar development and other board responsibilities will be discussed at the end of May / early June. The new board for 2016/2017 is as follows:
  + - * Jessica Wegener– President
      * Alex Olson – Vice President
      * Missy Persaud – Treasurer
      * Adriann Kell – Secretary

**Parent/Teacher Open Forum**

* **Free Little Library** – Jessica Wegener is working on completing construction and will work with Mark & Dan to determine installation location at the school. The goal is to install prior to the end of the school year for available for students over the summer.

Meeting was adjourned at 8:41pm.