President Melissa Persaud called the meeting to order at 7:02 pm. There were 9 people in attendance.

The January meeting minutes were approved with one edit.

**ENVoY Overview Special Presentation – Mr. Hansen**

* ENVoY stands for Educational Non-Verbal Yard Sticks, which is from a book by Michael Grinder. The book outlines “7 GEMS” to more effectively manage classrooms through non-verbal techniques.
* Training at Jefferson started 2 years ago, which included a 2-day training with follow-up coaching as well as training in the building with internal coaching.
* There is a yearly certification process for ENVoY. 50% of Jefferson licensed teachers are certified. To be a certified ENVoY school, 80% of licensed teachers have to be certified.
* The “7 GEMS” include the following:
	+ - * Teachers are trained to find a spot in the room to freeze their body, take a pause, raise their voice and then whisper.
			* Non-verbal communication is used (raise hand / signal / thumbs up).
			* The importance of visual directions is emphasized (point back to directions instead of telling). Teachers also refer to behavior instructions by pointing.
			* The “most important 20 seconds” include teachers staying in one spot and scanning the group until most kids have engaged.
			* Influence (off/neutral/on) is where teachers move back slowly and scan for students that need to be engaged. This technique is used to work with students more privately that are not engaging. This preserves relationships (reduces power struggles).
* The goal of ENVoY training is to become a great classroom manager and train students to become more independent.
* Healthy classroom is another book for more complicated classroom management strategies.

**Principal Report – Mr. Hansen**

* Parent/teacher conferences were just completed. It’s a very important time of the year to ensure parents and teachers are on the same page. Thank you to volunteers for the potluck dinner! The staff very much appreciates and enjoys the food.
* MCA testing is coming for 3rd, 4th & 5th graders (estimated timing is beginning of April through the beginning of May).
* Classrooms are continuing to celebrate “I Love to Read” month with various activities.

**Volunteer Report – Cory Knapp**

* There are a total of 322 volunteer applications. 280 volunteers are active (at least one hour or more of logged time). A total of 2,016 volunteer hours have been logged at Jefferson.
* Events since last meeting:
	+ - * Masquerade Ball, I Love to Read Night, Book Fair, I Love to Read Month (28 students read aloud in 17 classrooms), conference potluck meal, hanging art work and workroom projects
		- Coming up:
			* 1st grade field trip, movie night, VIP Breakfast, staff appreciation week, Arts & Academics Night, track & field

**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** |
| January 15, 2015 – February 18, 2016 | $17,810.31 | $3,234.30 | $2,569.45 | $18,475.16 |

* **Cash In:** Boxtops ($796.50), United Way ($26.28), Dance Concessions ($1,053.10), Winter Dance Income ($1,006.80), I Love to Read Concessions ($351.62)
* **Cash Out:** Teacher Reimbursements ($40), Emergency Fund ($26.83), Bank Service Charge ($3.00), Dance Concessions ($76.34), Dance Concessions Donation ($860.13), Dance Expenses ($697.86), Movie Night Concessions ($268.91), Movie Night Concessions Donation ($165.76), I Love to Read Concessions ($185.86), I Love to Read Concessions Donation ($165.76)

**Update on Past Events**

* 1. **Masquerade Ball**
* Over 300 students attended the dance. Feedback from families was very positive! Students enjoyed all the activities.
* We were able to cover the cost of the event with just the ticket sales for activities (made $208.94). Concessions were very successful, netting $860.13 for the 4th grade teachers.
* It was suggested that ticket sales move to another location to avoid a line outside.
* Spin art was a hit but additional spinners would have cut down on the line.
* All the prizes were gone by the end of the night and students loved the raffle.
* For upcoming events, it was suggested we set aside a “volunteer room” where one person (not the chair) is responsible to check-in volunteers, ensure they know their assignment and have refreshments/snacks for them.
	1. **Family Meal Nights**
* The Perkins dining fundraiser was held with a profit of $244.18.
* Jessica Wegener will follow-up with Buffalo Wild Wings & Chilis to check on open date availability for Jefferson meal nights. Chipotle will be set-aside for the 5th grade party.
	1. **I Love to Read Night**
* The time was moved up this year and it was noted that this could be a 2-hour event.
* Over 150 students attended!
* It was suggested that students could win and select a book in the BINGO rooms. Also, additional book tables were suggested with the volume of books donated.
* The PTO will hold onto the extra books donated by the Boy Scouts for next year’s event as long as storage is not an issue.

**Update on Upcoming Events**

* 1. **April 1st – Movie Night**
* 1st grade has concessions & will select the movie
	1. **April 5th – Kindergarten Registration**
* PTO board to consider having a table at this event
	1. **April 15th – VIP Breakfast**
* Tables are secured
* The flier will get sent home after spring break (March 22nd)
* Pricing will stay the same as last year ($4.00) with clarification in the language on the flier
* Breakfast begins at 8:00 am and runs to 9:15 am
* Discussed adding a special bookmark or token for the student’s VIP
	1. **Scholarship Committee – Alex Olson**
* Currently working with Brett Johnson (Assistant Principal at Blaine)
* Giving out two $500 PTO sponsored scholarships
* The same application will be leveraged but modified for the one-time $500 scholarships sponsored by Wendy Wallace:
	+ - * One for elementary education
			* One for general education
* Committee will be put together end of March / early April. Please notify Alex if you are interested in being on the committee!
* Award ceremony is in May
	1. **Board Nominations – March Meeting**
* We will be soliciting nominations for new board members. Several current board members are willing to continue on the board next year. If you would like to know more about board responsibilities, please contact a current or former board member.
* Discussed that the PTO board is also seeking more volunteers to chair and plan events.
	1. **Box Tops for Education**
* The end of February is the last submission for box tops. A “100” day flier was sent out to students to encourage turning in box tops. If students collect 100 box tops they will be entered into a prize drawing.

**Old Business – 5th Grade Party**

* Gina Nordeen is chairing the event.
* The committee will be coordinating a Chipotle fundraiser for the 5th grade party.
* A DJ has been booked for the event.
* The committee is planning to use the $500 set aside by the PTO for t-shirts.

**New Business – End of Year Picnic**

* Discussed the possibility of adding an end of year picnic event that would be planned and sponsored by the PTO. There were concerns about the calendar being very full at the end of the year. The topic was tabled and will be discussed at the March meeting.

**New Funding Requests**

* + 1. **Arts and Academics Night**
			- The budget is currently $100. The request is to increase to $500 to cover prizes instead of subsidizing with teacher donations. The request was approved.
		2. **Choir**
			- Mr. Weller requested $200 for choir shirts in order to keep the cost for students at $5. The request was approved.
			- The PTO Board will consider adding this to the budget next year.

Meeting was adjourned at 8:41 pm.