**Location:** Canyon Inn, Redwood City

**Attendees:** Michele Haussler, Debbi Jansen, Kristen Clavel, Eva Weppner, Inez Jackson, Claire Bascara, Casey Teague, Merrily Robinson, Katie Comfort, Debbie Moore, Christine Castro, Karen Jamison, Kate Christensen, Andre Bobo, Vania Canchola, Lorenzo Mendoza, Vaughn Fuelling

**Meeting Called to Order:** 7:20 pm

**Approved Agenda (Michele Haussler):** Debbi Jansen moved to approve the agenda. Claire Bascara second. All in favor.

**Approval of October Minutes (Michele Haussler):** Minutes were previously approved via email and posted to the PTO website.

**Financial Update (Karen Jamison):**

Income in: Direct Drive $5,510; Dine outs $521.40; PE $16,595

Checks paid out: Family Center $$6,000; Art $1,573.31; Principal $716.75; Drama $1,147

**Parent Volunteer Update (Michele Haussler):**

Graduation committee co-chairs have been appointed: Kristen Clavel and Claire Bascara. Additional dance chaperones are still needed. Thanksgiving snack sign-up genius will be updated and sent to families.

**Annual Drive (Karen Jamison):**

We have raised $5,510 in direct donations to date (September update was $5,450). Decision was made to offer a prize based on donations received - donations of $10 or more made between now and December 15 will be entered into a drawing to win a $100 gift card.

**Book Fair Update (Inez Jackson):**

Book fair was a success. More than 51% of the students came to the fair and as a result, Ben shaved his beard last Thursday. Book fair raised $3,839.84 for the Kennedy PTO. Kennedy received $1,919.92 to spend in book – this money will be used to fulfil teacher wish list items. Books will also be given to students through the Get a Book, Get a Book.

**School Dance Update (Michele Haussler):**

Dance is on Friday. Tickets are $5. Various PTO members agreed to assist as chaperones for the evening.

**School Fall Conferences (Karen Jamison):**

Lupe Robles is chairing the food donations. Olivia Perez-Negron will be assisting. Thanksgiving theme from 11:30 to 12:30 pm. Karen will follow up with Lupe regarding the sign up genius for Monday food donations. Michele is scheduling a coffee barista for teachers and staff on Tuesday.

**2017/2018 Events (Michele Haussler):**

* **Dine Outs** – Patxi’s in San Carlos is on Oct 25th. Galeotti’s is on November 1st and December 6th.
* **School Play** – The play is the Lion King Jr. First of three workshops is on Thursday from 2 – 3:30 pm in Ms. Mori’s room. Approximately 20 students have rsvp’d so far. An announcement will go out the morning of the event. A flyer went home with students. The second workshop will be African dance. The final workshop will be a Shakespearean Lion King/Hamlet. Marie is managing the budget for the play.
* **Winter Music Concert (Dec 7th)** – Winter music concert volunteers have been identified, including three assistants. Fundraising will include music themed clothing, food and beverage, and raffle sales.
* **8th Grade Graduation Committee** – Kristen Clavel, Claire Bascara, Eva Beddar, and Isela Moreno will be heading up the committee. First meeting has taken place, second meeting is on November 9 – a notice will go out to announce an informational meeting after the November meeting. Graduation committee will notify Michele Haussler, Karen Jamison and Sabrina Adler of all activities/spending for the committee.
* **8th Grade Sweatshirts** – Michele Haussler will find a helper to manage the creation/development of the 8th grade sweatshirts.
* **Auction** – Andre Bobo is heading up the committee for the auction. Scheduling will be around other school events, potentially Saturday, March 3 (ex: spring break, Kennedy open house April 5th, Orion auction is March 17th). Tentative location is the Redwood City Yacht Club. Andre will reach out to past auction chairs (Camille Roe, Katie Comfort, and Casey Teague) for advice.
* **STEAM Fair (April 5th)** – Scheduled for Spring, around Open House. Need more parent involvement to lead groups of kids in various projects. Looking for someone to coordinate event. Interested parents should talk to Michele Haussler. The hope is to have a STEAM club present at the open house. Michele will reach out to other school’s STEAM coordinators for advice and to recruit volunteers.
* **School Spirit** – Karen Jamison will purchase Kennedy magnets (1,000 @ $0.65 each) to give to students and staff; additional inventory will be sold for $3. Pencils will be given to teachers to give to students during class time (2,500 @ $0.20 each). Ice cream will also be provided to students – suggestion of Thursday, 11/9 (last day of trimester).
* **December PTO Meeting** – This will be a social event, location to be decided at the November meeting.

**Meeting Adjourned:** 9:04 pm

**Next Meeting:** Tuesday, November 28th – Harry’s Hoffbrau; Merrily will call and get a reservation for the back room