

**PTO Executive Board Meeting**  
Tuesday, January 14, 2020 • 7:00 - 9:00 PM

Attended: Virginia Clements, Kelly Horvatic, Ana Brenner, Cristin Fong, Natalie Abinante, Patricia Balmas, Julie Carillo née Tarango, Krissy Zimmerman, Michele Tuman, Tarra Knotts, Jonelle Chase, Beccy Howarth, Stephanie Saylor

*Excused: Jenny Abellana, Marisa George*

- I. Welcome
- II. December Minutes approved
- III. Teachers Report Natalie Abinante
  - A. Teachers thank the Board for their support. No concerns reported at the moment.
  - B. Noted that several planning meetings are scheduled for before the PTO General Meeting and that this may be a good opportunity to recruit for baskets or art for silent auction scheduled in March.
  - C. Board meeting next week Wednesday, Jan 22nd at 7pm is at OSS and parent support for teachers at meeting would be appreciated. Suggestion made to have information for parents distributed in order to improve parent support.
- IV. Treasurer and Fundraising Report Patricia Balmas
  - A. \$40,000 raised from family donations.
  - B. \$46,000 from fundraising.
  - C. \$86,000 for PTO budget and \$95,000 with alternative service funds included.
  - D. PTO General Meeting opportunity for reminding members about the family donation request and funding for alternative service.
    1. Discussion about \$300/student request and whether to increase requested amount. Burlingame school asks \$1200 and then their foundation asks for more. We may want to revisit our amount requested. \$150,000 budget goal per student is \$340. \$130,000 budget goal is \$300. Request has been based on the budget goal.
    2. It was noted that demographics of Ocean Shore are different than Burlingame and also slightly different than other schools in the district. OSS has about 20% from each 5 Pacifica neighborhoods versus most schools have 60% from their own neighborhood. So, demographics are mixed at OSS.
  - E. Drag Bingo being scheduled in April at Moose Lodge.
  - F. Silent Auction scheduled for March 13 with Multicultural Night event. Business donations being sought; teachers recruited for donations of teacher events.
  - G. Movie Night might still happen. Food is usually 7/8 grade fundraiser.
  - H. EAT: Request for fundraiser for 5 trees as Fund-a-Need idea for event. Thought is that the size of donations might be small enough to be able to fund it when earmarking money if Board decides it is comfortable with earmarking such a

request. Funding these trees will allow EAT to save line item funds for big projects.

- I. Bricks as fundraiser:
  1. Facilities director approved bricks as landscape. He just needs to know where the planned bricks would go so they don't dig over pipes.
  2. Logistics: Need to look at cost to buy, engrave, and install a brick and logistics and then make request with facilities. Perhaps could be annual fundraiser that we install every year to add to it. We have green light and perhaps by May we could have plan and sell. Location choices need to be considered, but perhaps families can choose among the location choices.
  3. Art has mosaic to set up and might be good to have discussion to see if there is another fundraising opportunity with mosaic.
- V. Parent Rep Report
  - A. February 12 is Teacher-Ombud meeting at 2 p.m. Not a great time for Ombuds, but evenings are not a good time for teachers. Keeping at 2 p.m.
  - B. Discussed that some field trip coordinators and teachers need to have better communication for effective field trips and parent involvement
- VI. Principal's Report Julie Carillo
  - A. Challenge Day: Healthy discussion occurred with staff regarding the high cost of the event. Unanimous decision to fund the event occurred given that OSS support follow up with staff training and continuation of supporting the needs of kids in Middle School after event.
    1. February 24th is a tentative date but likely date for Challenge Day this year. Will need to recruit parents. Will need 16-18 volunteers. Also noted that 7th grade overnight field trip scheduled for later that week. Staff will want to monitor for support needs.
  - B. Restorative Practices
    1. Staff Development Day on Tuesday, Jan 21st. Staff will be receiving training on using restorative practices.
    2. Will be breakout session at PTO General Meeting of how you can use restorative practices at home.
  - C. Middle School tour
    1. Tour with parents from outside OSS was positive.
    2. Step-up-day for our 5th grade students gave them the opportunity to ask a panel of middle school students questions and see the environment of the middle school classrooms.
    3. OSS held well-attended meeting for our families in the evening with a panel of current and middle school alumni.
    4. Hours discussions have been occurring at kinder and middle school tours with emphasis on parent involvement and how there are many various opportunities for each family to contribute.

- D. Staff changes: Shifting our primary grade music program. Cristin Fong will take over K-2 for this year, and Mr. U will continue as he has with grade 3.
- E. Math Fair scheduled for Wednesday, Jan 29 - to include everyone now.
  - 1. MPR will continue to have 7/8 grades hosting K-3 activities.
  - 2. Library will now have coding activities for 4-6th grade.
  - 3. Parents invited to a few break out sessions to learn about supporting math at home.
  - 4. It was noted that MPR for Math Fair can be over-stimulating environment, especially for the little kids. Perhaps an additional quiet room might have some activities for those students. Also noted that labels for each activity regarding what is appropriate for each grade level would help young students and families navigate activities better.
  - 5. Food being sold by 7th grade parents - concerns regarding spaces for families to eat given the earlier date and lack of outdoor daylight. Lighting ideas being explored to expand possible eating spaces.
- F. District is looking for families to participate in LCAP event - Local Control Accountability Plan. This meeting is when the District presents the District goals with a presentation on how they plan to meet those goals. Questions and discussion occur. It is an uncommon opportunity to have stakeholder feedback on ways money is spent to meet goals. This is the first year of a three-year LCAP plan, so more potential influence exists.
  - 1. California State Budget proposal came out this past week with proposals of funding for retention of teachers, early education emphasis, and loan forgiveness plans.
- G. Curriculum enhancement funding requests - next round of proposals due date Feb. 7th. Parents have the opportunity to send in requests as well as staff members.

VII. President's Report

Michele Tuman

- A. General Meeting this Thursday 1/16.
  - 1. Need help with set up.
  - 2. Agenda plan is for business meeting to run until about 7:10, with two breakout parent education session times after: 7:10 - 7:55 and 8:05 - 8:50
  - 3. Safety and Wellness theme for breakout sessions. Options are:
    - a) K-4 Common Sense Media
    - b) 5-8 Common Sense Media
    - c) Restorative practices with Natalie Abinante: how does staff use at school and how can a parent use at home.
    - d) Big 5 school safety: further enhancement of what has been talked about previously.
    - e) Growth mindset with Jonathan.
  - 4. Discussion whether to have sign-in for families as well as credit through turning in questionnaire occurred. Decision is to have sign-in for business

meeting will get participants one hour and turning in questionnaire will provide the 7 hours.

5. Plan to have game where parents look under seat for prize which will be a surplus spiritwear t-shirt.
- B. Talent Show scheduled for the evening of Wednesday, June 3rd, and morning of Thursday, June 4th.
- C. Hours report and communicating with families significantly below benchmark.
1. Parent Reps to touch base with teachers and Ombuds to see if there are good reasons for why a family might be low.
  2. Letter to encourage families to increase their participation will be re-edited to distribute this year.
  3. Alternative Service donation request: Discussion occurred to revisit if we keep the request for donation separate from general fund donation ask and whether to continue to schedule an increase in donation amount requested at the end of January as we have in the past, or keep the suggested amount the same throughout the entire year.
  4. Consider having Virginia Clements send communication/letter through her roster information rather than through Ombuds. Will need to keep this communication through PTO address.
  5. Suggestion was made that a list of families who want work at home might be a helpful resource for teachers when they have projects/work they can send home. This would be different than a list of people available on certain days for work at school, which has been reported as difficult to plan ahead and use for teachers.
  6. Immediate action plan is for Parent Reps to follow up with teachers and Ombuds in the next couple weeks to improve hours reports. Communication will happen after; undecided exactly how best to have that occur. Plan is to include in this communication to families that when discrepancies are noted, they should reach out to the hours recorder, to their Ombud, or Board member as appropriate.
- D. Live Scan classroom audit results returned.
1. Parents need to know to keep the paper given when they do the Live Scan so they can go online to check to see when they are cleared and if it has been sent in to District. Some Live Scan checks take longer to get cleared than others, for example one is still in progress since August.
  2. Feliks is available to do more scans on site either Jan 27, 28, or 29.
    - a) Math fair is Jan 29. Perhaps 4pm - 8pm would be good time to schedule another on campus Live Scan schedule.
    - b) Discussion that that should be the last time this year to offer onsite Live Scan unless demand is great for that session. Perhaps a Live Scan at the end of the year might be fruitful to prepare for following year, but it was noted that at kinder meet and greet event

would be best.

- c) Question arose: How can out of state people get cleared, such as grandparents that volunteer when they come to visit. We need to look into this issue.

E. School Board sign up - next meeting will be at OSS, so several OSS representatives should attend. We will have sign-up at next PTO Board meeting for this year's remaining PSD board meetings.

F. PEF Liaison position.

1. Draft job description was reviewed. Edits would be necessary.
2. Approved for position to be 20 hours and for co-liaisons to each earn the hours.
3. Request made that quarterly reports be expected for PTO Board at meetings. This is to be included in job description.

VIII. Box top flyer - Box Top Fundraising has changed some of the process of acquiring funds. Natalie Abinante's mom created a flyer regarding changes to Box Top system and they will be ready to share at PTO General Meeting.

Meeting Adjourned