

Ocean Shore School

PTO Executive Board Meeting

Monday, May 8, 2023 • 7:00 – 8:00 PM

MEETING VIA ZOOM - SEE BELOW

Join Zoom Meeting

<https://us06web.zoom.us/j/97777468177?pwd=OFNoemdYV0hPSURWWEIhTDRUbTBVZz09>

In Attendance - PTO Board Members: Cindy Soremekun, Brian Wojtowicz, Tristan McNall, Tarra Knotts, Faith Holle, Jenny Vega, Virginia Clements, Beccy Howarth, Kendra Vera, Christie Robinson, Gina Smith, Lauren Macedo, Cristin Fong

Principal: Jeanne Bellinger

Teacher: Stephanie Lucas

Guests: Grace Ng, Ana Brenner, Shivani Ganguly, Jennifer Mitchell, Beccy Howarth

Absent: Stacy Lein, Tanya Guido

Open AGENDA

Topic	Presenter
I) Welcome and Guests Communication	Tarra
a. Shivani Ganguly (DLG); Grace Ng (7/8 th grade), Ana Brenner (DLG), Jennifer Mitchell, Beccy Howarth b. Shivani Ganguly: Provided a Diversity Learning Group (DLG) update. Suggestion for DLG sponsored event for community building at beginning of school year. The goal is to include incoming parents and pass information down historically about DLG. Events would include SOGI training, Bias Based Bullying training (Cost \$800-\$1,000, 2-hour training), highlight DEI identified months around the school with posters, DLG night at the beginning of the school year like a multi-cultural game night (\$150 budget). Need guidance on dates for these proposed events. c. Jennifer Mitchell: She is coordinating OSS 50th Anniversary event at the beginning of the 2023-24 school year. She will be putting out messaging soon regarding the proposed event to gather interest and parent participation. Suggestions include an evening event for adults, an outside party event for families at school or an organized beach clean-up. We would need a budget to plan any of the events and location suggestions, possibly Pacifica Community	

Center. Gina Smith suggested adding a long-term representation of the anniversary like personalized bricks.

- d. Grace Ng (7/8th Ombud): BBQ will be available along with pizza, drinks and other snacks via a Cheddar-up order. 6th grade is helping with cookies and sweet treats.
- e. Stephanie Lucas (Teacher): Thank you from the teachers for all of the work the PTO did during Teacher Appreciation Week.

- II) April Meeting Minutes: Review and Approve Tarra
 - a. No changes suggested.

VOTE: April 16th meeting minutes approved by all

Action Item: Need a volunteer to research cloud storage options separate from Office 365.

No PTO role added but we can informally request assistance from parents.

- III) Review of April 24th, 2023, Job Duty Meeting Faith
 - a. The following jobs were eliminated:
 - i. Roster Chair
 - ii. Recurring Revenue Coordinator
 - b. Global changes to all job descriptions
 - i. Updated description of hours recording procedure: Hours are to be entered by the job holder on a digital-recording platform (Parent Square) provided by the PTO.
 - c. Significant updates made to a couple of job descriptions to be posted to PTO website.
 - i. Hours Recorder
 - ii. Sprit wear recorder
 - d. Smaller updates were made to 10 job descriptions.
 - e. A quorum was not present to vote at the May 1st meeting. An e-vote will take place on May 2nd to approve edited job descriptions.
 - f. E-vote occurred on May 4th; a unanimous vote was made by the Executive Board.
 - g. Updated job descriptions were uploaded to the PTO website on May 4th.
 - h. We absolutely need a President and Treasurer to have a PTO Executive Board.
- IV) Fundraising Jenny/Jessica
 - a. No updates.
- V) VP Updates Cindy Soremekum
 - a. Field Trip Coordinator Survey in progress.
 - b. Ombud Survey drafted and under review.
 - c. Parent Square Volunteer Entry
 - i. Cindy drafted instructions for a new process.

- ii. Parent Square can have Parent Square app Administrator and anybody with permission for Volunteer Hours, to log hours for others.
- iii. Parent Square has a feature to provide reports by user and family when logged into the Parent Square website.
- iv. Unable to make customizations of Volunteer Hours for just PSD. All school districts have the same options.
- v. Volunteer Hours Report: Hours at user level do roll to family with one record. Ties are to one adult and one student.

VI) Ombud and Parent Rep Updates

Virginia

a. 6-8 Rep updates:

- i. Beccy's class celebrated coronation day on Friday.
- ii. 6th grade had a successful field trip to Calistoga.
- iii. Big Help Out Today—litter pick-up, Letter of Kindness, etc. All grades are invited.
- iv. 7/8th grades went to Movie Festival.
- v. Band Concert was postponed.
- vi. End of Year Tokens for Middle School.
- vii. End of Year at Frontierland Park Picnic.

VII) Treasurer Report

Brian/Kendra

a. Review of OSS PTO 2023-24 Budget Proposal

OSS PTO 2023-24 Budget Proposal

PTO Overhead Expenses (Consistent Year Over Year)				
Item	2021-22 Budget	2021-22 Actual	2022-23 Budget	2022-23 Actual
Webpage	\$ 3,000.00	\$ 256.39	\$ 3,000.00	\$ 300.00
Bank Charges/CheddarUp/PayPal	\$ 250.00	\$ 827.27	\$ 1,000.00	\$ 3,258.54
Corporate Fees/Office Expenses	\$ 1,930.00	\$ 448.03	\$ 1,930.00	\$ 1,059.16
Quickbooks/Zoom	\$ 800.00	\$ 860.00	\$ 900.00	\$ 1,116.90
Insurance & Taxes	\$ 600.00	\$ 500.00	\$ 1,600.00	\$ 3,239.00
TOTAL	\$ 6,580.00	\$ 2,891.69	\$ 8,430.00	\$ 8,973.60

Principal's Account				
Item	2021-22 Budget	2021-22 Actual	2022-23 Budget	2022-23 Actual
Principal's Account	\$ 3,000.00	\$ 1,874.26	\$ 3,000.00	\$ 1,164.11
TOTAL	\$ 3,000.00	\$ 1,874.26	\$ 3,000.00	\$ 1,164.11

Classrooms, Supplies, and Teaching Support					
Item	2020-21 Budget	2021-22 Actual	2022-23 Budget	2022-23 Actual	Notes
Classroom Supplies	\$ 17,750.00	\$ 15,231.91	\$ 17,250.00	\$ 7,982.15	
Music Teacher Stipend	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00	
Music Teacher Supplies	\$ 150.00	\$ 298.50	\$ 150.00	\$ 194.40	
Science Teacher Stipend	\$ 4,250.00	\$ 2,500.00	\$ 4,250.00	\$ -	
Science Teacher Supplies	\$ 1,700.00	\$ 616.60	\$ 1,700.00	\$ 547.64	
Technology Teacher Stipend	\$ 3,000.00	\$ 139.94	\$ 3,000.00	\$ -	
Techology Supplies		\$ 238.04			
Oceans411 Planning Stipend	\$ 3,000.00	\$ 4,350.00	\$ 4,500.00	\$ -	
Art Supplies	\$ 4,000.00	\$ 616.15	\$ 4,000.00	\$ 8,130.90	
Psychomotor Supplies	\$ -	\$ -	\$ 250.00	\$ -	
PE Teacher Stipend	\$ 30,000.00	\$ 19,690.00	\$ 30,000.00	\$ 36,000.00	
PE Supplies	\$ -	\$ -	\$ -	\$ -	
Playground equipment	\$ 1,095.00	\$ 1,095.00	\$ 400.00	\$ 1,056.79	
Library	\$ 5,000.00	\$ 4,576.01	\$ 5,000.00	\$ 2,997.96	
Band	\$ 500.00	\$ 667.32	\$ 500.00	\$ -	
TOTAL	\$ 76,445.00	\$ 56,019.47	\$ 78,500.00	\$ 64,409.84	

Activities and Committees					
Item	2021-22 Budget	2021-22 Actual	2022-23 Budget	2022-23 Actual	Notes
Field Trips	\$ 49,000.00	\$ 9,134.03	\$ 49,000.00	\$ 35,106.17	
Yosemite	\$ -	\$ -	\$ 20,000.00	\$ 17,351.00	
Pods Supplies	\$ 250.00	\$ -	\$ 250.00	\$ 308.31	
Family Engagement	\$ 750.00	\$ 72.00	\$ 750.00	\$ 1,316.06	
Math Fair	\$ 50.00	\$ -	\$ 50.00	\$ 148.87	
End of Year Picnic	\$ 225.00	\$ 225.00	\$ 225.00	\$ 200.00	Reservation for park
Assemblies and other social events	\$ 3,000.00	\$ 1,520.44	\$ 3,000.00	\$ 5,277.23	Challenge Day/Hip Hop for Change
Diversity Leadership Group (DLG)	\$ 250.00	\$ 36.78	\$ 250.00	\$ 82.64	
Talent Show	\$ 350.00	\$ -	\$ 350.00	\$ -	
EAT Committee	\$ 250.00	\$ -	\$ 250.00	\$ 3,265.58	Trimmer and battery; irrigation system
Safety Committee	\$ -	\$ -	\$ 250.00	\$ -	
Junior Olympics	\$ 250.00	\$ -	\$ 250.00	\$ -	
PTO Grant Program	\$ 20,000.00	\$ 3,040.68	\$ 20,000.00	\$ 4,236.32	
TOTAL	\$ 74,375.00	\$ 14,028.93	\$ 94,625.00	\$ 67,292.18	

Miscellaneous					
Item	2021-22 Budget	2021-22 Actual	2022-23 Budget	2022-23 Actual	Notes
Donations to PEF and others	\$ 1,050.00	\$ 800.00	\$ 1,050.00	\$ 1,050.00	
Rainy Day Fund	\$ 34,000.00	\$ 19,472.87	\$ -	\$ -	30K budgeted for 8th grade activities; 4K for playground equipment
Held in Advance	\$ 10,150.00	\$ 4,076.14	\$ 10,150.00	\$ 4,417.79	Printer for office; teacher appreciation; refrigerator
TOTAL	\$ 45,200.00	\$ 24,349.01	\$ 11,200.00	\$ 5,467.79	

Grand Totals				
Grand Total	2020-21 Budget	2020-21 Actual	2022-23 Budget	2022-23 Actual
	\$ 205,600.00	\$ 99,163.36	\$ 195,755.00	\$ 147,307.52

VIII) Social Event Updates

- a. April 26th Book Bingo was a success!

Virginia

- b. Thank You to Tristan, Matt, and the Student Council for making this event possible.
- c. Huge Thank You to Florey's Books for donating books and gift certificates.
- d. Mostly student lead.
- e. About 50 bingo cards were used per session. Picture Bingo was a big hit with the younger grades than the actual bingo sheets.
- f. Used leftover Drag Bingo daubers and sheets. Still many leftovers for future events.
- g. Lowkey and easy. Only snacks, drinks and nachos were served.
- h. Recommendations for next year:
 - i. 2x a year in tandem with the Read-a-Thon (October) and National Library Week (April).
 - ii. Keep snacks only.
 - iii. The timing was good but could have added an extra round.
 - iv. Could add a raffle too.
 - v. Have a Cheddar-Up set-up to pay for food.
- i. April 29th Movie Night was a success!
- j. Thank you to Lisa, Beccy, Natalie and the middle school crew.
- k. The indoor movie had 25 participants and perfect atmospheres for those that needed sensory friendly environment.
- l. The outdoor movie had 50+ families.
- m. Recommendations for next year:
 - i. Have quarterly events—August, October, February and April.
 - ii. Invest in inflatable screen ASAP.
 - iii. Bring in pizza during intermission.
 - iv. Get a mobile lighting solution.
 - v. Have a Spiritwear booth and hot cocoa bar.
 - vi. Have some outdoor games set-up.
 - vii. Need more staff (2+) support and bigger crew if double feature is continued.
- n. Money Breakdown of both events:
 - i. All money was for snacks/dinner investment.
 - ii. The food sold at both events was for Middle School fundraising.
 - iii. Total spent--\$487, events brought in \$341. Book Bingo--\$150, Movie Night--\$191.
 - iv. There was a \$147 loss, but all food items were non-perishable that can be sold at other school social events.

IX) Principal Updates

Jeanne

- a. Staff update: 4/5th grade teacher hired—Samantha Morris.
- b. Is there an option to use the PTO emergency fund for a contracted staff member? Tarra advised that in the past we have provided \$500 to families in

need. OSS staff are considering starting a Go Fund Me for this staff person. Kendra advised that the balance of the emergency fund allows PTO to offer \$1,000.

VOTE: Beccy motioned to give staff member \$1,000 from the PTO emergency fund, Kendra 2nd, all in favor, yes.

- c. There has been an uptick in Covid cases. Kendra advised that the emergency.
 - d. A new Superintendent, Darnise Williams, has been hired.
 - e. PSD is working on rodent issue now that there is a regular night custodian.
- X) President's Report Tarra
- a. Sign-up Genius link will go out via Parent Square on May 5th for Executive Board Positions, ASEP Positions, Appointed Positions and Elected Positions (non-executive board).
 - b. PTO General Meeting is May 18th—need the DLG and EAT groups to represent at the meeting. Need someone to reach out.
 - c. Need ideas for an 8th grade send off.
 - d. Elna Flynn awards are Friday, May 20th. Congratulations to Cristin Fong and Renee Loren.
 - e. There is an opportunity for an ASEP Spanish class for K-3. A survey will go to gauge parent interest.
 - f. Last PTO Executive Board meeting for the school year to be June 6th.
 - g. Two OSS students competed in the Junior Olympics at IBL.
 - h. PSD district Board Meeting on Wednesday, May 10th.

Meeting Adjourned: 8:56 PM

Upcoming Important Dates

General Board Meeting is May 18th, 2023

Oceans Week is May 15-26.

Ocean Shore Open House is May 25th.

Exec Board Meeting is June 6th, 2023.

Last day of school June 9th.

Back to School Night is September 8th.

Mission Statement

OSS's collaborative learning community of teachers, parents, students and staff form a working partnership to enrich the educational experience for the children. Because of this partnership, the school is able to provide an experiential learning process that is enhanced by cross-aged

interaction, field trips, project-based learning, and community involvement. Each child's individual potential is maximized to foster a positive self-image, life-long love of learning, and strong critical thinking skills.

Vision Statement

Ocean Shore School students grow to be caring people who embrace diversity and are environmentally and socially responsible. They are curious and enthusiastic learners who develop strong academic and life skills. OSS students are critical, independent thinkers who are engaged members of society.