

PTO Executive Board Meeting - Open Session

Monday, June 3, 2019 • 7:00-9:00 PM

In Attendance: Amber Metkiff, Michele Tuman, Cristin Fong, Patricia Garcia, Natalie Abinante, Beccy Howarth, Julie Tarango, Ana Brenner, Jessica Stone, Ryan Paul, Jenny Abellana, Amanda Sandberg, Renee Caughman, Virginia Clements, Jonelle Chase, Krissy Zimmer, Kelly Horvatic

1. Welcome and introductions of current and next year's members.
2. May minutes approved.
3. President's Report Michele Tuman/Amber Metkiff
 - a. August Budget Meeting set for Aug. 15 at 6:30.
 - i. Plan is to get budget feedback from teachers at their next staff meeting so that all teachers have a chance to give voice before PTO Board makes decisions.
 - ii. Patricia is going to try and separate supplies and field trip expenses in next year's budget for classroom line items.
 - iii. It was mentioned that there are potential corporate donations available for supplies for next year, such as Home Depot. Suggestion was made to send a Google doc to teachers for supplies to see what could be acquired through donations.
 - b. Earmarked Donation - Robotics/Elective
 - i. David Bradley has two computer units for robotic arms and wants 8 more in order for a class to be taught using the devices. He would like PTO to purchase the 8 more for about \$2400 and offer an elective.
 - ii. Offer was made by parent to donate money to purchase, but discussion occurred regarding PTO policy to not accept earmarked donations in order to maintain fairness and oversight by PTO.
 - iii. It has been discussed that we need to have a teacher trained to teach the elective.
 - iv. There is enough with this year's budget in the held in advance line item to make the purchase. It could be purchased and ready for next year to offer as an elective in middle school.
 - v. Discussed that the units can and should be integrated in with younger grades as well, but will start with middle school elective.
 - vi. There was an unanswered question of what the requirements of maintenance would be. Motion to purchase units was approved.
 - c. Parent Room Cleanout
 - i. Volunteers are needed to make it a functioning meeting and working room. June 12 and June 14 at 10am were set as clean up dates. Prop room was discussed as needing help also.
 - d. Family Form Packets for next year
 - i. Committee to get packets ready for beginning of the year: *Jessica Stone*,

Virginia Clements, and Renee Caughman.

1. Need to decide whether the packets go home with families or whether we leave some out for people and have digital copies sent in email to families.
 2. Suggestion to consolidate paperwork packets that go out. Also mentioned was the need to distinguish where each form needs to go to assist families.
 3. Packets can help promote family donations. Also suggested was a quick video of a parent of lower grade child and another of middle school in which they share why they are donating...possibly include graduated kids saying what was so special about education at OSS.
 - a. Several have noted there is a disconnect with younger grade parents understanding the need to donate to PTO.
 - b. It was reflected that hearing the information before school started might have been helpful and not as overwhelming with the beginning of school for new families. Summer letter could be helpful.
 - c. Perhaps include the link to website for fundraising, autodraft. Letter needs to be separate.
 - d. Include information in the tour but still important to have in the packet.
 - e. Inform at summer kinder meet and greet.
 4. This year, the class placement will not include class list for privacy reasons.
 5. Suggestion for General Meeting - having budget presented to parents before the meeting.
- e. PTO Handbook Editing
- i. *Volunteers to edit: Amber Metkiff, Michele Tuman, Jonelle Chase, Virginia Clements, Natalie Abinante*
 - ii. Need to find copy of last updated handbook. Believe it was last updated 2016.
4. Treasurer's Report Patricia Garcia
- a. Fundraising status
 - i. Giving week made \$6,788 and signed up 5 families for autodraft. It helped to have the table out in the hallway to get noticed and to communicate with families.
 - ii. Discussed strategy of mentioning corporate matching near the end of the calendar year and maybe doing giving week earlier in the year.
 - iii. Suggestion made to put list of companies that match with the letter to families.
 - b. Projected budget raised this year for 2019/2020 is \$110,000. Autodraft predicted to bring in \$2,000 before year end.

- i. Rainy Day fund discussion: potential to address gap in fundraising goal.
- 5. Fundraising Report/Plan Jenny Abellana
 - a. Planning 2019/2020 year fundraising team.
 - b. Confirmed Date for 2019/2020 fundraiser - Nov 2nd will be an adult event at the Moose Lodge. Goal is to shift to whole community event rather than just OSS parents. One idea is battle of the bands.
 - c. Drag Bingo is an option for another round that could be advertised to meet the goal of community event.
 - d. Capitalizing on social events.
 - i. First week of school as there is good foot traffic that first week; perhaps setting up a photo booth for the first day.
 - ii. Movie Night -asking for a donation.
 - iii. Some discussion occurred that this can take away from community building from the events and the 8th graders used to use Movie Night to sell food as a fundraiser for class events.
 - e. Fundraising proposal will be ready for August meeting and will move forward. Estimated income from events will be attached to each proposed event in proposal.
- 6. Teacher's Report
 - a. Need to request budget meeting dates from teachers at their next staff meeting.
 - b. Support for end of the year needed:
 - i. Sheila and Patricia need help putting away Ocean's 411 items in the shed and prop room.
 - ii. Need a couple parents who are good at organizing to help with prop room, storage shed, and science room. Suggestion made to send people next week for Wednesday and Friday's Parent Room Cleanout to help. Next week will there be very few staff people on campus to help sort and organize/protect valued pieces in Prop Room; perhaps tag stuff for teachers to look at when they return before school starts.
- 7. Reports of VPs/Parent Reps/OMBUDS
 - a. Minimum Days - Better Communication - make sure that office staff knows. Send the OSS calendar with the letter. Perhaps explaining at PTO General Meeting.
 - i. Google calendar: need one that can be shared with families.
 - ii. Social Media: suggested to help with communication. District is not on board with use of social media.
 - iii. Suggestion made that there needs to be one house for classroom communication and not many different ones such as Shutterfly and Facebook pages depending on teacher and ombud.
 - iv. Suggestion made to use the link to the website for communication.
 - b. Spirit Week - BFF Day organized by student council. "Best Friend" reference for dressing up like twins for the day was upsetting and felt exclusive to some students. Families have actively written concerns. Avoid in the future.

8. 2019-2020 Appointed Jobs Selection

Jonelle Chase

- a. Candidates for appointed jobs were selected and approved. Jobs list to be created.
- b. Vacancy Recruiting: Open jobs to be recruited for include Accounts Payable, Corporate Donation Coordinator, Literature Coordinator, New Parent Coordinator, Propmaster, recurring Revenue Coordinator, and Social Events Coordinator. Perhaps communicate to recruit candidates not selected.

9. Principal's Report

Julie Tarango

- a. PEF & OSS PTO: Overarching goal of helping parents understand funding. PEF is funding incredibly crucial things for students and our teachers. We want our community to understand the different buckets of funding sources and their value. \$12,000/student is the national average spending. Our district has \$8,000/student. Ed foundations are what helps leverage that. Plan for meeting with PEF to help create document so we are all on the same page.
- b. Last Week of School plans discussed.
- c. Closing Thoughts/Goals for Next Year.
 - i. Digital permission for Frontierland Park/last day of school worked well. Might need to adjust for next year.
 - ii. In past years, report cards came with summer letter. This year they will be coming at the end of school year.
 - iii. Because summer letter will not include class list, recruiting for class jobs will be different than prior.
 1. Field trip coordinator will be the most crucial to acquire as quickly as possible due to early field trips.
 - iv. Parents will have new requirement to volunteer with students: attend a parent volunteer training and to sign Civility Agreement after training.
 - v. Back to School Night will be 8/29/19.
 1. This is 8 days after the first day of school. This early meeting will help with informing parents, acquiring parent information for rosters, and recruiting parents for class jobs or involvement.

10. Meeting Closing Comments and adjourned.

Amber Metkiff