

PTO Executive Board Meeting - Open Session

March 12, 2019 Minutes

In attendance: Beccy Howarth, Cristin Fong, Jonelle Chase, Julie Tarango, Michele Tuman, Amber Metkiff, Amanda Sandberg, Ryan Paul, Jessica Stone, Ana Brenner, Tarra Knotts, Kate Sosnowski, Patricia Balmas - Garcia, Jenny Abellana, and Renee Caughman, Natalie Abinante
Teacher: Sheila Gamble-Dorn

I. Welcome

II. February minutes approved

III. Principal's Report

Julie Tarango

A. Successful drill for shelter in place with transition to lockdown occurred in late February. Children were so quiet you would never guess anyone was in the building. Some lessons or areas to improve:

1. Volunteers signing in need to sign out so don't need to continue looking for people not there anymore.
2. Tarp for lockdown in bathroom will make sitting more comfortable.
3. Plan is to do a thorough inventory of each room, including breakout rooms and consider what might be needed for each area.
4. Next step may be a lockdown/evacuation drill with practice with some select parents for reunification.
5. Communication system worked well with texts and phone calls. In real case, text size is limited so plan will be to redirect to website window for more information and updates. It will be more efficient to keep giving updates on PTO website rather than text every time there is an update.
6. Previously planned emergency card check was altered. Families are encouraged to check their cards at office and make changes as there was concern that cards might not be returned if sent home to everyone for updates.
 - a) Discussed that it would be good to do several times a year to have parents check and update designated emergency contact persons by printing out info for parents and having them review and turn back in to office. Office is inputting changes into Synergy database as parents make written changes so that info can be accessed by staff from other locations if binder is not accessible, and so information is clear and legible.
7. Police Officers came for this drill as a courtesy, but with a drill in the Spring, officers will come on more formal basis and include training for staff.

8. Training at county office that a team of staff and parents attended this year will be offered again in future. Interested parents are permitted and encouraged to attend. Opportunity and details will be in future newsletter.
- B. Testing for 3rd-8th graders to begin after Spring break.
 - C. Workforce housing committee is looking for parents to join the committee with new ideas.
 1. PSD looking for ways to support keeping workforce - idea is for personnel who do not own a home or lost home to high rents etc. will have priority for lower than market rate housing owned by district. Construction costs have gone up since the district started the idea. Looking for creative ways for funding the project in order to help PSD compete for personnel with other districts who pay more. The way the district gets funded by state and localities means that PSD has less money proportionally.
 2. Oddstad is property that will be used to build housing.
 - D. Next year's teacher placement - families are encouraged to stay present in this year rather than thinking about next year class. A form will go out to help parents identify and state specific needs for their students rather than specific teachers.
 - E. Parents Night Out - teachers to help Julie plan this fundraiser. Perhaps get 8th graders to help. No date determined yet.
 - F. Minimum Days - communication. Discussion occurred regarding parents misunderstanding of reasons for minimum days and winter parent-teacher conferences. This led to discussion of need for opportunities for communication to help engage parents and clarify information as well as to give parents an opportunity to ask questions and express concerns.
 1. It was noted that Parent Reps are underutilized and perhaps there could be a coffee meeting for families with their representatives. Also noted that we should offer multiple platforms of communication. Unstructured monthly meeting. Julie to include parent representative information in Newsletter. One idea was "Meet your parent rep" for breakout session of Fall PTO meeting.
 2. It was suggested that an E-survey might be helpful for some parents in that it may feel safer to write questions and concerns rather than express them face to face. It also allows people to do when they have time rather than make a meeting.
 3. Town Hall meeting - another idea where there would be more opportunity for parents to dialogue with PTO and/or Julie
 4. PTO considering a Spring meeting - coffee talk casual get together.

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- A. Dream is for a committee group that includes parents to have comprehensive tour of school to identify areas of concern or need. Team to include parents so that parents' perspective is included.
 - B. With next drill, plan is to pick some parents to participate in reunification drill probably in May.
 - C. Next Safety Committee meeting TBD.
- V. Treasurer's Report Patricia Balmas-Garcia
- A. \$80,750 in income so far this year. Under by almost \$8,000 from last year this time of family direct donations. Fundraising is up by more than \$11,000, but with only a silent auction left as a big future fundraiser.
 - B. Parent confusion identified between alternative service donation and PTO donation. Teachers to discuss ideas to ameliorate this confusion in planning meetings. Board members to go to staff meeting to give ideas to staff to educate parents for fundraising.
 - C. Hoping to get to \$90,000 which would be \$30,000 short of our \$120,000 target budget.
 - 1. Patricia planning to draft proposal to go into rainy day fund if needed to make target budget as that is what it was designed for. It was noted that it wasn't necessary to use this fund when economic times were harder than now though.
 - 2. Plan for PTO presidents to draft a letter to go out to parents to explain need.
 - D. Upcoming fundraisers: Auction next week, Drag Bingo, family bowling night.
 - E. Suggestion that we may need incentive for families to donate.
 - 1. Problems with this were discussed, including that people who already donated are not recognized.
 - 2. Giving week and identify goal with what the gap in funds is at that time. Maybe May 13-24 during Ocean's Week would be good time with Open House as time of access to most families. Perhaps offer a raffle entry if you donate during this week.
 - F. Tap into alumni: Jordan Steele has agreed to be Alumni liaison and Ryan is almost done with digitizing data list.
 - G. Alternative Service money is low. Goal is \$20,000 and it is at \$10,000.
 - 1. Alternative Service as a program option needs approval from district as new administration needs to learn about it.
 - 2. Noted still the problem of parents not volunteering in classrooms. No need for scheduler as a job in most classes as there are not volunteers to schedule. Still need for Alternative Service Program as need the funds to have aides in classroom.
 - 3. Aides are now working on stipends instead of hourly employees. Monthly checks now for aides.
 - 4. Need to remind families that that is need for program and opportunity for them to contribute when they are not able.

- a) Suggestion arose for PTO General Meeting breakouts to educate parents regarding the need of the program.
- b) Making a video or having a speaker on website, newsletter or at meeting that describes the benefit of aides in the classroom.
- c) Staff making waves - aides.
- d) Ombuds to send out in email about "who is in my class helping ..."
- 5. Letter to families with low hours did not get spike in Alternative Service funds that it normally does.

VI. Fundraising

Jenny Abellana

- A. Auction - a lot of donated baskets.
 - 1. Received \$4200 donated goods after 320 letters. Not as many businesses responded as usual or expected.
 - 2. Classrooms and others are donating baskets and teachers are donating opportunities or experiences such as lunches or "teacher for the day".
 - 3. Auction items will be in hallway for next week with bidding to end on Friday night at Multicultural Night event.
 - 4. Brown bag raffles with donated items to occur as well.
 - 5. Tables set up on Friday without stuff just to advertise that auction coming. Plan is to set up items for auction Sunday morning.
- B. Bowling Night May 10th
- C. Parents Night Out - Date TBD
- D. Good Eggs again. You can continue to use the code to have money donated to school.
- E. Flamingo Flocking - needs momentum.
- F. Drag Bingo - approved by PTO.
 - 1. Longboard as location and April 4th as possible date, which is same date as Katy's Big Night for her 6th grade class.

VII. Teacher's Report

Sheila Gamble-Dorn

- A. Virginia and Sheila will be teaching crochet for coral reefs on Thursday afternoons in library from 3:15 - 4:15. Reefs to be used in decorating halls for Oceans 411. Everyone (parents and kids) welcome.
- B. Class job descriptions - may need some attention to make it clear that teacher is responsible for every student and has final say so that parents are not acting without approval of teacher. However, it was also noted that each teacher has individual way of directing activities.
- C. Elna Flynn recipients need to be named by this week.
- D. Celebrate Diversity Day coming up March 22. Request for art and games items for Multicultural night.

VIII. Reports of Parent Representative/Ombuds

- A. PSD Board Meeting - Beccy Howarth attended and reported.
 - 1. School placement lottery in discussion with board again to have process updated. Possibly weighting neighborhood school more in decision making of placement.

2. Jessica Stone is signed up and planning to attend next meeting. Tarra Knotts to circulate sign up sheet for Parent Reps.

IX. President's Report

Michele Tuman and Amber Metkiff

A. Live Scan

1. More onsite dates available and are on sign up genius 3/18 and 4/8. Sign-up times in the evening were requested for future. Hope to have a couple more dates before school is out.
2. Need to find way to be able to track money for a pay-it-forward for Live Scan so people can donate for someone else to afford Live Scan and that money is clearly earmarked.
3. PTO Presidents to have a meeting with Dr Olsen to figure out the processes for schools to know who has been cleared at each school. Need a FAQ sheet for families to answer questions such as: What are they looking for; how to let them know when we leave so they destroy the information; how will you assign someone to OSS when they previously did Live Scan for the district.
4. It should take between 24 hours to a week to be cleared once you do your Live Scan.

B. Next General PTO Meeting -

1. Looking for ideas for a couple short break out sessions.
2. Need time for recognizing 8th grade parents. Suggestion of photos of 8th grade parents active in classrooms over the years shown as a slideshow
3. Sheila and Elna Flynn Recipient announcements.

C. Email with our domain name - Ryan Paul will work on.

X. Meeting Adjourned