

## PTO Executive Board Meeting - Open Session

Sept 11, 2018

In attendance: Amber Metkiff, Michele Tuman, Ana Brenner, Cristin Fong, Tarra Knotts, Jessica Stone, Patty McNally, Renee Caughmann, Julie Tarango, Amanda Sandberg, Ryan Paul, Jenny Abellana, Natalie Abinante, Patricia Balmas-Garcia, Jonelle Chase

Excused: None

Ombuds: Jonelle Chase and Cristin Fong

- I. Welcome and introductions
- II. Review of meeting guidelines and roles
- III. June minutes approved
- IV. PTO Parent Representative grades 6-8 position open. (Jonelle Chase)
  - A. Job description and sign up has been posted on the board in the parent hallway and advertised in weekly newsletters for open position. Beccy Howarth has placed her name. If no one else signs up by tomorrow, the PTO Board will vote whether to approve her at the beginning of October 9 meeting. If someone adds their name to the list, there will be an election from Sept 13-20, ending with the PTO General Meeting.
- V. Principal's Report (Julie Tarango)
  - A. Working on safety at school, starting with recess and lunch time.
    1. New recess policy of no students on the upper field or in pockets between the wings of the school where they are not visible.
    2. School yard supervisors (trained, employed) are wearing orange vests to improve visibility to students in need.
    3. We currently have a student teacher working on kinder play yard every day at recesses.
  - B. Mindful moments - encouraging us to consider what leads us to be here, supporting the school the ways that we do.
  - C. Paperwork - challenges to start of year with new system.
    1. Suggestion that next year the paperwork be grouped all together
    2. Suggestion - if possible, to find a way for a private, live personal update of paperwork status including what is missing in personal paperwork.
    3. Correct field trip permission form needs redistribution to field trip coordinators for consistency and legitimacy.
- VI. Parent Representative Discussion
  - A. Parents asking what is policy regarding live scan for volunteering in school.
    1. Principal Julie shared that there is an active conversation occurring with the school district. The new superintendent is collecting information from many sources and developing a policy to be completed in near future. It was noted that OSS is unique in its amount of volunteer hours and parent-driven field trips.

2. The district has hired a person to manage a live scan program for school volunteers.
3. It will be part of this school's process that field trip volunteers will be checked against "Megan's Law" list. Probably for all volunteering also.
4. Concern for immigrants who may be concerned about their status, perhaps avoiding live scan. It was noted that the scan is a reference check and not a check on immigration status. Education will be necessary to hopefully alleviate fears.

VII. Teacher's Report (Patty McNally)

- A. Thank you to the parents and the board for the healthy budget and for PE.
- B. Teachers expressed concern for Fundraising Manager, Jenny Abellana getting support from parents for planning and executing events.
- C. Teachers have noted that the upper field is in tough shape and question whether the recent approval of bond money for the district could be used to fix it up to be better used.
- D. PE - teacher contact with John Lyons has been made and with his M, T, Th schedule they can fit 1st - 5th grades with 2 slots and kinder with one until the kinder students have a longer day.
- E. Virginia Szczepaniak sent the message that the compost grant came through and the EAT committee will be keeping the Board posted with updates as they occur.
- F. The teachers suggested that a committee of principal, teacher, and parents be formed before school starts next year to meet regarding paperwork and volunteer policy.
- G. Natalie Abinante shared that 7/8 th grade teachers are working on electives.
  1. They have been recruiting from parents to offer a class, but no responses.
  2. They are creating a pamphlet/handout for elective choices. Added a few new courses, including a computer science course.
  3. Wanted - parent volunteer to support/create student elective schedules based on student choices and availabilities. Currently takes teachers a lot of hours to complete. It is completed for this trimester, but help for next two would be appreciated and a job that a parent could do at home, probably a great job for a middle school parent as fewer hours available to help in classrooms.

VIII. Treasurer's Report (Patricia Balmas-Garcia)

- A. Budget to be presented at next week's PTO General Meeting for approval.
  1. Handout presented with unchanged budget amounts from budget meeting, but formatted differently. Line items are now arranged in groups with a group total at the top to allow for more flexibility within the group's budget line items. Intention is to create more efficient/effective use of funds.
  2. It was requested that "held in advance" line item be removed from "PTO overhead expenses" group and be its own category to more clearly reflect overhead expenses.

3. Social Events line item title will be changed to Talent Show to more clearly convey what is intended.
- B. Extra money from previous savings. Patricia Balmas-Garcia has been looking for a way to effectively use the pool of left over money, and Principal Julie Tarango has had experience in a previous school with a successful process to decide how to spend.
1. Create a team of 10 (Principal, 3 board members, 3 parents not on the board, 1 lower grade, 1 middle grade, and 1 upper grade teacher) to review requests for PTO money.
  2. Team to meet about 2-3 times per year to consider ideas and which offer the most benefit. Parents and teachers could write a “mini grant” application giving the opportunity for a process that is very “thoughtful”.
  3. Patricia and Julie are still working out details for moving forward and details will be further discussed in Oct PTO Board meeting.
- IX. Fundraising Report (Jenny Abellana)
- A. See attached handout for draft fundraising plan.
  - B. Plan to sell raffle tickets at PTO General meeting for parking space.
  - C. Suggestion made for creating committee to explore contacting alumni for fundraising.
  - D. Board members encouraging Jenny, Fundraising Manager, to identify what type of help she needs so members can effectively recruit.
- X. General Meeting
- A. Idea to have tables for information for people. To include table for Record Keeper, table for pledge money and auto draft, and possibly spirit wear and DLG
  - B. Julie to speak to general PTO regarding status of volunteer requirements.
- XI. Website (Natalie Abinante)
- A. Expressed need for a process for updating website - who can ask for changes and when changes can be made. Natalie to start creation of process to include that PTO board will be part of process of approving changes to the website.
- XII. Review of Action items
- A. Amber to follow up with Record Keeper and Field Trip Coordinators with suggestion of process before field trips to ensure drivers know which paperwork they still need to turn in to become “compliant”.

Meeting adjourned 9:10pm