

PTO Executive Board Meeting - Open Session

October 9, 2018 Minutes

In attendance: Amber Metkiff, Michele Tuman, Ana Brenner, Cristin Fong, Tarra Knotts, Jessica Stone, Virginia Szczepaniak, Renee Caughmann, Amanda Sandberg, Ryan Paul, Jenny Abellana, Natalie Abinante, Patricia Balmas-Garcia, Jonelle Chase, Grace Ng, Beccy Howarth

Excused: Principal, Julie Tarango (away for 8th grade Yosemite trip)

Ombuds: Jessica Stone and Amanda Sandberg

I. Welcome

II. Safety Committee report (Lailey Oliva)

Have had 3 meetings and have influenced changes in two areas:

- Re-vamp of the entry hallway and the volunteer sign-in process.
- Principal Julie has increased recess supervision for kindergarten classes with student teacher supervising 4 days/week and Julie Tarango often the 5th day. Julie is also looking to secure site funds to open up additional recess supervision. Additionally, yard supervisors wear brightly colored vests - making it easier for students to find help in the yard.

Next goals:

- Get parents trained on Big 5 Protocol given that parent volunteers are so frequently on campus and a chance they may be on campus when a protocol is practiced or implemented. Ideas include:
 - Advertising links to the protocol information. [Julie has included information in newsletters.]
 - Educators from the county to offer parent trainings (considering request to make them mandatory). [PTO willing to offer hours.]
 - Creating a “homework” assignment for parents to read, fill out, and sign showing that parents have read and understood the protocol.
- Crosswalks near school.
 - Last week an engineer from the city came to look at crosswalk and intersections around the school and should have some recommendations from that assessment shortly. [Pacifica is no longer doing flashing lights because too difficult to maintain.]
 - Crossing guards: They can be expensive and a liability. A group of first grade parents are willing to volunteer but there remains liability issues.
 - If we hired, we would have to hire for at least two hours/day.
 - Students cannot be crossing guards due to liability and off campus students needs supervision.
- Live Scan fingerprinting. Understand district and school moving forward.
 - Focus on starting with overnight field trip chaperones and all field trip drivers.
 - Department of Justice offers discount rates for non-profit groups. Julie is working with Superintendent on potential application and details. Idea may be to get all PTO's together so that it would increase the likelihood of receiving the grant; parents could be covered for multiple schools (if just one PTO, a parent would have to redo if student transferred to another school); and district could be in charge of tracking rather than each PTO.

- III. Closed Session: Vote to fill vacancies.
 - Beccy Howarth voted in to fill 6-8 Parent Representative position.
 - Tristin McNall appointed to Recurring Revenue job.
- IV. September Meeting Minutes Reviewed and Approved
- V. Teacher's Report (Virginia Szczepaniak)
 - 3rd grade has expressed concern regarding children's use of Fortnite game and behaviors carrying over onto the school yard, such as using the loser symbol. Discussion of this being Bully awareness month and including messaging about student behavior. Ideas and concerns discussed:
 - It's a very popular media at the moment and pervasive. Some families playing together at home.
 - Concern expressed that a serious issue is children can be playing with someone who reports to be another child, but could be dangerously misrepresenting themselves.
 - Pointed out that the upper grades will have a parent education opportunity about use of media and how to monitor.
 - Suggestion that Julie include a message in newsletter to make families aware of resources for making decisions about media use and how to monitor.
 - Questioned if anti-bully assembly was to occur this year like previous years as 10/01/18 was "Stomp Out Bullying" Day.
 - Teachers expressed interest in knowing status of acquiring an onsite container to store items previously stored at Fairmont School site. Some items include chairs and desks to replace furniture as it breaks. Other schools have extra room where they are able to store, but all of our rooms are being used. Currently, items are being stored in the kinder breakout room.
 - Julie not present to answer, but she is working on solving the problem.
 - Suggestion made for temporary storage rental, but pointed out that more information from Julie is needed.
 - 7/8th grade teachers repeated their desire for finding a parent to take on the job of assigning students to electives.
 - Jonelle Chase to meet with teachers to create a job description and advertise in newsletter. Everyone to recruit.
 - Announcement that in support of Read-a-Thon, teacher-lead Family Reading Night will occur on October 24, 2018, from 6:00 to 7:30 p.m., to wrap up the read-a-thon. Teachers working on parent ed aspect for those who would like to attend; classrooms will be open to families to rotate through, with thematic activities.
 - Environmental Action Team (EAT) news as Virginia is on committee.
 - Garden days will be first Sunday of the month.
 - EAT committee meetings will be held first Monday of each month.
 - Committee is slowing down roll out of composting in order to get logistics ironed out and a foundation set. It will start with a pilot week and county will give presentation to 3-5th graders to start as they will be the school leaders for the composting when all is ready. 5th grade Girl Scout troop involved in helping support project.
- VI. Teacher Communication (Cristin Fong)
 - A teacher reported sentiment of feeling "out of loop"
 - Patricia Balmas-Garcia, PTO treasurer, to go to Staff Meeting to instruct and answer questions regarding the budget.

- Teacher representative in attendance at Board meeting to convey information to staff.
 - Principal Julie is in constant contact and can communicate as well.
 - Board willing to share draft minutes with teachers.
 - Possibly have an additional teacher board position that does not rotate but is consistent and it is their job to communicate to staff. Bylaws would require changing in such a way that allowed for flexibility for years that no teacher available to take the full time position.
 - Parent Reps to communicate to their ombuds or families the results from the meeting; could include teachers as well.
- VII. Jennifer Mitchell's Request
- If a teacher is able to get a grant to cover a field trip, can money from class budget be used to buy playground equipment? This is now hypothetical as grant did not come through and district would not allow proposed changes to playground.
 - PTO glad to support everyday playground supplies when needed.
 - Changes to facility is issue with district
 - Transparency of unusual purchases using classroom budget is expected, but playground supplies are not considered unusual.
- VIII. Parent Representative Report (Jessica Stone)
- Campus Beautification: Parents have complained about status of grounds.
 - Measure O: Parent survey will be circulated in the near future where families can express preferences.
 - Need to check in with district/facilities before changes to grounds made.
 - Application exists for interested parents to join Measure O oversight committee.
 - Bathroom cleanliness issues discussed - to be raised with Julie Tarango.
 - Pots donated for plants. Not permanent change to grounds so likely okay and may quickly spruce up grounds.
 - Friendship benches: pros and cons briefly discussed.
 - Parent Reps to attend PSD Board Meeting. Sign up sheet to attend meetings circulated around and filled for all meetings through December.
- IX. President's Report
- Live Scan - already discussed earlier relative to Safety Committee discussion.
 - Girl Scouts request to sell Boo Grams. Request not approved.
 - Issues raised and discussed concerning kids left out. Discussion of alternatives to delivery to classroom, but concerns about placing in parent folders as well.
 - Concern expressed about precedent for other groups to raise funds on site.
- X. Treasurer's Report
- Family donation not up to level of last year, but expect it will catch up.
 - Auto draft is down \$660, which equals roughly 26 families donating \$25/month.
 - Treasurer's team has been meeting and they are looking for ways to increase auto draft, such as give aways and hours.
 - Suggestion for "Meet the Board" on Wednesday and Friday afternoons to sell spirit wear, answer questions, get sign-ups for auto draft, and promote fundraisers.
 - Fundraising numbers are up from this point last year due to successful Bowling Night, which sold out and raised about \$1500 compared to about \$600 last year.
 - Want to push matching funds.
 - Marilyn request for funds to purchase 24 1-inch binders out of curriculum enhancement approved.

- Band request for PTO to pay for half of cost of purchasing 6 special chairs (~\$250) while site funds pay for the other half was authorized. The request was made for transparency as funds already in budget to be used for this type of purchase.
 - Procedures for use of rainy day funds to be discussed at future meeting due to time constraints.
- XI. Website (Natalie and Patricia)
- Draft of a form was created for Board members and/or Teachers to initiate changes/additions to website and are located in the office. Completed forms are to be put in Natalie's box or emailed. She will need 3 days to make the changes or additions.
- XII. Fundraising (Jenny Abellana)
- Good Eggs, Empowered Fitness (gym), Portraits are going on now...
 - Good Eggs goal is to get 20 people to sign up in order to get \$500 bonus.
 - How to get information to parents as some have expressed overload...
 - It was mentioned it takes viewing advertisement 6 times before parents pay attention and Jenny is looking how to balance not over sharing but still getting attention.
 - Facebook page suggested, but Julie is looking into it.
 - Sara Kuentler and Melissa Rivera are taking on auction donations. Eli Poblitz to help set up auction website and a link to it can be placed on PTO website.
 - Alumni fundraising.
 - No one has volunteered. The list of alumni back to 1988 is very thick.
 - Ryan Paul to digitize the list to make information more accessible.
 - Request to sell wax coated bracelets with about \$5 profit per bracelet discussed and approved. Possibly put in with spiritwear.
- XIII. January General PTO Meeting.
- Need projector and system for tech success.
 - Note that 3 hours were awarded each family that attended the past meeting due to time parents spent in hallway with info booths prior to meeting and as meeting went late.
- XIV. Miscellaneous.
- Looking for someone to do thank you notes.
 - Need to confirm date for next Board meeting.