

## PTO Executive Board Meeting - Open Session

November 13, 2018 Minutes

**In attendance:** Patricia Balmas-Garcia, Jessica Stone, Jenny Abellana, Ana Brenner, Beccy Howarth, Cristin Fong, Renee Caughman, Tara Fuchs Knotts, Jonelle Chase, Ryan Paul, Jessica Paul, Julie Tarango, Michele Tuman, Amber Metkiff  
**Guests:** Patrick Sayer, Kathy Shiokari, David Bradley

- I. Pacifica School Volunteers - Patrick Sayer
  - A. Non-Profit that handles getting volunteers for PSD set up/cleared to volunteer at Pacifica schools and communicates with schools to help place them where there is need or opportunity. They facilitate volunteers getting necessary clearance to volunteer and in so doing, require same as PSD employee clearance, which is Live Scan fingerprinting and TB test. Results from Live Scan are reported through PSD, which lets PSV know if a volunteer is cleared. PSV interviews and trains every volunteer. They pay the \$65 for the Live Scan fingerprinting fee through their budget - achieved with grant writing, fundraising, and Think Bridge Camp. Building to administer the program is offered by the PSD. The volunteers vetted through PSV are not parents but community volunteers, often college students with volunteer requirement. PSV is insured. They act as a clearing house for nonparent PSD volunteers.
  - B. Discussion has occurred regarding a grant that exists to help reduce the cost of Live Scan. A thought is that applying and acquiring the grant with PSV as the benefactor could help all of the schools use PSV as a way to get volunteer clearance at their schools at a reduced cost and as a way to help administer volunteer clearance.
    1. PSV does not interpret the law and would not create guidelines for schools or try to redistribute volunteers to other programs.
      - a) Would need a contact at each school to connect with for guidelines and communication regarding clearance.
  - C. Who to pay for Live Scan? Grant could be helpful to reduce cost.
    1. Currently, volunteers get information from PSV, pay for Live Scan, and then are reimbursed through PSV. PSV could not pay for all of parent volunteer population.
    2. Idea that parent would pay for it at reduced cost because of grant, PSV may help for some families unable to afford the fee, school district would get results and inform PSV, PSV would store information and communicate with contact person at school regarding parent volunteer clearance.
  - D. Currently, district is working to provide a policy for volunteer requirements.
- II. Approval for wireless microphones David Bradley
  - A. Approval occurred for microphones last year, but were not able to acquire the microphones and pay for them prior to the books closing on last year's budget.

Approval occurred for \$1,400 to come out of rainy day funds to reimburse David Bradley for the purchase.

- B. David Bradley suggested in the future PTO may want to purchase a wireless handheld microphone to benefit for many meetings and assemblies without having to manage cables. Subject was not further discussed at this meeting.

III. October Minutes approved

IV. Teacher's Report

Jessica Paul

- A. Teachers did not respond with any concerns or feedback perhaps because they are busy with parent-teacher conferences at this moment.

V. Principal's Report

Julie Tarango

- A. Disaster Preparedness - Great Shakeout Drill was a great success and impressed with students' readiness during drill. Have been using Shelter in Place protocol past week due to unhealthy air quality and portable classes have been moved inside as air is not clear in them. Suggested we as a community lean into each other in these days as the Nor Cal fires are affecting people. Also suggested that parents may want to become CERT certified (Community Emergency Response TEam). Also considering having a certification program offered at school for a parent ed.
- B. Common Sense Media - as education night for parents of children of all ages at school to be scheduled.
- C. Site Council met to review SIPSA and how the SIPSA budget aligns with LCAP. Ideas to meet areas of LCAP.
  - 1. Data Dump Meetings to look over the results of testing in each class, making sure that students at all levels are having needs met. Committee of staff to look over the data and then money used for release time to meet with teachers to problem solve regarding students who may need changes with curriculum or services.
  - 2. School Climate improvement -
    - a) Outdoor classroom day with buddy matches as example of looking for ways to nourish in ways children need.
    - b) Increasing staffing for recess with additional person to facilitate playworks.
    - c) YSB (Youth Service Board) elective and student government ideas.
- D. Bathroom cleanliness concerns reported previously. Discussed with student government president and already have ideas, such as student team to monitor and report, poster campaign to keep bathrooms neat,...
- E. Encourage parent input for facility ideas regarding funds from Measure O. Community meeting to help facilitate ideas on 12/3/18 at Sunset Ridge 6:30-9:30.
- F. EAT and PSD grounds keeping met to help with keeping alignment of two groups' concerns and abilities and how best to use our volunteer power. Possibly if EAT can manage weeding, PSD can put efforts into more specialized bigger projects.
- G. Request for more suggestions for "Parent Makin Waves" section of newsletter.

VI. Fundraising Report

Jenny Abellana

- A. Read-a-thon brought in \$31,000, which is \$11,000 more than in past.
  - 1. Observed some parents writing their family donation checks for this event, and some writing larger than requested checks. Also noted more kids than prior years collecting little checks to add up to amount over \$100 (90 students qualified for "over \$100" raffle prize). 272 students raised \$50 minimum. Believe that teacher-organized reading night, frequent principal message, and classroom competitions benefitted the fundraiser.
- B. Good Eggs - Were able to get enough new people starting program to get brunch for teachers. Still need 7 more new people in order to get \$500 bonus. Need these people by end of November.
- C. See's Candy orders due 11/15/18 and Mixed Bags orders are due 11/26/18. Items to be delivered before winter break.
- D. Paint night - Thursday, 12/6. Need 10 more people to sign up or event will be cancelled. To be held at Longboard Margarita Bar.
- E. Auctions - to be held in February most likely. New idea to put out list of ideas to parents called "Count Me In". List is ideas of events parents can volunteer to host as a donation - such as a Poker Night... Believe it will help generate parent donations or inspire new donation ideas.
- F. Still do not have anyone volunteering for alumni committee to tap into alumni for fundraising.
- G. Idea regarding purchasing more bricks for the front of school as fundraiser, possibly 8th graders most interested as legacy.
- H. Not certain if bracelets are ordered yet, but hope for arrival before General Meeting.
- I. Treasures Team is working on creating a list of every company that will match for corporate match donations in order to inform parents in case they work at one.
- J. Family/Parent event - no one has volunteered to organize an event for this year. Tarra Knotts may.

VII. PSD Board Meeting Review

Tarra Knotts

- A. Reviewing LCAP (Local Control Accountability Plan) - tool to set goals and take actions for schools. Board taking input from stakeholders (teachers, students, parents) whether we achieved previous goals and ideas for new goals.
- B. Kathy Shiokari - PSD Board Trustee urged board to have parents attend PSD board meetings for feedback both ways - to the PSD board as well as inform parent community of what is happening at district.
- C. Renee Caughman assigned to attend meeting 11/28

VIII. Parent Representative Report

Ryan Paul

- A. Concern regarding retaining students for middle school at OSS. Elective choices seen as concern for 5th grade parents.
  - 1. 5th Grade Night - used to occur as a way to inform interested parents of the middle school program, including 8th grade student and alumni in high

school to present their perspective. Teachers to present benefits of varying programs offered. Plan to try and organize an event soon as deadline for application to change middle school assignment is in January.

IX. Treasurer's Report

Patricia Balmas-Garcia

- A. We are on pace with last year due to success of Read-a-thon. We brought in \$11,000 more than previous years, but have \$10,000 less in family donations. So, it evens out.
- B. Treasurer committee working on a proposal to increase participation in auto draft for general meeting
- C. Suggested put out a flyer, message to ombuds to send, and put on website to push for auto draft sign up.

X. Website

Patricia Balmas-Garcia

- A. Spiritwear page almost ready to launch. Possible future Spirit Day could be planned. If so, concern for students that do not have but want and cannot afford spirit wear. Suggestions: "buy a buddy spirit wear" as purchase for donation or a "hand-me-down" donations. Beccy Howarth reports having received a lot of positive feedback on burgundy sweatshirt that she wears and suggests including that as an option may generate purchases.

XI. Meeting adjourned

(Not to be included in Minutes)

Action items:

Inform parents of Measure O brainstorming night

Sending out "Count Me In" flyers

Recruit for 7 more Good Eggs, 10 more paint night,

Check with Jennifer if bracelets were ordered

Follow up if Tarra will plan family or parent event

Ensure board members are signed up for board meetings

Ensure ombuds are signed up for PTOboard meetings

Organize 5th Grade Night

Complete proposal for auto draft drive and create message to send to ombuds and flyers

Complete Spirit Wear web page with suggestion of burgundy option