

## PTO Executive Board Meeting - Open Session

December 18, 2018 Minutes

**In attendance:** Patricia Balmas-Garcia, Jenny Abellana, Ana Brenner, Beccy Howarth, Cristin Fong, Tara Fuchsknotts, Jonelle Chase, Julie Tarango, Michele Tuman, Amber Metkiff, Amanda Sandberg, Natalie Abinante

**Guests:** Kate Sosnowski and Lailey Oliva

**Excused:** Ryan Paul and Renee Caughman

- I. Welcome
- II. November Minutes Approved
- III. Middle School Challenge Day Cristin Fong
  - A. IBL invites and pays for "Challenge Day" organization to run an all day program for their 7th graders every year (two days - one half of 7th graders one day and the other half the next). Funded by PTO (\$3,500), it is meant to be a transformative day for students to learn acceptance, compassion for others, reduce bully behaviors and reduce stereotyping.
  - B. Cristin Fong, Jessica Paul, and Vicki Zettler attended this year and believe it is a valuable program. They would like OSS PTO board to consider bringing to OSS, perhaps for 7/8th graders every other year. Program is max 100 participants per day, so could accommodate both grades.
  - C. It was suggested that there is too much prep required to organize for this year, but will keep it in conversation regarding budget next year.
  - D. It was mentioned district representatives were impressed with program also.
  - E. It was also mentioned that this year RTS (Rape Trauma Service) program is coming to OSS middle schoolers in January/February.
- IV. Treasurer's Report Patricia Balmas-Garcia
  - A. Financial state
    1. Auto draft is less than this time last year. Family donations (\$10,000 less than last year)
    2. Fundraising is up \$14,000 from last year
    3. \$62,000 in funds raised so far this year
    4. Spirit wear is taking off and raised \$1800 so far
    5. Recent increase in matching funds participation (15 more last week)
    6. Estimates of income from recent fundraisers: Mixed Bags fundraiser \$1,000; See's \$1,000; and paint night ~\$700
    7. OSS was able to get enough participants with Good Eggs to get \$500 bonus.
  - B. ASEP group that offers soccer has expressed desire to advertise for their summer camps in Burlingame and would sponsor ASEP scholarship for their program. Recommendation was made to redirect for district approval.
  - C. ASEP would like to organize a third session this year rather than just the two already offered. Reminders to look into interference with TTT, talent show, and Jr

Olympics. It was mentioned that ASEP registration diminishes with each session so that winter classes are frequently smaller than fall and perhaps spring would be significantly less and ASEP instructors may not be as likely to want to offer programs. Recommendation to consider for next year rather than this one.

- D. Storage unit is desired by some in order to hold items that previously were stored at the closed Fairmont School site. There no longer exists a district warehouse site. Some items include desks and furniture that can later be used to replace broken furniture. Other items include PTO fundraising pieces. Much of it is being stored in the kinder breakout room, which makes it difficult to use as a breakout room.
  - 1. Some district furniture might be better stored by district rather than PTO
  - 2. Science room store room may have space as it has outdated curriculum; however can't get rid of old materials until new approved curriculum and when it comes, it will have new materials. Not a good option for storage.
  - 3. PTO bought a storage unit recently for Oceans 411 and now completely full. Concern expressed that space available gets filled whether needed or not.
  - 4. Suggestion for a focus group to organize, sort, and get rid of what is unnecessary - using staff that know the history and needs of materials.
  - 5. Need to discuss where is most impactful and target there (electrical room and kinder breakout room).
  - 6. Friday Cleaning Day to go through items and make a difference.
  - 7. Concern expressed for PTO spending on space as may be short term problem with potential facility updates to include more space.
  - 8. OSS at capacity and district recognizes this concern.
- V. Fundraising Report Jenny Abellana
  - A. "Count Me In" auction item request to go in newsletter and on website.
  - B. Roaring 20's theme party to end auction being considered. If use Longboards, no cost to use space, but no profit from alcohol. Goal would be to make \$30,000 on auction and event. Other locations being considered.
  - C. Alumni list will get passed to Ryan Paul to digitize.
  - D. Need 7th grade family to run popcorn. Patricia Balmas-Garcia will mention need at upcoming 7th grade class planning meeting.
- VI. Winter Bazaar
  - A. Most successful ever. Unofficial estimate of \$13,000 raised.
- VII. Parent Representative
  - A. Concerts - some parents expressed desire to hear PEF sponsored music program's performance that occurred only at school. Some confusion with 3rd grade families as there are two music programs. Recommendation to refer families to frequent emails sent by Mark U, director of music program.
  - B. PSD Board Meeting. Ana Brenner attended but not much to report from this meeting as it was new member installation.

VIII. President's Report

Michele Tuman and Amber Metkiff

A. Live Scan

1. It is PSD intention that by fall 2019 chaperones for all overnight and all field trips will require Live Scan clearance. Written policy is still in development with idea that mid-year it should be completed and approved.
2. PTO Presidents would like to get an estimated number of parents that would actually require Live Scan given this policy. Parent representatives to communicate with field trip coordinators to find out how many different parents are driving on their field trips this year.
3. Also would like to find out how many this might pose a financial hardship for to pay for Live Scan. Uncertain how to figure that out.
4. Idea to launch the new procedures at January PTO General Meeting, which will be a Parent Education Safety Night.
  - a) January 24 Meeting with additional time - 6:30-9:00 in order to have time for both meeting (discuss budget and auto draft recruitment) and Safety break out sessions.
  - b) Meeting to have three break out sessions through which to rotate, including Big 5 Protocol, RTS, Common Sense Media
  - c) Also may have pre sign-ups for Felix - consultant to start live scanning with appointments every 15 minutes.
  - d) Need volunteers to help with the night. Safety committee members will help.
  - e) Plan to have letter go out prior to meeting explaining the changes and then letter to go out the beginning of year with Live Scan form, which is ready.
  - f) Question Food Trucks - decision made to ask 8th graders if they want to sell food.
  - g) Kids will give homework to parents for extra credit to get parents engaged.

B. Committees

1. Tarra and Patricia to help Record Keepers to get data ready for fall.
2. Job Descriptions group to closely review job descriptions - Jonelle Chase, Cristin Fong, and Jenny Abellana.
3. PTO handbook edits - group to review for edits.

C. Safety Committee

1. Discussed benefits to having a member of Safety Committee attend PTO Board Meeting to help with communication and efficiency.
2. Informed Safety committee members that bulletin board space exists for committee to use in parent hallway.

D. Teacher-Ombud Meeting - difficult to get ombud attendance at current midday time but other times difficult to get teacher attendance.

IX. Principal's Report

Julie Tarango

- A. Great community contributions from Winter Bazaar as well as Found Money Project to help fire victims of Paradise.
- B. Series of Meetings with Teachers starting in January
  - 1. Data Dumps (to look at data and determine academic support needs in each classroom)
  - 2. Safety Focus - team of parents and staff going 1/24. Reunification training January 24th in morning.
  - 3. (Possible) - Consultant group to do a threat assessment (internal and external) that can provide comprehensive assessment and training. Approx Price is \$3200.
- C. Kinder tours going well and lottery in January. Kids are great ambassadors for program.
- D. 5th Grade Parent Ed Night - January 10 with step-up day for 5th grade students earlier that day. Parent education night to include several alumni representatives of public and private and different levels of high school.
- E. Measure O school board meetings
  - 1. Encourage OSS family attendance with positive attitude. Work Study for PSD Board members 1/16. Aggressive timeline to get projects started. Julie will let us know when we need to attend meeting.

Meeting Adjourned