

PTO Executive Board Meeting - Open Session

February 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, Lailey Oliva, Jonathan Harris

Ombud: Jessica Stone

Excused: Patricia Balmas - Garcia, Jenny Abellana, and Renee Caughman

I. Welcome

II. January minutes approved

III. Teacher's Report

Jonathan Harris

- A. David Bradley is looking into helping protect the whale skeleton (that is being weathered by its location outside between kinder and first grade wings) with plexiglass to keep moisture out. Also plan to include an information display that students can help create. Discussions are occurring about fundraising for just this project.
- B. Some parents that are undocumented have conferred with Jonathan and would like an explicit message regarding that the Live Scan requirement is only for drivers on field trips so that other families are not deterred from volunteering in other ways if they choose not to participate in Live Scan.
- C. Parent ed was discussed in response to Live Scan discussion. It was discussed that education in how to manage kids in the school setting as well as the safety protocol is necessary, and that kinder families will particularly benefit from explicit training. Jonathan Harris mentioned that he will be a kinder parent next year and could take on the parent education coordinator role.

IV. DLG School Event

Cristin Fong

- A. Multi-cultural night planned for 6-8pm Friday, March 22, the evening after kids participate in Celebrate Diversity Day activities.
 - 1. It will also be in connection to the fundraising auction. Auction bidding can end that night during the event to attract interested people to both functions.
 - 2. Planning multi-cultural acts that mainly come from the student body and perhaps a couple connections of more advanced groups. Entertainment will be organized but mostly by sign-up sheet. Hearty Heartlife will manage the MC job.
 - 3. Planning potluck style food and requesting PTO board members to plan to participate in sharing a dish from one's heritage or from a favorite culture as able. Attempts are being made for no PTO cost, but may have nominal request for paper goods.

4. Flyer already created by Natalie Abinante and will go on website, newsletter, around school, and to ombuds as date gets closer.

V. Parent Representative /Ombuds Report

A. PSD Board Meeting report from Beccy Howarth.

1. Schools will be receiving one time “block” grant money from state to support students performing low on multiple areas of standardized test.
2. Workforce housing is still in District plan. Setting up committee. Loan funding is big challenge.
3. Recess detention to be discussed in future meeting concerning whether it is best practice. For now, left to discretion of school.
4. Tarra Knotts has list of Parent Representatives that have signed up for future PSD Board Meetings.

B. Low Hours/rollover hours.

1. It was discussed how some families who have put in many hours of volunteer time in past have some years when it is difficult. Discussion included how there are ways to alleviate the hours when it is known that a family is struggling (donating hours, approval for reduced hours), but families may not be aware. Letter regarding low hours in January can be stinging for some and there are some that feel anxiety over the requirement when they are low in hours, but it is felt that reminders are good practice to engage families and remind them of the benefits of the program.
2. Suggestions included: hours letter be sent to all families (not just low hours) with suggestions how to earn hours or find out about ways to earn hours; jobs listing on website; reduction of hours in middle school when less in-class volunteering is requested. Idea of reduction of hours in middle school led to the observation that all teachers would welcome the in-class volunteer, but due to reduced numbers of parents volunteering in the classroom in recent years, teachers have made do without the help. It was suggested we remind teachers and ombuds to encourage and communicate that in-class participation regardless of grade level.

VI. Principal’s Report

Julie Tarango

A. Safety Plan: Drills and Reunification

1. 2/28 scheduled to hold 2 drills in one - going from Secure Campus to Lockdown/Barricade with potential “think on your feet” moments.
2. Julie will test the text message system and parents will have emergency cards sent home to re-check the people on list that child can be released in case of emergency for reunification purposes. The hope is that in relation to the drill, the list of people for release can be made more relevant and effective.

3. Not expecting perfection, but it will help illuminate areas of need and will test our systems.
 4. Information/heads up messages are being sent out this time in order to get prepared for later natural setting unannounced drills. Frontloading this one with preparation.
- B. Staff Development - Curriculum development is occurring with district and principals touring each school's classrooms to see implementation of curriculum in practice.
- C. Parent-teacher Conferences coming up in March.
- D. RTS came for students and will also hold teacher training. Star Vista came for students.
1. Request and motion made for \$50 donation to each non-profit program. Motion approved with assistance from treasurer to find what line item to acquire the funds.
- E. 2nd round of Data Dump meetings occurring. Team discussions for each class regarding student performance needs.
- F. 8th graders are allowed the privilege to eat lunch in patio but would benefit from more benches. Funding sources discussed. Suggestion of 8th grade class gift idea. 8th grade parents to follow up with that possibility.
- G. FUSE program - David Bradley has suggested to Julie that this program is a step connecting the beginning programming of Scratch (which our students use) to advanced programming of Python. He says he can acquire a donation of 5 kits but believes 3 more would be necessary to teach 16 students. Kits are \$400 each, three kits would require \$1,200. It was decided that more information was required: Could an elective be offered to learn how to use the kits?, when else would they be used? More regarding logistics, such as storage and access, and from which funds would PTO deliver that money. It also generated great interest in our students having the important opportunity to learn more advanced programming.

VII. President's Report

Amber Metkiff and Michele Tuman

- A. Treasurer's and fundraiser's reports given by presidents in absence of treasurer and fundraiser.
1. Donation matching proceeds have gone up but are not sustainable for long term projections.
 2. \$50,000 short of last year's budget total. Do we need added fundraisers to meet goal? Ideas and status of planned fundraisers:
 - a) Drive through meals on certain date. Benefit is that families not at school may also purchase, potentially increasing funds raised.
 - b) Reminded that auction was to have website function so that people outside of school community could also bid. Discussed need to communicate need for/advertise for "Count me in" auction items from families.

- c) Date night where teachers babysit. Suggested to tag on a restaurant connection where parents eating at that restaurant earn proceeds for school too.
- d) Sports equipment swap - parents bring old sports equipment and can purchase other used equipment for cheap/donation to school.
- e) Good Eggs event to occur from 2/25-4/30 for more fundraising.
- f) Alumni list still in process of digitizing. Amber Metkiff has idea of parents who might help to use this list for fundraising and will connect with Ryan Paul who is working on digitizing the list.

B. General Meeting Debrief and safety

- 1. Response was positive, particularly regarding education piece and moving around. Positive response to the extra hours earned. Plan for more parent education opportunities.
- 2. Next General Meeting is May 9. Discussion initiated regarding how to recognize the 8th grade families as there is some time consumption and awkwardness with current handing each family a rose. Needs further thought.
- 3. Homework planned for Big 5 protocol and maybe incentive to return emergency cards with edits regarding emergency release.
- 4. Popular demand, there will be future Live Scan dates planned - in March and in April. Plan a sign-up genius on website again.
- 5. Suggestion of a security line item for next year's budget to potentially fund Live Scan scholarship, safety trainings, tools such as walkie talkies.
 - a) Suggestion to have a way for families to contribute to a fund that pays for someone in need's Live Scan.
- 6. Room Surveys - Noted a need to have team to look in each room to see if updating needed for safety. Safety committee is working on getting this done before the end of the year, creating a task force to start inventory of each room.
- 7. It was noted that ASEP instructors should have some assistance with safety protocol and possible backpack. There is a need for plan. It was also noted that ASEP is after school and administrators would not be on duty to initiate safety protocols.
- 8. Also noted that 7/8th graders are great resource for helping and that perhaps CPR would be a good addition for middle school elective.

C. Subcommittee: Job Descriptions Edit Status

- 1. Jobs Coordinator, Jonelle Chase will meet with PTO Presidents and Principal to review job titles and flag jobs that need special attention for revisions or need to be discontinued. After, Jonelle will email current job holders for job description reviews to attempt to review some for March PTO Board Meeting as needed.

- D. Lailey Oliva informed board of hotels potentially being built in neighborhoods near schools. She is offering connections for more information and ways to voice opinions if parents would like.

Meeting Adjourned