

PTO Executive Board Meeting - Open Session

Tuesday, September 10, 2019 • 7:00-9:00 PM

In Attendance: Michele Tuman, Cristin Fong, Patricia Garcia, Natalie Abinante, Beccy Howarth, Julie Tarango, Ana Brenner, Jenny Abellana, Virginia Clements, Jonelle Chase, Kelly Horvatic, Tara Knotts, Michelle Zuromski

Excused: Krissy Zimmer, Marisa George

Guest: Jessica Stone, Siva Kommuri

I. Welcome

II. Adult Night Fundraiser

Guest: Jessica Stone

- A. Moose Lodge Nov. 2nd with Saloon theme. Laws require that no gambling is allowed, but may have card games for fun - not prizes. Dress up/costumes encouraged. Props available for photos. Hopefully get teachers - Jonathan and Jason - to play guitar.
- B. Capacity of venue is about 150 people.
- C. Will sell drink tickets and we pay Moose the cost of the alcohol while we get the profit. Venue is free.
- D. May need to pay band about \$250 or \$500.
- E. Food will be barbecue. Meat should be donated. Looking for more food donations.
- F. Maybe we will get a mechanical bull, but may need additional insurance.
- G. Photo booth - idea is to charge for the photos.
- H. Idea to charge an entry fee of about \$40 for drink ticket, dinner, and card game chips.
- I. Live auction
 1. Maui package
 2. Art package
 3. Large item
- J. "Fund a Need" - live auction fundraiser. Still working out details, but it would be part of live auction to have people bid/donate in increments - "buy in to need." Do not yet have "need" determined. Idea was tabled because this may be earmarking, which OSS PTO avoids because if you raise more than the cost of the "need," it can not be used for something else.

III. Teacher's Report

- A. Request was made for curriculum enhancement funds for new tents. Tents would be used for some overnight classroom field trips, such as 6th grade Calistoga and 4/5th grade Sutter's Fort. Request made for four, 12-man tents. On Amazon, would cost about \$825.
 1. Process of requesting curriculum enhancement is not yet finalized, so it was decided to use field trip funds given there are extra dollars allocated to field trips this year in case costs rise.
 2. Approved - \$850 to purchase 4 tents to accommodate a class of 33 from

field trip funds.

- B. Science room request for money for room supplies. Informed that there is a science supplies line item of \$1700 so that classroom supplies can be replenished. Items can be purchased with these funds.

IV. Principal's Report

- A. Staffing - it is a competitive market and frequently difficult to find staff for positions. We have been fortunate to find someone to fill in for Sean after first substitute was not able to stay; second grade will be covered indefinitely. Plan to continue the gift card drive for Sean Nunan.
- B. Family engagement: School staff is trying to get every family involved and engaged - not just the parents involved in PTO activities. Staff is deciding to start with literacy as a way for parents to get engaged and involved. Staff will host an event to educate parents on the power of engagement at home.
 - 1. Using Read-a-thon to engage families for first event.
 - a) Workshop to kick off Read-a-Thon for parents and kids on Oct 1st. The parents and kids will be in the same session for parents to try strategies with kids, teaching engagement with literacy.
 - b) It was mentioned that DLG will be organizing International Literacy Week that first week of October as well.
- C. PTO General Meeting Break out sessions: There will be 5 different options and parents will have an opportunity for 3 sessions. Session choices will include (1) Setting up for success at home, (2) How to engage emerging readers, (3) Hot topic books in library, (4) Sandy Mills will lead What to do when a child has learned how to read, (5) Matt Rattan will lead "expanding literacy."
 - 1. PTO General Meeting schedule will be 6:30-7:15 business, 7:15-7:45 session 1, 7:45 - 8:15 session 2, 8:15-9:00 session 3
 - 2. Parents to earn double hours for attending.
- D. Book swap is alive and well in hallways in front of classrooms. Community lending library is being worked on.
- E. Podcast: Elective has started with middle school students with Juli and Sophie leading.
- F. Parent Academy: Successful turn out for this round. May do another round of parent education in winter.
- G. Ace Hardware Mural: New management is working to have a relationship with the school. They are going to work on repainting the side of the building with a mural that has a theme with kids.

V. Treasurer's Report

- A. Income since beginning of year is \$23,132.04, with \$20,800 coming from family contributions. We also received 5 new auto draft sign ups this month. Amazon is the only fundraising money acquired this past month. Improvement in initial family donations compared to last year in part attributed to paperwork going home to families.
- B. Request was made for number for family donation and matching.

- C. Change of handling receipts from family donations: plan is to send out monthly receipts for contributions and will include corporate donations. Previously, receipts sent annually in January.
- D. Alternative Service funding for this year is already at \$4,000. Suggestion was made to consider changing the name of this fund so that families understand more clearly how it is used.
- E. Budget changes made since the PTO budget meeting 8/15/19.
 - 1. Added \$6,000 to field trip line item to account for increase in field trips and other unforeseen needs.
 - 2. Took money from held in advance line item to create technology line item. Had previously decided to get rid of the technology line item at the budget meeting, but then it was realized that we do have some technology needs, such as printer ink for classroom printers. Site funds pay for photocopier/printer ink but not classroom printer ink. \$1,000 was moved to tech and held in advance was reduced. Held in advance is \$6,500 now.
 - 3. \$6,200 put in Science for stipend and supply budget.
 - 4. Teachers to discuss and decide on amount of Rainy Day funds to use for curriculum enhancement line item.

VI. President's Report

- A. Live Scan dates upcoming 9/16 and 9/23. It was also noted that a lot of volunteer paperwork packets were turned in very early this year. Success attributed to sending home all the paperwork in one large envelope with students to return to class.
- B. Jobs: looking for an EAT Coordinator.
- C. Request was made for PTO to fund yoga mats to be replaced - request was for set of 26 for the whole school to use. Question was raised where to store them to preserve the quality of the mat. Logistics need to be figured out as well as amount needed to replace them. Will seek approval in future when details determined. Kelly Horvatic suggested she may be able to find some replacement mats for free.
- D. Religious days to be recognized - overnight field trips for middle schoolers are scheduled during Jewish holiday this year. It is recognized that steps need to be taken to avoid school events that exclude students from participating in both the holiday and the curriculum event. It was mentioned that education and sensitivity to other holidays and traditions need to occur, such as understanding that students may not eat during school days during Ramadan. Follow up to occur with staff and holidays to be added to future calendars in order to avoid these days.
- E. Diversity Leadership Group made a request to begin meetings/group gatherings/assemblies with a land recognition statement. More information and collaboration needs to occur, but it was discussed that prayer or spiritual declaration is to be avoided. The intent of the idea is to help change the

narrative from colonialist language/story and to recognize the indigenous people of the land we use.

- F. General Meeting
 - 1. Pacifica Resource Center wants to come and share information.
 - 2. Plan to share the budget in the Friday newsletter so families can see before the meeting.
 - 3. Announcements and tables planned so far: PEF, DLG, EAT, Spiritwear
 - G. Jobs: Accounts Payable position Mary Valdez approved and appointed. She plans to shadow to hopefully take over Treasurer position.
 - H. Medication forms: Discussion occurred regarding the fact that any substance used, including over-the-counter products requires a medication form. At the moment, particularly prescribed items need to be documented and delivered only by certified employees. Forms need to be filled out and signed by parents/guardians and doctor, and they are good for the entire year. Prescriptions/drugs can be stored at school for use during the year or taken on a field trip when form is accompanied. This is an important step for families to take in order to be able to continue to be allowed to do field trips. Other parents are not allowed to administer substances, including over-the-counter items to children. This act helps respect desires of parents and protects parents.
- VII. Fundraiser
- A. Need auction coordinator.
 - B. Received \$1000 worth of Oceana cards.
 - C. Plan to have auction for Parking Spot at General Meeting.
 - D. Fundraising Plan:
 - 1. Easy money - Box Tops, Amazon Smile, Shoparoo, Oceana Market Loyalty Card.
 - 2. Ongoing:
 - a) Jamba Juice - need new coordinator.
 - b) Flamingo Flockings: Replace with another "gram"? Need a coordinator.
 - c) Spirit Wear: Ellen Camp will continue to coordinate.
 - d) Stuck on You.
 - e) Golden Ticket Reserved Parking Raffle/Auction - Raffle at first PTO General Meeting for Oct, Nov, Dec/Jan, Feb \$5/ticket or 5 for \$20 and/or offered as silent auction.
 - 3. August
 - a) BTSN: Family Donations encouraged.
 - b) Golden Ticket Parking Spot
 - c) Possibly photo booth welcome back to school - Jessica Stone
 - 4. September
 - a) Simple Pleasures Coffee Subscription
 - b) Family Bowling Night @ Sea Bowl - 9/27, at 7:00 p.m. with 20 lanes to fill.

5. October
 - a) Read-a-thon
 - b) See's Candies (end of October through November). Delivery date in December.
 - c) Recognize that PEF-a-Thon is mid-October.
6. November
 - a) Saloon Night at Moose Lodge, November 2nd.
 - b) Recognize that PEF Winter Gala is late November or early December.
7. December
 - a) Recognize that Winter Bazaar occurs early month - funds go to Tribune fund and school emergency funds.
8. January
 - a) Silent Auction tied to an event or hold this event in March (pending our donations)
 - b) Silent Auction Golden Ticket Parking 2020
 - c) Recognize that PEF/Music Matters Jazz fundraiser occurs late January
9. February
 - a) Adult Night Out/Party (Theme to be determined. Ideas: Bingo/Karaoke?)
10. March
 - a) Silent Auction - tied to an event - Multicultural Night or create a theme.
 - b) Spring Tea Party 11am - 4pm. Rethink venue set up at Shelldance. Perhaps include outdoor table setting.
11. April
 - a) Last Push Giving Week - before Spring Break.
12. May
 - a) Open House - offer dinner meal (Above & Beyond Catering - donates 50%).