

PTO Executive Board Meeting - Open Session

Tuesday, October 14, 2019 • 7:00-9:00 PM

Attendance: Natalie Abinante, Julie Tarango, Michele Tuman, Krissy Zimmer, Kelly Horvatic, Beccy Howarth, Tarra Knotts, Virginia Clements, Marisa George, Jenny Abellana, Patricia Balmas, Ana Brenner, Cristin Fong, Jonelle Chase

OMBUD Representative: Stephanie Saylor

Guests: Fernanda Perugini and Virginia Szczepaniak

- I. Welcome
- II. Student Council Request - Early Alert System for earthquakes
 - A. Early Learning Labs has an offer for \$1,500 installation and \$3,000 annual subscription. With publicity for company, price reduces. Student Council members suggested if OSS teams up with other schools, price might reduce more.
 - B. System is partnered with US Geological and it connects to PA system to alert inhabitants of an earthquake several seconds before it is felt.
- III. Minutes from June 3rd, 2019 PTO Board meeting; August 15, 2019 budget meeting; and September 10, 2019 PTO Board meeting approved with two corrections to September meeting.
- IV. Field trip and volunteer paperwork coordination Virginia Clements
 - A. Virginia Clements has been hired as a district employee and funded by school site funds to set up and implement a system; organize, record, and file paperwork required for volunteer school work; and communicate to volunteer parents and staff regarding clearance to volunteer for field trips and classroom. Virginia has developed a system that can be handed over.
 1. So far, almost 500 volunteers are now signed up. The information is all housed at the school now.
 2. List of cleared volunteers and drivers will go live by the end of the month and shared with teachers, ombuds, and field trip coordinators. It will include list of cleared volunteers with a date of expiration for that clearance. Will need to have a system for maintaining this as expirations will happen throughout the year.
 3. Will need to train the office staff to manage the system soon. Question is how can we make the transition smooth. Concern expressed for trying to make it a job that can fit in the 8am-5pm hours of office staff as currently communication and work have also been done outside of those hours.
 4. Communication between ombud, teacher, field trip coordinator is not always happening, which makes the job harder.
 5. For next year, Board needs to consider how to continue funding this job, as it is necessary in order to continue to have the number of field trips school offers. We can't expect to fund the job with the school assistant budget, and the job does need to remain a district employee job for

privacy and liability concerns. Per Virginia, it is estimated it would need to be a .75 position. It is also estimated that next year will still require the amount of time it is requiring this year. This year we are using site funds for this 500 hour additional employee, but the amount of school site funds change every year, rendering this an unreliable source. Already with school site funds, OSS always invests more in school office assistance than is assigned in district funds in order to meet other school needs.

6. Hours funded for this job are close to being used but still work required. Question presented as to whether PTO could fund training office administration to take over; or fund position beyond the 500 hours when they are used.
- B. Live Scan: number of volunteers having completed this seems to be good for field trips so far.
1. It was decided to offer another date and see how it fills up, perhaps continue offering one date at a time as they fill up. Also need to educate and encourage parents to use other locations.
 2. 4/5th grade overnight field trips are not until Dec, Feb, and March so more Live Scan sign-up opportunities may be popular.
- C. Question presented: Would PTO be willing to fund small car seats for older kids to have onsite? For now, will try and find the car seats through our community to have extras on hand.

V. Jobs

Jonelle Chase

- A. Approved moving Mary Valdez from Accounts Payable to position of Family Donations as Florence Bray is no longer at the school. Julie Tarango is recruiting for Accounts Payable position; Patricia Balmas-Garcia and Gladys Garcia are doing accounts payable for the moment.
- B. Ryan Paul is officially doing the Webmaster job.
- C. EAT is still looking for coordinator but some new parents showing interest in helping.

VI. Teacher Report

Beccy Howarth

- A. A lot of field trips recently: 8 classes today and 8th graders are away at Yosemite.
- B. \$1000 coming in from Read-a-thon donations so far.
- C. Reading event put on by staff last week was well attended by families. Cross age groups were represented from kinder to 8th. Staff put a lot of passion and work into it. Morning session was also appreciated by families who shared that they were not able to make evening events.
- D. Upcoming events
 1. Parent-teacher conferences, staff development day (no students) the day after Halloween, POD days, Winter Bazaar.
- E. Teachers will report possible dates to schedule next ombud-teacher meeting to Cristin Fong.

VII. Treasurer's Report

Patricia Balmas-Garcia

- A. Income.
 - 1. \$26,000 family donations, of which \$22,000 came in straight checks rather than auto draft.
 - 2. People are signing up and so auto-draft is building back up since drop from last year's families leaving.
- B. 10 tickets sold for Hootananny fundraiser Nov. 2nd. Volunteers will be needed. Facebook page help. Flyer did not have link to purchase tickets. Website does.
- C. Parking raffle brought in \$300.
- D. Boxtops - Tristin McNall will keep doing the work to send them in.
- E. Fog Fest corn booth tips were \$550 this year.
- F. \$60 in coffee subscription raised at PTO meeting.
- G. Bowling Night made almost \$600. Filled almost half of alley. Board agreed that collecting beyond the price to bowl at family event was not needed - response to parent suggestion made at Bowling Night.
- H. Stuck on You label ordering - no one has been ordering. Maybe advertise in kinder yard.
- I. Dominique Katz has volunteered to seek donations for fundraising to use in auctions.
- J. Wini, parent requesting purchase for yoga mats last month, purchased 26 mats? She plans to store in Renee's breakout room, she will supply some wipes to keep them clean. They are for any class to use, but she will use them regularly to teach 3rd grade Yoga. Still need donated mats in order to have enough mats for a class of 34. Kelly Horvatic to explore finding additional mats. \$312 is price for the mats. Confirmation will be made with Renee to see that she is ok with storing it and giving access to others to use. Michele to follow up with Wini regarding reimbursement as approval had been pending.
- K. Curriculum Enhancement
 - 1. Proposal forms were put out to teachers last month to be submitted and considered this month. Teachers were asked to research things that might enhance their curriculum. Proposals should include information regarding: funding sources, longevity of use of the enhancement, if it could be used even if the person proposing it is not there to use it, who else at school might use it.
 - 2. TLC team that represents all aspects of the school - parents, teachers, staff, Board will consider and approve proposals. TLC team will meet multiple times throughout the year with multiple deadlines for proposal consideration.
 - 3. Piloting system this year to see how it works and making sure it is aligned with curriculum. Parents will have the opportunity to propose curriculum enhancements in the future.
 - 4. First TLC curriculum enhancement meeting will be tomorrow 1:30 - 2:30 to consider proposals. Cristin Fong and Patricia Balmas-Garcia to attend from the Board. More advance notice will be given for next meeting so

that other Board members interested in attending can coordinate their schedule.

5. Rainy day funds to be used for curriculum enhancement funding.

- L. \$6,000 in Held in Advance line item. Proposal made for \$3000 of held in advance be used to pay a stipend for Record Keeper. \$3000 is amount given for some other stipends in budget already. It was recognized that Board and OSS administration could not predict how big the job would be as it is the first year of this system. Stipend approval is to augment continued work after school site funds for position run out. It would only be for this year and Board would revisit funding next year. Stipend approved.

VIII. Principal's Report

Julie Tarango

- A. Power outages: PG&E has alerted customers that areas will have outages in response to dry, hot, and windy weather predicted over next couple days. Exactly which areas will be affected is not known. If OSS has an outage, staff believes that classrooms will be fine but bathrooms will not. Flashlights might be a good idea to send for classroom for bathroom trips.
- B. Ace Hardware Mural is making progress. Kids silhouettes to be included, not actual portraits of students. There will be a lottery to decide the shadows used to create the silhouettes and parent approval will be sought based on the lottery.
- C. School tours starting soon. This year, the district will be offering two kinder info nights by all of the principals as there are a lot of general questions regarding starting kindergarten rather than campus specific questions. This joint night will also show alignment among the different schools. Tours are no longer required for requesting a specific school. Kinder information nights will be Nov. 4 at 6:30 at Sunset Ridge and Nov. 19 at 6:30 at Vallemar. These nights can also provide PEF and possibly PTO opportunity to interact and educate parents before families start kindergarten. OSS will be offering 6 school tours instead of 8 that were offered last year.
- D. Plan to have 6th grade orientation night again this year in January with alumni to help educate on experiences of middle school at OSS.
- E. New speech therapist started last week.

IX. EAT

Patricia Balmas-Garcia

- A. Parent offering to buy soil using a company match. Board considered this acceptable and not earmarking.
- B. Offering hours for taking bags of green waste generated by last week's garden PPP was approved. 1 ½ hours per bag.

X. PEF Liaison

- A. Board approved Ocean Shore School hours to be earned for PEF Liaison, PEF organizing, or volunteering at PEF events - hour for hour. Suggestion made for job description to be created for PEF Liaison.

XI. President's Report

Michele Tuman

- A. Request to PTO from middle school elective - 2 new iPads, costing \$548 to be used for POD broadcast. Suggested that cases be purchased also to protect.

Can attempt to get Otterbock's cases donated, but this process is not speedy. Approved to spend money requested and a little more for cases from budget's technology line item.

- B. District will be replacing old versions of Chromebooks, but not adding new Chromebooks. Conversations of needs for younger grades will continue as they currently have iPads but not Chromebooks.
- C. Alumni fundraising: To help support in fundraising, Jordan Steele has created a letter that can be sent to alumni to see if they will donate to OSS. She is also looking for grants. Target grant request is still pending.
- D. Family Bricks: Suggestion to engrave bricks to fill in patio as a fundraiser and a way to beautify the front area of the school. Another suggestion was to decorate tiles to beautify that area.
- E. PTO General Meeting feedback.
 - 1. Business meeting may have been too short and rushed, and three breakout sessions were also rushed. Suggestion made for next meeting to have only two breakout sessions in order to give more time for discussion during the session.
 - 2. Break out sessions were considered time well spent to enhance the relationship between family and school.
 - 3. Suggestion made for more pass time between sessions in order to participate in purchase for book drive.
 - 4. Building community opportunity was great as diverse ages of families were in the sessions.
- F. School Roster
 - 1. Need for school roster was presented as a helpful tool to communicate with families not in the same class or to facilitate completing PTO jobs.
 - 2. Virginia Clements set up an online survey for families to confirm options for sharing information and for using student photos. The survey is meant to auto populate a roster spreadsheet. The response by parents has been small, and Virginia has not had time to follow up with the roster as demands and focus have been on volunteer paperwork. Update might be shared with ombuds by end of this month.

Meeting Adjourned