

## PTO Executive Board Meeting - Open Session

Tuesday, April 14, 2020 • 7:00-9:00 PM

Via Zoom Video Conference Due to COVID-19 Shelter Order

Attendance: Michele Tuman, Patricia Balmas, Krissy Zimmer, Tarra Knotts, Cristin Fong, Beccy Howarth, Marisa George, Jenny Abellana, Virginia Clements, Ana Brenner, Seva Steel, Jonelle Chase, Natalie Abinante, Faith Holle

- I. Welcome
- II. Minutes: February and March minutes reviewed and approved.
- III. Job descriptions and election process: Faith Holle
  - A. Faith edited job descriptions for clarity, consistency, and format. Approval of edits to job descriptions made for clarity and updated technology/processes.
  - B. Proposal made to move “oversees Parent Reps grade 3-5” from President job description to Upper VP job description. Edit approved.
  - C. Per Virginia Clements, Lower VP job description needs updates. Once edits made, approval for edits can occur via email vote in order to meet election process deadline.
  - D. Election process
    1. Faith Holle will update job descriptions and get them to Ryan Paul and Natalie Abinante the first week of May for upload to the website.
    2. Signup Genius to be created by Krissy Zimmer for jobs. Link will be circulated by Ombuds for families to sign up as candidate(s) for positions. Faith Holle to assist with jobs wording as needed. Initial invitation/summary to sign up will include link to OSS PTO website’s job description page for parent reference.
    3. If more than one candidate signs up for a position, an online election can occur via a google form that Beccy Howarth volunteered to create.
    4. Discussion occurred regarding platform to use. Google forms versus Google sheets versus Signup Genius pros and cons were discussed. It was noted that Signup Genius allows people to see all jobs offered, if a job already has someone interested, and prevents parents from making changes to the document. Google forms does not allow that visibility, but would be better used for anonymity to vote if an election is necessary.
- IV. President Report: Michele Tuman
  - A. New Principal selection
    1. There were two well attended Zoom thought exchange sessions for parents to offer input to the District regarding preferences and desires for qualities in a new OSS principal. Priorities stated by parents included many of same things teachers stated, such as: someone who embraces OSS program; ability to switch gears from working with a kindergartner to a middle school student; willing to take part in school events; embrace field trips and hands on projects; support traditions; parent participation;

interested in getting to know students individually; and, good communicator. Teachers also want someone with experience at least with the breadth of the K-8 program.

2. Twenty candidates were narrowed to 6 for the interview panel. Panel includes PTO President and another OSS parent, 3 teachers/staff, and a community member (former OSS PTO President and former PSD board member). Interviews will occur via Zoom this Friday, and the panel will narrow the field down to two candidates to move to the next interview process.
3. PSD cabinet members (superintendent and others) will interview the two candidates, and make a recommendation for PSD Board to vote to hire at the next board meeting, if possible.

- B. Message from Dr. Olsen was shared explaining that flood restoration is progressing despite delays in receiving some materials due to COVID-19 restrictions.

V. Principal's Report: Seva Steel

A. Distance Learning

1. Phase I (before spring break) was focused on getting teachers and students connected; providing students with access to technology; and, District setting up hot spots where needed. Teachers and students were learning all the new platforms.
2. We are now entering Phase II, which will get shared in email from the District soon. This phase will include looking at equity district wide; a survey for parents; a website for teachers; and, a website for parents.
3. Seva has been meeting with each grade level once per week to ensure consistency across grade levels at OSS.
4. There is concern for struggling students, particularly those not engaging in distance learning. Staff are trying to reach out through calling and emailing families to help get students connected and engaged.
5. District working out details and will share plans regarding grades, graduation, etc. With respect to grades, PSD will continue to utilize grades, but distance learning will do no harm. Accordingly, students will not get a grade lower than they had prior to school closure, but they can do better. Some districts are not giving grades and only giving credit/no credit or pass/no pass.
6. There are guidelines for expectations of teachers, such as weekly check-ins with students. This may look different among teachers, such that one teacher may have daily check-ins with all students, while another may check in with fewer students each day.
7. Suggestion made for an assembly or such with potentially a pre-recorded video of Seva for a check-in. This was suggested in particular to ease anxiety of younger students.

8. Seva and staff are looking into alternative ways to do some of the traditional events, such as Ocean's week.
  - B. OSS family in need. A pre-set amount of assistance from the Emergency Fund was approved to be used to help offer some support to a family in need. Treasurer and Principal to facilitate delivery.
- VI. Teacher Report: Beccy Howarth
- A. Tricky to communicate with other teachers these days.
  - B. Starting distance learning was stressful and there has been a steep learning curve, but teaching is starting to get easier.
  - C. Teachers need reminding that they still have funds in their classroom supplies budget that can be used for ideas, such as "Teachers pay teachers", a website where teachers sell their creative activities, lesson plans. Patricia to circulate the classroom budget balances to teachers.
- VII. Treasurer's Report: Patricia Balmas
- A. Reimbursements for deposits on field trips, events, or other cancelled plans have been coming in. In some cases, the refunds are going back to teachers who originally paid for them rather than PTO, who had already reimbursed the teacher, so Patricia has been working to sort all of that out. In some cases a deposit has just been transitioned over to a booking for next year, such as Frontierland Park for end of year picnic, scheduled for June 11, 2021.
  - B. In next week, once reimbursements have been sorted out, Patricia will have a better idea of budget leftovers.
  - C. \$100,000 was raised this year and there is \$50,000 still in this year's account. So, with rollover of the remaining budget for this year, we will/should have enough for next year's budget without any more fundraising.
  - D. Autodraft has been suspended in recognition of the hard financial times many families are experiencing due to COVID-19 shelter orders. Will need to develop a process for next year to go to families to reinstate their auto draft and set up for a start in August, depending upon the COVID-19 circumstance.
  - E. Patricia suggests that we may have more than \$50,000 to roll over to next year. She proposes that once we know how much, we may want to donate to PRC or other local community charity. This will need to be discussed again at another meeting.
  - F. It was noted that 8th graders are losing out on many opportunities, such as dinner dance and skip day for which funds were raised.
  - G. It was also noted that 7th graders are losing out on many opportunities to fundraise for events for next year. Options to be considered and discussed relative to alternative opportunities to raise funds.
- VIII. Fundraising Report: Jenny Abellana
- A. \$7,300 worth of auction items are in storage.
    1. Jenny will look into having extensions granted on those with upcoming expirations.

2. Discussion and decision made to not do an online auction this year given financial concerns of many community members.
3. Previously planned Panda Express dine out dates will not be advertised or occur.

IX. ParentRep/Ombuds Report

- A. It was noted that the District should send notice regarding deadline extensions for new student paperwork.
- B. Staff appreciation.
  1. OK to do teacher birthdays/teacher appreciation gifts with funds raised from class already. Also ok to allow parents to contribute without making it sound necessary.
  2. Suggestion to consider local businesses for gifts.
  3. Contact Seva to help facilitate gift porch drop.
- C. It was noted that TB screening might be difficult to acquire. It was recognized that this could affect the number of volunteers prepared for next year.
- D. Volunteer paperwork packets: Virginia Clements will be working on getting packet ready for parents by the end of this year, so the families can take care of updating during the summer.
- E. Roster: Virginia Clements will look into whether a Google form can be ready for General Meeting, or end of the year, in order to get information ready prior to the start of the new school year.
- F. Elna Flynn: The idea right now is to postpone the event rather than cancel. Tarra to work on the write ups for recipients and all will consider a way to share and celebrate with the community.
- G. End of year events and traditions: Board members encouraged to consider what traditions or events should happen and creative ways to make those traditions take place (e.g., May General Meeting, recognition of Elna Flynn recipients, recognizing 8th grade families, etc.).

Meeting Adjourned.