

PTO Executive Board Meeting - Open Session

April 9, 2019 Minutes

In attendance: Michele Tuman, Amber Metkiff, Jonelle Chase, Natalie Abinante, Patricia Balmas-Garcia, Jenny Abellana, Tarra Knotts, Beccy Howarth, Cristin Fong, Julie Tarango, Ryan Paul, Sophie Korn

- I. Welcome and thank you
- II. March Minutes approved
- III. Fundraising Jenny Abellana
 - A. \$11,800 auction but money still coming in so probably about \$12,000.
 - B. Bowling is next event. Flyer up and will go up on website for reservations. Starting with 25 lanes but can bump it up to whole alley if need to. No auction, just fun. Maybe prepay pizza.
 - C. Discussion regarding idea of appreciating people and the time and money they put in.
 - a. How do we make volunteers and people who give feel special. Thought expressed that we need to spend money to get money.
 - b. Idea of OSS giving to community and helping volunteers feel a part of the bigger picture.
 - D. Checks versus credit cards - using credit card and PayPal is ok as the fee is passed on to the user.
 - E. Drag bingo probably raised about \$4,000.
 - F. Week of Giving for OSS: May 20-24.
 - a. Planned so not to interfere with PEF week of giving.
 - b. Art in the hallway "fill the coral reefs" put paper creatures up that cost different amounts of money (perhaps put what that amount donated can buy on the paper creature).
 - c. Classrooms have thermometers.
 - d. Suggestion made to perhaps have classroom incentive of popsicle party if 60% of class participation and make it a class competition. Get teacher input. Jenny to follow up. Julie to start conversation at TLC.
 - G. Nobody is ordering flamingo flocking these days. PTO to plan a flocking. Tarra is going to arrange the first flock the day after spring break at agreed upon strategic location.
 - H. Idea for future: Dinner party on the move or Dinner for people that buy tickets.
- IV. Teacher's Report Sophie Korn
 - A. PTO would like to get a list of next year's field trips to use to show parents the breadth. There is a document started. Natalie to track it down.
 - B. Plan for podcast interviewing lower grades about field trips. Juli to get older kids to interview younger ones about the field trips and create the podcast. Can help inform parents of the scope and value of the trips.

- C. Every class needs help for Ocean's 411. Any hour of every day that week there are opportunities to volunteer.
 - D. Need new Beach Coordinator for Ocean's 411 - looking for new parent to take over. Current coordinator, Beccy Howarth, is glad to train someone this year. The job entails: 7 mornings for the beach and 1-2 meetings before. Also required is prepping beach activity bins prior. Perhaps need to send to Ombuds for recruitment or post with jobs for election. The job requires at least 45 hours.
 - E. Volunteering in classes in general is needed.
 - a. Perhaps a letter to families would help.
 - b. Discussed creating a new position - Volunteer Coordinator - someone who could ask teachers of their needs and keep a list of opportunities for people.
 - c. Perhaps a white board in the parent hallway for teachers to write their needs, maybe a google spreadsheet , could be linked on website.
- V. Reports of VP's/Parent Representatives/Ombuds
- A. Board approved increasing next year's budget for Elna Flynn ceremony to include sponsor/pay for two teachers and PSD Parent Council Rep to attend Elna Flynn Award ceremony. This is on top of already budgeted, paying for two recipients and guests. Next year budget for Elna Flynn should be near \$350.
- VI. Talent Show Cristin Fong
- A. Day show will be Wednesday and night show Thursday.
 - B. No other volunteers needed.
 - C. Idea to help keep non-performing students supervised for the night show - air stream the show to classroom to help keep kids in the classroom. Tech for this idea/project has been solved.
 - D. Set paperwork - photo release, behavioral contract, tech form.
 - E. Committee is open to fundraising with show if wanted/needed. Will wait for direction from PTO.
 - F. Will create talent show folder in parent hallway for forms and information.
 - G. OSStalentshow@gmail.com
- VII. Vice President Technology Report Ryan Paul
- A. Alumni list - data digitizing is complete.
 - a. It will help if someone who may remember families can look at list.
 - b. If we can get an email address list for alumni families, we can get a gigabyte and share information in that space. It would have HIPPA compliant security.
 - c. School's 50 Year anniversary coming up and a committee was started to see about engaging alumni.
 - B. PTO emails with PTO domain.
 - a. President@osspto.org email set up and working on other PTO positions. User can create signature line to personalize. Question how best to represent Parent Reps and if partners sharing the same grade group

share the one address. Ryan to follow up with PTO as he is creating them.

- b. Info for passwords, logistics to meet and work out.
- c. Old info can be forwarded to next board member or volunteer.

VIII. Principal's Report

Julie Tarango

- A. Lice: As leaders at school, Julie requests help to normalize lice. Current policy - if we discover 2 or more cases of lice in one class or one grade, we can then notify a class or the school. We cannot screen per policy. So, best to help encourage parents to notify school if they discover and educate parents.
- B. Safety
 - a. Ericka Orozco has inventoried the classroom backpacks. Plan is to beef up items in the backpack. Patricia Balmas-Garcia volunteered to work on backpacks during spring break.
 - b. Walk through classrooms is scheduled for May 9 and interested people are welcome to join. Walk through with threat assessment with each and all rooms.
 - c. Inventory of shed will be completed by safety committee. Noted that shed is rusting and difficult to open.
- C. Last Drill in May will be pseudo evacuation drill. Practice of leaving a classroom and going to exit point. Test reunification with handful of parents.
- D. Elective for Junior Rangers is being explored. Would include training with police.
- E. Julie plans to educate parents regarding funding of schools in general. Could be helpful to develop a team of parents and students to go to Sacramento to advocate for funding education.
- F. District is offering upcoming events with intention to strategize parent engagement with community programs.
- G. Looking to improvements of quality of parent involvement. Hope is to offer more parent trainings and remind parents that ultimately teacher is in charge. Suggestion was that parents are required to go to training to be a chaperone.
- H. Boys and Girls Club will be coming Fridays starting the week students get back from break. They plan to run intramurals on Fridays for 3rd - 8th graders. Sports at lunchtime, but the group is hoping to get students excited for other programs. The vision is to build on this intramural start with other programs. All volunteer and no cost to school or PTO.

IV. Jobs

Jonelle Chase

- A. Proposed changes to following job descriptions were approved: Secretary, President, PSD Council Rep, Ombuds, EAT Coordinator, Prospective Parent Liaison.
- B. Roster and ASEP descriptions need changes but will be posted as they are and develop changes later. Record keeper will not be posted as it is uncertain how it will be utilized in future.
- C. Possibly develop lead field trip coordinator and volunteer coordinator positions.

X. Treasurer's Report

Patricia Balmas-Garcia

- A. \$101,000 total raised - \$61,000 fundraising and \$40,000 family donations
 - B. People have been sending in family donations recently, but \$5,000 short of last year in family donations.
 - C. Corporate/employee matching last month was \$7,000.
- XI. Presidents' Report Michele Tuman and Amber Metkiff
- A. Live Scan - two more dates scheduled for May.
 - B. Plan to distribute letter to families to explain why PTO needs money.
 - C. Jordan Steele is willing to take over Alumni list when it is final.
 - D. PTO General Meeting
 - a. Amber will organize photos of 8th grade parents for General Meeting slide show, so forward any to her.
 - b. Plan to allow 45 minutes for PTO business and then have two break out meetings that have different content for different grade groupings (K-2, 3-5, 6-8). Breakout sessions will deal with explaining common core and be town hall style led by teachers.
 - E. Need to send thank you to our sponsors.
 - a. Jordan Steele has begun thanking some from Bingo night.
 - b. Idea for a wall to thank sponsors.
 - c. Possibly use website space also.
 - d. Julie Tarango can use newsletter to give recognition.