

## PTO Executive Board Meeting - Open Session

January 8, 2019 Minutes

**In attendance:** Patricia Balmas, Jenny Abellana, Beccy Howarth, Cristin Fong, Jonelle Chase, Julie Tarango, Michele Tuman, Amber Metkiff, Amanda Sandberg, Natalie Abinante, Ryan Paul, and Renee Caughman, Jessica Stone,

Ombud: Ellen Diana

Excused: Ana Brenner, Tara Fuchsknotts

- I. Welcome - discussed what is working well and would would make PTO even better. List generated.
- II. December Minutes approved with corrections to names.
- III. Treasurer's Report Patricia Balmas
  - A. Similar report to previous month's report - \$64,300 raised so far which is on track from last year with \$10,000 more from fundraising and \$10,000 less from family donation.
  - B. PTO General Meeting Jan 24 with budget presentation, will encourage family donation, and can see in February if makes difference. Will arrange to have table to accept family donations and auto draft. Will set it up with square to take credit cards. Record keepers will be at meeting also.
- IV. Fundraising Report Jenny Abellana
  - A. Question if we should do tea party. It is a lot of effort and did not make money last year. Suggestion that school responds better when something is new. Venue is beautiful but small and donations needed to make it profitable. Recommended that it be scheduled as an every other year event. Decision: no tea party this year.
  - B. Suggestion to consider pancake breakfast. Food ideas need to start planning now.
  - C. Auction - donations are coming in but coming in late. Recommendation to encourage teacher sponsored events for auction items as they are popular, "count me in" auction items (events sponsored/donated by parents) will be encouraged at upcoming General Meeting, on website, and in newsletter.
  - D. Event to end auction.
    1. Looking at March date.
    2. Still considering 20's theme party but perhaps a happy hour. If we use Longboard it is free and Jenny looking into if business is willing to share some of alcohol profits if we meet a minimum in sales. Getting proceeds of alcohol would improve fundraising for event. Discussion occurred around using other venues and Jessica Stone agreed to help with research and planning.
    3. Discussed connecting auction instead with DLG sponsored International Cultural Night on Celebrate Diversity Day - March 22nd. DLG is planning event that Friday evening to celebrate the day event with families as a

family potluck event with multi-cultural entertainment. Food labeling to consider allergies. Auction could continue in same location and end that evening. Pros to doing it with this event are that it is free and more families may attend to create more competitive bids, especially kid friendly items. And it is less effort.

- E. Ryan digitizing lists of alumni - information received includes street addresses and phone numbers - not email addresses as people were not using email much when these lists were generated. He will be done with inputting information in a week or two. Plan may be to send a flyer with information regarding OSS activity updates and encouragement to join mailing list/email list. From now on ask for people's permission and information. Action item to find someone to create a flyer to be sent.

- 1. Facebook page waiting on approval from board that principal would run and could push information.

V. Teachers Report Renee Caughman and Michelle Zuromski

- A. Teachers getting into the swing of things after break. No specific concerns expressed. Reminders that Martin Luther King Jr. celebration will occur on Tuesday, January 15. Ability Awareness Week is January 28 - February 1st.

- 1. Suggestion to consider recognition of people with allergies during diversity day.

VI. Reports of Parent Representatives

- A. Presidents to send message to Cristin Fong to send to Ombuds to send to parents regarding PTO General Meeting - Save the Date.
- B. Beccy Howarth and Kitchen coordinator have been trying to work on refrigerator and freezer getting cleaned out - ant problem. PSD Facilities member has come out and his actions didn't take care of the problem
- C. Follow up to Presidents' request for class estimates for number of field trip drivers: Drivers seem to be about 12-15 drivers per class.
- D. Drop off traffic problems: Request to have school reminder that the back gate is not a place for parking. Suggestion that the turn around be marked for no parking. Suggestion to ask if parents willing to wear orange vest and help supervise drop off traffic.

VII. Principals Report

- A. Master Facility Planning is continuing to move forward.
  - 1. Architect meeting with Principal to look at Ocean Shore presentation plan to bring to board.
  - 2. Committee of staff and parents representing different schools, staff positions, and grades will look at plan to give input.
  - 3. PSD Board to have closed work study sessions regarding plan, then open board sessions will include discussions and team to whittle project down to scope of funds. Plan to be presented to oversight committee (group of parents and staff) in March.

- B. Group of staff and parents to attend training for student reunification process of Big 5 protocol on January 28. District to fund attendance.
- C. Julie Tarango to pilot texting emergency messages. Right now it is voicemail and messages delivered to/received by families hours apart. Text would hopefully be more timely and many parents have mentioned they would prefer the immediate notification that a text provides them.
- D. Oceans 411 Cafe is February 27 and 28.
- E. 5th grade step up day for students this Thursday, January 10, and evening presentation for parents and students this Thursday evening 6-8pm in the library.

VIII. President's Report Amber Metkiff and Michele Tuman

- A. Storage concerns from last meeting: cleaned out kinder breakout room. Prop room is a problem and need to find a way to reorganize. Teachers participation needed to help identify reusable items but parents to help with let go of unnecessary items.
  - 1. Plan to schedule two more reorganization dates and put out to teachers.
- B. Low Benchmark Reports distributed.
  - 1. Parent Reps to reach out to Ombuds and teachers to ensure no other concerns before contacting families. Families with only 50% or below benchmark to be contacted. Presidents will provide Parent Reps with letter/email to send to families at low benchmark. Should also include alternative hours form as purchase price increases at end of the month.
  - 2. Thank you note to be signed by Board to be sent to families with benchmark or above hours.
- C. General Meeting Preparation
  - 1. 6:30-7:00 for business items - budget discussion and fundraising.
  - 2. 7:00 rotations start - three rooms/events/rotations and parents divided by color code given upon entry to organize starting rotation.
    - a) Each room needs support team and: room, materials, point of contact for speaker, homework for parents.
    - b) Big 5 room: Lailey and Kate in charge of supporting presenters.
    - c) Rape Trauma Services: Jonelle will help coordinate with Julie Tarango.
    - d) Common Sense Media: Jessica will help coordinate. Juli Chang helping coordinate with Kelly - parent presenter.
  - 3. Families to turn in feedback paper that gets them credit for attendance.
  - 4. Communication to parents.
    - a) Cristin to provide announcement language to Ombuds to send to parents: Save date and time.
    - b) Reminder near meeting date and invitation to sign up for Live Scan.
    - c) After meeting, communication "if you missed it...."
  - 5. Live Scan is a pre sign-up 4:30-9:00 and Feliks will be back on following Monday, January 28 to complete more parent Live Scans.

6. Need to put PSD Live Scan form on website.
  7. Pacifica School Volunteers not able to manage the high capacity of OSS volunteer Live Scan needs. Instead it will be monitored through school district communicating to Principal.
- D. Plan to change OSS President email address.
- E. Tabling discussion of job description work and PTO handbook editing.

Meeting Adjourned