

OSS PTO Board Minutes  
June 12, 2018  
8:00-10:00 PM  
Notes taken by: Tarra Knotts/Jonelle Chase

In attendance: Julie Weatherston, Kelly Kettell, Jonelle Chase, Patricia Balmas-Garcia, Tarra Knotts, Joe Funk, Jenny Abellana, Amanda Sandberg, Michele Tuman, Nanda Gatley  
Incoming PTO members attending: Anna Brenner, Jessica Stone, Amber Metkiff, Ryan Paul  
Teacher: Natalie Abinante  
Excused: Lily Escobedo, Kim Jones, Cristin Fong, Christina Noyes

- Welcome new board members
- Motion to approve May minutes. Motion approved (after minor edits made)
- E-vote: Jennifer Mitchell requested \$400 from curriculum enhancement for flexible seating. Teachers approved prior to e-vote. All e-voted in favor.

***Motion to ratify e-vote regarding curriculum enhancement. Motion approved.***

Safety Committee report - Amber Metkiff

Parent committee, not a PTO committee. It was formed by parents to address multiple safety concerns. First two meetings discussed different attendees' concerns and then narrowed current focus to generally two items:

1. Big 5 protocol - district protocol that staff are trained in and using.
  - a. Team would like to put together training for parents given that parents are so much a part of the campus. Thinking of how to roll it out. Seen as a way for parents to understand what is going on, what is needed, and understanding terms used.
  - b. County office is already reaching out to parents and could be resource for the group for parent training.
2. Recess Safety -
  - a. Committee wants to start with kindergarten yard and ensure at least one trained adult out there as there are days that there are no parents to support the classrooms. Joe reported that when that happens, the office is notified and then office staff shifts to fill in to supervise.

Other topics also discussed at meetings. Group wants to make sure people know it isn't a place to just go and complain nor to try and change the school culture. Just a place to try and help address safety concerns.

Selection of Budget and General Meeting Dates for 2018/2019 Calendar

Budget Meetings: July 23 and August 9 at 6:30pm

PTO General Meetings: Sept 20, Jan 24, May 9 7-9pm

Back to School Night: Aug 30 and Open House: May 23

### Fundraising Report - Jenny Abellana

Ideas for next year: Auction night with online component, alumni newsletter (would need a team to make happen), check-writing party, campaign for donations during school events with possible booth or giveaways like stickers or..., pushing corporate donation, using thermometer to encourage contributions, table at General Meeting to encourage contributions, some small social family nights like bowling or dinner out, color run, corporate sponsor on website (guidelines exist and need to be recovered), snap raise group  
Reminder to keep message of family donation drive economically sensitive to all of community

### Treasurer Report - Patricia Balmas-Garcia

Not very different from previous ~ \$110,000 (86% of last year's budget)  
Expecting a little more income to reach \$115,000

### Principal Report

Principal for a day was a success. Talent Show was a great success and thanks to coordinators. Barbara Ng is helping with administration and has been enjoying her time with the students. Julie Tarango, incoming principal, will attend the graduation tomorrow night, meet with Joe this week, and attend last day picnic.

### Teacher Report: - Natalie Abinante

Nothing to report from teachers.

Michele Tuman reports that she has a plan to send pre-budget questionnaire to teachers for budget feedback.

### Website update - Natalie Abinante

Natalie reports that she is working with teachers individually to figure how each wants to incorporate information into their website home pages. She also plans to do an art webpage. She needs to put the link for amazon smile on website.

### Parent Representative Check-in/Report

Request made for suggestions for improvement. Ideas were:

- Improve ombud - parent rep communication. Suggestion made for parent rep to attend ombud - teacher meetings. Suggestion made to have agenda item of reminder for post board meeting communication to ombuds. Reminder to create sign ups for ombuds to attend board meetings and parent reps to attend district board meetings beginning of next year.
- Improve teacher communication/feedback. Suggestion for teacher questionnaire - ask teachers what should be on the list for board meetings. Was suggested teachers ask for input from the rest of teachers at the prior staff meeting. Perhaps a process to effectively acquire this information can be set up.

Open Jobs - Corporate Donation Coordinator, Evaluations Chair, Parent Training Coordinator, Propmaster, Psychomotor Lead Aide, Recurring Revenue Coordinator

Determine best way to set up Meet and Greet with parent community and new principal

Perhaps setup the meeting of new principal with kinder meeting day or perhaps stagger it for general parents and then kinders. Perhaps have board members there to meet families. Will decide later.

New Parent Orientation

Many agreed that new parent orientation should not occur on the first day of school for the kinder parents as it is too overwhelming at that time. Different ideas were discussed but nothing was decided.

Suggested Item to put on next meeting agenda

We need new process for ordering supplies rather than using district to be a pass-through where PTO pays district for the order. - Patricia Balmas-Garcia

Closed Session to approve appointed PTO jobs.

See job roster for details.