

September 2023 PTO Meeting Minutes

Monday, 09.11.2023

Attendees

Diana Shmaun- *President*

Gina Silva- *Vice President*

Jeanna Isham- *Secretary*

Alison Alexander- *Treasurer*

Azarel Iniguez- *Principal*

Robin Wilson

Brianna Fawcett

Casey Gray

Jody Boone

Lisette E. Lopez

Angelina Mejia

Denis Tatro

Carla Randazzo

Dale Lovrin

Kat Arendano

Meeting Called To Order

Diana called the meeting to order at 2:40 PM.

September 2023 PTO Meeting Minutes

Monday, 09.11.2023

Agenda

Approval of August 16 Minutes

Vote

Motion for approval by Kat Arendano, Seconded by Gina Silva, All For, None

Opposed, Motion Passed

Treasurer's Report

Alison presented the committed funds to those in attendance. She explained that the expenses exceed the budget right now only because a lot of the fundraising, grants, and events haven't happened yet. As the year progresses, we will work out of the red.

Not included in the report was the Enrichment Fund for speech. Alison will update. It was also brought up that there was no Enrichment Fund included for bilingual aids. Should there be one? Bilingual aid portion would be 33.

Vote

Motion for approval by Kat Arendano, Seconded by Carla Randazzo, All For, None

Opposed, Motion Passed

New committed funds including the bilingual aid for Classroom Enrichment now stands at \$6,510.

September 2023 PTO Meeting Minutes

Monday, 09.11.2023

Classroom paper

Paper has been purchased by the school and will be refunded by the PTO shortly.

Scholastic News

Scholastic News has been purchased for this year. The purchase is considered a gift to the school by the PTO and is recorded as such on the Treasurer's Report.

The PTO has decided that this will be the last year that it will be gifted by the PTO.

Teachers in attendance expressed disappointment and asked if it was possible to have it be a per class offering. Whole school or nothing. It has to serve the whole. PTO didn't think that that was a possibility but Alison will double check.

PTO Banner

It was noted in the last minutes that we didn't need one, however upon further look we do. The current banner includes Spirit Wear on it which is no longer a PTO project. Diana needs measurements and she'll get pricing from her person.

Approval of Treasurer's Report

Vote

Motion for approval by Dale Lovrin, Seconded by Kat Arendano, All For, None

Opposed, Motion Passed

Principal's Report

Ice Cream Social

We received about 500 parents. Two nights were held; one for kinder and one for 1st-6th.

September 2023 PTO Meeting Minutes

Monday, 09.11.2023

Attendance Awareness Month

Eddie's day was today. All the kids received otter pop treats and Eddie the mascot did a meet and greet.

Contractual Capitation

We are 2 or 3 over enrolled for Kindergarten and 8 over in 5th grade. This means that if nothing is done, those with the most recent date of registration (based on enrollment) will be selected to attend another school. They will be picked up at Golden Empire and bussed to a school with a later start time. This is why Back to School night is later on the 27th as these decisions/selections have not yet been made.

What can be done? One option is to do split grade classes, however the Principal does not find this to be an ideal option.

Back to School Night

The Principal would like the PTO, SSC, and ELAC to do a brief introduction at one of the general sessions. At this time the PTO can push the Sponsorship Drive as well as getting volunteers and announcing incentives for finishing volunteer paperwork.

Sessions are 5:30-5:55, 6-6:25, 6:30-6:55, and then 7PM conclusion.

Chairs Needed

Volunteer Chair

Still needed. This would be someone to meet up with people and figure out their interests and abilities and then put them in contact with chairs of events and fundraisers.

Yearbook

Someone needed to create the content, organize it, and get volunteers. Robin has given us info on a company that can do it and another company has emailed the PTO email.

September 2023 PTO Meeting Minutes

Monday, 09.11.2023

Robin indicated that in the past it was done by January and sent off. Turnaround time is 6-8 weeks.

Kat asked for more details and deadlines. Brianna Fawcett expressed interest as well.

Social Media

Jeanna is doing in the interim. Alison offered to take over. The group felt that this one would be best to be left to an officer. Jeanna to give Alison access to Facebook shortly.

Auction Chair for Pancake Breakfast

This has included a Silent auction and raffle prizes in the past. Mary Britton has info on the auction. Brianna was interested. Wants to be provided a list of past donations. Alison to provide.

Movie Night

A give back for families but with a snackbar for purchase. Proceeds go back to PTO. Gina to chair.

Teacher Survey update

Gina Silva has only received 4 responses. Carla Randazo suggested putting it in paper form back in teacher boxes as they don't all respond to online surveys.

Back To School Night

Beyond our introduction speech, the PTO decided to set up a table with flyers and volunteer opportunities unmanned. The officers will be walking around all night with PTO t-shirts pointing people in the direction of the table.

Fliers won't be at back to school night because there will be too much going on. A QR code will be provided at Spirit Wear table for last minute PTO Sponsorship Drive donations.

September 2023 PTO Meeting Minutes

Monday, 09.11.2023

Carla also volunteered to man a Spirit Wear Booth to get rid of old merchandise. Prices of stock were sent out in student folders. Cash and check only will be accepted for ease of use.

How are we providing refunds or distribution for last year's spirit wear that was never delivered. PTO to look into this.

Chair Reports

First Day Welcome Breakfast

\$132 spent- John Justo has sponsored this. He is also willing to sponsor assemblies and potentially a barista treat for the teachers. John is discussed later in minutes.

PTO Sponsorship Drive

\$823 raised as of 9/11

It was requested to include progress more often and which classes are leading. Fliers to go out again as well as business sponsorship possibilities.

Prize goes to the highest participating class. One winner for TK and Kinder, one for primary, and one for intermediary classes. Prize is a class party. Specific class party prize to be discussed between PTO officers in the following week.

Kona Ice

Dates scheduled are 9/13, 10/3, 10/31, 12/5. Alison needs 2 or 3 volunteers to monitor the line on Wednesday. Carla, Lisette Lopez, and Gina volunteered.

Principal will send a phone call specifying the time.

September 2023 PTO Meeting Minutes

Monday, 09.11.2023

Jog A Thon

Scheduled for October 23rd. Budget has been \$3,000 proposed to cover all of the expenses. Biggest fundraiser and usually brings in about 15k or more. Taking frisbees off the prize list and replacing them with cups. Pop-its or fidget spinners was another suggested prize. Robin to start sending information out later in the fall.

Approval of Jog A Thon Budget

Vote

Motion for approval by Carla Randazzo, Seconded by Alison Alexander, All For, None Opposed, Motion Passed

Trunk Or Treat

Need volunteers to decorate trunks. A sponsorship drive was suggested for donating candy. It was decided that sponsorship would not be provided. All participants will BYOC and avoid those with nuts.

Flier for participants and volunteers needed for social media and student folders.

Would Dutch Bros. want to participate in some way?- Gina sent something but maybe a follow up.

See if teachers want to participate. Carlo Randazzo will take pole.

Needed: How many cars can logistically fit? Map and measurements. How many teachers want to be involved? What community members can fill up spots. Stadium lights.

September 2023 PTO Meeting Minutes

Monday, 09.11.2023

Supplies Needed

Magnets or brag tags

The consensus was for brag tags instead of magnets.

Leader In Me Keychains

Instead of bookmarks this year.

Golden ticket prizes

Gina ordered 1800 of the emoji keychains. Came in under budget at \$431.71.

School Volunteer Paperwork Completion Incentives

\$10 gift card for the first 20 **new** people who get all paperwork in. Have an option of 4 or 5 different gift card options for people to use.

How should we promote? Fliers to go home in students folders and for Back to School Night.

John Justo

John is a local real estate agent and was an alum of Golden Empire. He wants to help out in any way he can. He has already volunteered to donate money to assemblies. He has also asked for teacher wish lists that he could financially support.

Do we set up an Amazon Wish list? How do we make the allocation of funds equal and fair (i.e. one teacher gets more fulfilled than others) Do we create a paper log in the office that the teachers can add to?

September 2023 PTO Meeting Minutes

Monday, 09.11.2023

Carla will organize the teachers to see what their needs are. Teachers can then create a list of what they want/need to be put into the PTO box. Gina can then send it to John after further PTO discussion.

Banking

Robin will take Alison Alexander to the bank Thursday, September 14th to be added to the account. Alison will then take Diana Shmaun at a later day.

Need to discuss the reimbursement process. Alison will talk to Robin about it more. Right now, people should attach their receipts with breakdown of expenses and put them in the Treasurer's box. Alison then reimburses.

Agenda Items Not Discussed

- PTO T-shirts
- Tabled discussions
 - Penny War
 - Handmade Holiday
 - Scholarships for Fingerprinting
 - John Justo's request to help fund teachers' wish lists. Gina will get more clarification.

Action Items

Jeanna

- Social Media access to Alison.
- Resend Sponsorship Drive Fliers in Student Folders

September 2023 PTO Meeting Minutes

Monday, 09.11.2023

Diana

- Reach out to the local fire dept. about Trunk or Treat participation.
- Measure current PTO banner and inquire from contact on creating a new one.
- Trunk or Treat
 - Flier for participants and volunteers needed for social media and student folders.
 - How many cars can logistically fit?
 - Map and measurements.
 - How many teachers want to be involved?
 - What community members want to be involved?
 - Stadium lighting

Gina

- Contact McDonald's on Bradshaw about McTeacher's Night
- Follow up with Dutch Bros. for Trunk or Treat involvement?
- Further discussion with John about teacher funding.

Alison

- Update Speech Enrichment Fund in the Treasurer's Report.
- Double check if Scholastic News has to be an entire school involvement or not.
- Brianna was interested in chairing the auction as well but wants to be provided a list of past donations.
- Take Diana to the bank once access is assigned.
- Check with Robin on the reimbursement process.

Carla

- Volunteered to man a Spirit Wear Booth.
- See if there are any teachers interested in participating in Trunk or Treat

September 2023 PTO Meeting Minutes

Monday, 09.11.2023

Group Responsibilities (in priority order)

- Kona Ice- Carla, Lisette Lopez, and Gina volunteered to help on Wednesday Sept 13th.
- Sponsorship Drive
 - Budget to be put to a vote via email to the PTO for a motion and pass.
 - Specific class party prize to be discussed between PTO officers in the following week.
- Spirit Wear- How are we providing refunds or distribution for last year's spirit wear that was never delivered. PTO to look into this.
- Volunteer Paperwork Completion Incentives
 - Fliers to go home in students folders and for Back to School Night.
- Back to school Night
 - Unmanned table with:
 - Volunteer for the PTO Flier
 - PTO Sponsorship Drive Flier
 - Volunteer Packets
 - Kona Ice dates
 - Any others?
 - Manned table by Carla
 - Clearance Spirit Wear (including sizes available and cash and check only)
 - Raffle? Sell tickets for \$1.00 per ticket?
- Kat and Brianna expressed interest in Yearbook but they need more details and deadlines.
- Reach out to Mary Britton for more auction information
- PTO T-shirts- Who are the T-shirts for? Event chairs? Officers? Volunteers?

September 2023 PTO Meeting Minutes

Monday, 09.11.2023

Next Meeting Agenda Items

Next Meeting

Monday, October 9th

- Sponsorship Drive Results
- Trunk or Treat
- Dine Out Night
- Handmade Holiday
- John Justo involvement with Teacher Wish List
- Scholastic News- confirmation on if it has to be a school wide event.
- Chair/Volunteer Updates
- Banner
- Spirit Wear Closeout
- PTO T-Shirts

Meeting Adjourned

4:15 pm

Meeting Minutes By

Jeanna Isham