

11/7/16 PTO Executive Committee Meeting

Minutes

Present: Liz Lazo, Margery Rossi, Denise Lopez, Dr. Fine, Trish O'Sullivan, Isabel Pipolo, Indiana Davis, Vernita Mosley, Robert Brownell, Mia Shervington, Branwen MacDonald, Jen Carbaugh, Marisa O'Leary

9/26/16 Minutes:

Minutes were unanimously accepted

President's Report:

- Thank you to everyone for all of your hard work- it is appreciated very much- we would be unable to accomplish our goals without every member of our Executive Committee

SEPTO's Report (relayed by Marisa):

- Bagels with Santa will take place on Saturday, December 3rd at the middle school. Photos with Santa (courtesy of Scott Photography) will be offered for an additional fee. Flyers will be backpacked home within the next week or so.

Superintendent's Report:

- 5K was a success, still awaiting numbers from Jeff Stern
- Nice headway with partnering with the high school
- CFE Walk- has seen a change in response from legislators with clout- asking questions about foundation aid
- Talking Points Technology- allows you to input info into portal & then push text blast in English & Spanish- **if interested in participating in some test runs, please send Dr. Fine your name & phone number**

Committee Reports:

Advocacy:

Please see attached report

- Will be working with Maria Bautista 30, 60by Alliance for Quality Education to continue advocacy work re: CFE, possibly sending 30, 60 & 90 day collection notices to Albany

Class Parent Program:

Please see attached report

- Good response at Woodside orientation
- Teachers & parents can together brainstorm ways that class parent(s) can be helpful in the classroom- no specific activities are required/restricted

Communications:

Please see attached report

- Still would like to see samples of colored paper that will become PTO's signature flyer color
- Ha & Isabel will work on inputting flyer-type codes to copier so we can better track what events/activities/meetings we're making the most copies for
- Dr. Fine will report back on updated student enrollment, class sizes & number of classes at each building

Cultural Enrichment & Field Trips:

Please see attached report

- Dr. Fine will follow up with Woodside regarding 1st grade field trip contributions collection/counting

Finance:

Please see attached report

- Each committee chair should now be responsible for depositing funds associated with its respective committee- Ha will give Chairs deposit slips to use
- Need to develop book fair policies (re: sales tax, books for students who cannot pay, etc.)- Ha, Isabel & Rich will work on policies and report back

Fundraising:

Please see attached report

- It was decided that we will not sell ads for the winter concert programs- will revisit to see if we want to for spring concerts
- Group agreed to running a fundraiser in conjunction a local bread maker- 30 families a month can pay \$30 to receive a weekly delivery of bread on Fridays for one month. PTO will receive \$20 on each subscription. Fundraiser will run in one grade per month.
- Presented pasta catalog fundraiser- will need to push online sales- Indiana & Vernita will work out details and email the executive committee

Special Events:

Please see attached report

- Facilities use fee clarification- Dr. Fine will look into and report back- won't be black & white but of varying needs re: custodial & security staff- Robin Zimmerman should also be first point of contact for reserving facilities for special events
- Father/Daughter or Mother/Son Dance- parent would like to have a formal event & charge \$35/pp- it was agreed that this price point was out of reach for many families- max of \$15/pp- **Mia will follow up with parent on this**
- Reminder that a Co-Chair is still needed
- Trunk or Treat was a huge success- over 200 families participated- next year should partner with SEPTO

New Business:

PTO Finances:

- To date we've raised \$953 in our direct appeal, our goal is \$3,000- Dr. Fine will mention the appeal at PD meeting tomorrow- need to have a system for acknowledging donations- **Marisa will send create a form thank you letter and send to those who have already donated but need a system for new donations coming in**
- We are currently \$11,174 in income than this time of year last year- will most likely need another catalog fundraiser
- Need to have a better idea of the number of households in the district (rather than just the number of students)

Volunteer Recruitment:

- Best way to solicit is through a personal "ask"
- Class parent program will help
- Sort out PTO activities from school-based activities- send volunteer info to principal, secretary and Mary Foster or Dan Callahan if school-based

Communications:

- Need to be increased
- Weekly email blast- will go out every Monday (info must be submitted to Isabel by Thursday)

Respectfully Submitted,

Marisa O'Leary, Secretary