

Crocker/Riverside PTO
Executive Meeting Minutes
Tuesday, November 6, 2018
6:00 p.m. – 7:30 p.m.

- I. **Welcome** Bryan Baldwin (6:00 p.m.)
- a. Approve agenda
 - i. Motion by Mr. McCord, second by Evie, unanimously approved.
 - b. Board members is attendance: Mr. McCord, Ms. Foree, Ms Goodwin, Ms. McAfee, Stacy Lopez, Evie Woodman, Kevan Samsam, Brandon LaPointe, Ms. Smith, Brittany Costarella, Bryan Baldwin, Joe Delgado, Nick Millan, Katie Andrew
- II. **Principle's Report** Mr. McCord (6:03 p.m.)
- a. Fire inspection coming
 - b. Monday no school, 4th R also closed
 - c. Last Thursday Jog-O-Thon assembly, recognition of 4th, 5th and 6th graders with perfect exam scores.
 - d. 5th and 6th grades selecting their class representatives.
 - e. 6th grade team to do lottery draw for alliance redwood volunteers
 - f. Principal for a day (last year Spring Social prize) is happening this Friday. Will have a similar prize for Jog-O-thon top prize.
- III. **Officers Report**
- a. **Treasurer's Report** Joseph Delgado (6:11 p.m.)
 - 1. Still trying to integrate Paypal and Quickbooks
 - 2. Running at a net even without Jog-O-Thon
 - 3. Getting all info right to file taxes in a couple of weeks.
 - 4. Giving "read only" access to Quickbooks reports, looking into this and other alternatives.
 - 5. Still some Fall Carnival checks to be recorded.
 - b. **President's Report** Bryan Baldwin (6:14 p.m.)
 - i. General meeting coming up.
 - 1. Will set up a quick meeting on a weekend to brainstorm agenda for this.
 - ii. Google Drive established for important docs.
 - 1. Will need to work on checks and balances for access to this by non-board members: thoughts?
 - c. **Secretary's Report** Nick Millan (6:15 p.m.)
 - i. Motion to approve minutes from last meeting; motion by Nick, second by Ms. Foree, unanimously approved.
 - d. **Vice President's Report** Bryan Baldwin (6:00 p.m.)
- IV. **Committee Reports**
- a. **Fundraising Oversight** (6:15)
 - i. Maybe conflict of interest with companies like the one to give Kevin Kings tickets.
 - b. **Communications** (6:15)
 - i. Brittany took newsletter onto Konstella. Great option

- ii. **Konstella:** Good feedback, people who have issues with it have not fully looked into the app.
 - iii. **Nancy K:** General reaction from teachers still using personal email. Maybe a one-on-one with teachers to go over everything.
 - 1. Brittany and Evie will contact teachers by grade to seek out demand for the help
- c. Room Parent** Brittany Costarella (6:28)
- i. Budget for teacher appreciation luncheon/week?
 - 1. On budget handout (attached)
- d. Assistant Treasurer** Brandon LaPointe
- i.
- e. Parliamentarian** Stacy Lopez (6:30)
- i. Went through by-laws and made some suggested amendments to be approved by board.
 - 1. We can follow up at general meeting planning meeting
 - 2. Amendments:
 - a. Tracking process for voting
 - b. Number of positions, members at large, teacher positions
 - c. Amendments to money going out, maybe adopt a policy that we could change as needed instead of changing by-laws
 - d. Nomination committee.
 - e. Joe could help out with policy drafting.
 - f. Can have drafted items in office for review before vote at December meeting.
 - ii. Bryan will send out a survey for those that can make it to the planning meeting .
- f. Auditor/Transparency** Kevan Samsam (6:45)
- i. Could start working on an audit through July. Will grab necessary files from Joe
 - 1. On budget handout (attached)
- g. Enrichment:** Evie Woodman
- i. Field trip, by end of week, will connect with 1st, 2nd and 3rd grades to see if there is a specific parent that wants to help with trips, especially for trip drivers.

V. Voting Items

- a. New Business**
 - i. Survey Monkey account purchase.
 - 1. Will hold off for now
- b. Old Business**
 - i. Katie Andrew as new Member at Large
 - 1. Motion by Nick, second by Foree, unanimously approved.

VI. Discussion Items

- a. Water filling stations:** Mr. McCord (6:48)
 - i. Water standard testing came out below level standards. Still working on it. Cage will not be an option.
- b. BBQ Feedback:** Kevan Samsam
 - i. Budget was low, came very close, maybe we should consider doing drinks again next year.
- c. Alliance Redwood:** Bryan B
 - i. Continues to be an issue for some parents. We want to be sure to treat their concerns with sincerity. District has taken it as a complaint and will create a discussion about it. District has responded to concerned parent. Current 6th grade

classes will still go but a committee of fifth grade parents and sixth grade teachers about looking into other options.

- d. **Technology:** Mr. McCord (7:02)
 - i. last month approved \$6,000 to buy Chromebooks, Costco is having a big sale at \$199 each. Volunteers to buy laptops and get reimbursed.
- e. **Fall Carnival Feedback:** Evie W
 - i. Success! Met with everyone, will have a need for additional people next year.
 - ii. Student council to put out a poll of their favorites.
 - iii. Evie will create a draft and email to McCord.
 - iv. Will have 2 big projects for next year, looking for artistic talents to paint milk bottle canvas and also re-create fishing booth
 - v. Netted \$6000.
- f. **Walk to School update:** Bryan B
 - i. Ongoing meeting Land Park foundations, Crocker and Cal pulling together planning, nothing concrete. more to come.
- g. **Internal Calendar:** Bryan B
 - i. Bryan will develop a PTO calendar that includes filing deadlines, general meetings etc..more to come
- h. **New Space Allocation:** Mr. McCord
 - i. Working with district to rework the north pods into a full usable space. Art, docent, or make it a classroom and use the old classroom as a usable space.
- i. **Spring Social:** Nancy Knowdell
 - i. Committee met: Theme: 60's surf and safari
 - ii. Three new members one a kinder parent for tech.
 - iii. Outlined roles for everyone
 - iv. Nice array of folks representing different groups on campus.
 - v. Will need help with insurance coverage.
 - 1. Evie will send Nancy the info for a walk through program.
 - vi. Whos applying for a raffle permit?
 - vii. Collecting quotes from caterers, will be needing checks within 2 weeks of event,
 - viii. Temple has been paid a deposit. Date is April 27. Will be working on publicity soon. Bigger and better marketing items.
 - ix. Voted to stick with ticket prices at \$30 individual and \$60 for couple. Wrist band pay as you go for drinks. Will cover all bases with alcohol auctioning.
 - x. Keep check-in simple, comp teachers and guests, talks with planet gymnastics for childcare.
 - xi. Talking with Theodore Judah for volunteer share
 - xii. Cardboard surfboards to be decorated and displayed at event
 - xiii. Possibility of an auctioneer
 - xiv. 32 percent of donations come from parents, board to make an effort to parents to supply auction items, need more of these, push to room parents to solicit. Specialty items.
 - xv. Catering costs could be much more than last year,
 - xvi. website is up.
 - xvii. Kelly getting sponsorships letters out,
 - xviii. donations requests out in Dec. Ticket sales mid March
 - xix. Wish list can be put out to community.

VII. Review Upcoming Events

- a. **Feedback: Ms. Foree:** Thank you to the board for the computers!

VIII. Adjournment (7:28) – Next PTO Meeting December 4, 2018