

**Crocker/Riverside PTO**  
**Executive Meeting Minutes**  
Tuesday, September 4, 2018  
6:00 p.m. – 7:30 p.m.

- I. **Welcome** Anna Molander (6:03 p.m.)
- a. Motion to approve agenda change: Add to discussion; robo calls, BBQ, inform swap, enrichment.
    - i. Motion by Nick, second by Bryan, unanimously approved.
  - b. Board members is attendance: Anna Molander, Seiko Monahan, 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
- II. **Principle's Report** Mr. McCord (6:05 p.m.)
- a. Looking to hire yard duty, no job posting, 1.5 hours daily 11:30-1:15
  - b. Custodian Christina will no longer be with Crocker, she will be missed, parting gift?
    - i. District may provide sub in interim
  - c. North pod to be converted into a community space
- III. **Officers Report**
- a. **Treasurer's Report** Joseph Delgado (6:11 p.m.)
    - i. New process for submitting reimbursements, next is to get the word out. Any questions send to Joe
    - ii. Working in Quickbooks, reports will be helpful, will have another update next meeting, maybe drop down tabs for particular budget lines.
    - iii. Motion to approve report by Bryan, Second by Mr. McCord, unanimously approved.
  - b. **President's Report** Anna Molander (6:14 p.m.)
    - i. Good, positive feedback for Good Neighbor Program, will be doing Facebook postings to remind families about being good neighbors.
    - ii. Miss Samantha 4<sup>th</sup> R: Reminder that 4<sup>th</sup> R is happy to clean and setup auditorium with advcnace notice. We would love to communicate with anyone who needs the space.
    - iii. Kid sitting at back to school night and general meeting.
      - 1. PTO to budget for 5 staff members for 2 hours at \$15 per hour.
        - a. Motion by Brittany, Second by Ms. Smith.
    - iv. New teachers visiting and will be on as new Teacher representatives:
      - 1. Ms. Goodwin, Ms. McAfee
  - c. **Secretary's Report** Nick Millan (6:19 p.m.)
    - i. Ratify minutes: Motion by Seiko, Second by Brandon, unanimously approved.
    - ii. Yellow highlights indicate future agenda items
    - iii. Green highlights indicate action items.
  - d. **Vice President's Report** Bryan Baldwin (6:20 p.m.)
    - i. Volunteer training on 17<sup>th</sup>
    - ii. Fingerprinting will be held at back to school BBQ

#### IV. Committee Reports

- a. **Fundraising Oversight** (6:21)
  - i. Single night fundraisers like Big Spoon are something we could look into
    - 1. Evie could ask Shelly and Joe if they would coordinate these
- b. **Communications** Seiko Monahan (6:21)
  - i. No newsletter this past week, getting updates/feedback from families about website
- c. **Volunteer Oversight** (6:22)
  - i. Anyone know of someone interested? Maybe Dan O?
    - 1. Anna will ask him
- d. **Room Parent** Brittany Costarella (6:23)
  - i. Doing good so far with numbers; waiting for teachers to sign onto Konstella.
- e. **Assistant Treasurer** Brandon LaPointe (6:24)
  - i. Working on what this position will become
- f. **Parliamentarian** Stacy Lopez (6:24)
  - i. Will contact Nick about updating bylaws
- g. **Enrichment** (6:25)
  - i. Miss Casey update, is she paid and ready? McCord: It's getting worked out
  - ii. Garden Docent offered to pay for Soil Born Farms field trip for first grade.
  - iii. Casa de Espanol; working on getting them to Crocker as an after school program.
    - 1. Other Options:
      - a. Sac State? Other fluent speakers:
        - i. Mr. McCrord will reach out to Sac State

#### V. Voting Items (6:30)

- a. **Old Business**
  - i. Members at large to be added to board. Add two (2) more member at large positions
  - ii. Change; minimum of 2 teachers and 3 at large members.
    - 1. Motion by Bryan, Second by Evie, unanimously approved
- b. **New Business**
  - i. Stripe: will discuss at next meeting

#### VI. Discussion Items (6:33)

- a. Threshold for expense approval: Will have to figure this out as time goes on with new program.
- b. Konstella Update (Bryan): There has been a collaborative effort to roll this out.
  - i. Will have a info table out at back to school BBQ
    - 1. Maybe get ipads out for booth? Also sign ups for volunteers,
  - ii. 231 parents signed up so far, most teachers are signed in
  - iii. maybe initiate an incentive for teachers to push Konstella?
  - iv. We will need to establish some governance around this type of social networking
    - 1. I.e. administration, rules, policy.....
  - v. Will need help updating Konstella calendar (stuff like picture day etc.)
    - 1. Seiko will volunteer to do that
  - vi. Konstella doesn't have rollover for following years
    - 1. We will need an end of year "cleanup", maybe put items in Google drive for the following year.
- c. Annual fund page on website. Follow up

- d. Short week program needs a chair, Nick to add post to FB page, maybe send out volunteer opportunity on Konstella? Backpack flyer?
- e. Robo Calls: people are tuning them out.
  - i. What if, moving forward, robo calls are strictly school items so that we don't burn families out on them with too much PTO stuff.
  - ii. Maybe conduct a robo call survey to get parent's input, maybe on next newsletter send out?
    - 1. Update at next meeting
  - iii. Other ideas to put out PTO info:
    - 1. Pop up tent in front of school
- f. Uniform Swap: Karen Davey volunteered to do it, no finalized date yet.
- g. Back to school night: maybe multiple sessions for families with more than 1 child?

**VII. Review Upcoming Events (6:50)**

- a. Fall BBQ: so far 230 signed up
- b. Needs:
  - i. Truck to get grill
  - ii. Dads BBQ crew
  - iii. Reach out to rotary, HISP and ROTC for volunteers
    - 1. Samantha willing to hang up flyers at 4<sup>th</sup> R.
- c. Fall family fundraisers: BBBB event cancelled this year, will come back.
  - i. Events need to get insurance certificate
  - ii.
  - iii.
- d. Annual fund drive moving along great
- e. Samantha has access to rotary volunteers with advance notice

**VIII. Adjournment (7:36) – Next Executive PTO Meeting October 2, 2018 (Library)**