

Cabrillo PTO Meeting Agenda. Your Voice Counts

Cabrillo PTO Meeting - Executive Board Meeting

Date: August 14, 2020

Time: 5:00pm



AGENDA ITEM

PRESENTER

Call to Order

President

Introduction of Attendees

All in attendance

Time Keeper

Approval of Previous Meeting's Minutes

motion & approved

Teachers' Report:

Report

Teachers got their class assignments yesterday. Classes being made. Parents are offering to help, Stephanie has some contacts and will coordinate.

Principals Report:

Annie Flores-Aikey

Cabrillo is fully staffed! .5 RSP and a 1.0 RSP teacher. WE have a new 1st grade teacher, a new school psychologist, a new PE teacher, and Mr. Garcia is still part of the Cabrillo staff this year as a School Counselor. He is at Cabrillo 1/2 time and is at Vallemar.

Information & Discussion Items:

1. Communication and Outreach

→ all

- a. This is a "learn as we go" school year. Which is new for all of us but we are all on this learning curve together. We are hoping to get some mentorship families across grade levels. Our goal is to over communicate, in abundance to be able to get our message out. We will use FB, Cabrillo Weekly, website, teachers and eventually class liaisons.
- b. Discussion about having a Liaison for DL classes and making grade level hubs so that we can communicate with all families.
 - i. In terms of the amount of students in Full Year DL: k: 17; 1st: 18; 2nd: 17; 3rd: 11; 4th: 9; 5th: 9; 6th: 10; 7th: 6; 8th: 4
- c. On "Pick Up day: have PTO table.
 - i. make a contact page
 - ii. make a flyer of what the PTO does/ and easy ways to give & Spirit wear

2. Dates to get on the Calendar

→ Angelique & all

- a. Back to school night: there are two dates!
 - i. 8/27, staggered times for K - 4
 - ii. 8/31 staggered times for 5-8

Meeting Norms . Everyone's point of view counts and is well-intentioned. Please allow everyone to express their point of view without interruption. Let us speak to one another with intelligence and respect . Please try to keep reports to 3 to 5 minutes.

Cabrillo PTO Meeting Agenda. Your Voice Counts

Cabrillo PTO Meeting - Executive Board Meeting

Date: August 14, 2020

Time: 5:00pm



3. Creating a PTO budget for 2020-2021 → Amber, Natalie & all
 - a. drafting memo
 - b. Field trip funds are going to remain, we will not do a collection this year, but can use those funds for virtual field trip expenses.
 - c. question: Are there site funds for DL teachers? we need to look into this
 - d. question: Can we create teacher wish lists on amazon for teacher needs?

4. Fundraising → Angelique, Mara, all
 - a. creating other ways to give. Maybe a one day or one week "Ask". Still details to figure out.
 - b. Perhaps we can work on an "Info Sheet" on ways/platforms to give
 - i. Jennifer, Stephanie, Mara, Angelique can figure out the "ask" and then it can be pushed out to the liaisons and then the parents.

5. MemberHub Clean Up
 - a. Teachers have been asked to save all their pictures, messages, files because they will be cleaned out to add in new info for this year.
 - b. once classes have been established new families will be added to the teacher's hubs
 - c. Create an Opt-In page for teachers to give to parents.

Officers' Reports (5 minutes Reports)

1. President Angelique Barry
 - a. had a PTO presidents meeting with other PTOs and Superintendent Olsen. A lot was discussed, but not too many decisions.
 - i. Logistics for hiring new teachers, first day of school moving to 8/20. How are we going to keep full year DL families engaged and connected. Possibly have a room parent form the DL classes linked to the PTO. Discussed the equity of funding teachers who are in DL. 3 schools are going to be doing a "donation ask" this Fall. It will be different than years past but there will be one.

2. Treasurer Amber Porter & Natalie Weidemier
 - a. Revamp the Reimbursement form that has been used for years to capture the virtual learning expenses. It will also account for teachers who buy for the grade level.
 - b. In a budget memo we will also ask the teacher to submit for reimbursement within 30-60 days.
 - c. Some teachers spoke to the fact that there has not been a budget in the past that this is new and may not be necessary since it has always worked out in the past.

Meeting Norms . Everyone's point of view counts and is well-intentioned. Please allow everyone to express their point of view without interruption. Let us speak to one another with intelligence and respect . Please try to keep reports to 3 to 5 minutes.

Cabrillo PTO Meeting Agenda. Your Voice Counts

Cabrillo PTO Meeting - Executive Board Meeting

Date: August 14, 2020

Time: 5:00pm



- i. It was discussed that incoming donations are not guaranteed so it is unknown what our working budget will be, we need to be careful with our spending.

3. VP Fundraising Chairs

- a. Introduction of Michelle Ryan - she'd like to be part of the Cabrillo to strengthen our community and family
- b. introduction of Liz Harrington - she has 2 kids and would like to get more involved with the PTO

4. VP Lower Grade Liaisons

Jennifer Russitano

- a. still trying to establish a class liaison for each class

5. VP Upper Grade Liaisons

Stephanie Harrington

- a. looking to start placing liaisons; waiting on class lists to be made.
- b. Jennifer and Stephannie will be the messengers at the beginning of the year.
- c. perhaps looking to create new roles in parent volunteers, instead of "party planner" perhaps "IT support" all avenues need to be explored.

6. VP Visual & Performing Arts

Brad Switzer

- a. Mr. U will continue to do Music with 3rd-5th graders, at Cabrillo and across the district
- b. there is an opportunity to explore cross-district creative arts
- c. The logistics will be difficult, would like to be involved with teacher discussions to see what the need is.
- d. perhaps explore "materials pick up" if art supplies are needed at home

7. VP After School Enrichment Program(ASEP)

Suzanne Lifson Salazar & Lisa To

- a. This will look different this year.
- b. Some offerings this year will be Spindrift, Suzanne is teaching French
 - i. the launch will be in early September

Committee's Reports

1. Communication Coordinator

Michela Christensen

2. Grant Writer

Orianne Delfosse

3. Education Enrichment Fund Drive

Mara Higdon

Meeting Norms . Everyone's point of view counts and is well-intentioned. Please allow everyone to express their point of view without interruption. Let us speak to one another with intelligence and respect . Please try to keep reports to 3 to 5 minutes.

Cabrillo PTO Meeting Agenda. Your Voice Counts

Cabrillo PTO Meeting - Executive Board Meeting

Date: August 14, 2020

Time: 5:00pm



4. Pacifica Education Foundation
5. Volunteer Coordinator

Ashley Larsen

Next Meeting: Thursday, September 10th, 2020 at 6pm

Agenda Topics due: Tuesday, Sept. 8th, 2020 by 6pm to: cabrilloPTOboard@gmail.com

Meeting Norms . Everyone's point of view counts and is well-intentioned. Please allow everyone to express their point of view without interruption. Let us speak to one another with intelligence and respect . Please try to keep reports to 3 to 5 minutes.