

Cabrillo PTO Meeting Agenda. Your Voice Counts

Cabrillo PTO Meeting - Executive Board Meeting

Date: **September 11, 2020**

Time: 5:00pm



AGENDA ITEM

PRESENTER

Call to Order

6:05pm

Introduction of Attendees

Angelique Barry

Natalie Weidemier

Gianna Franco

Illa Dwyer

Brad Switzer

Michelle Sullivan

Emily Hennessy

Liz Harrington

Amber Porter

Lisa To

Annie Flores-Aikey

Sue Beckmeyer

Jennifer Russitano

Susan Lifson Salazar

Mara Higdon

Meghann Elsbern

Stephanie Harrington

Kiyomi Arai

Barb DeVolder

Cherie Chan

Chris Donnelly

Time Keeper

Stephanie

Approval of Previous Meeting's Minutes

[August 2020 Minutes](#) Will call for approval in October.

Teachers' Report:

Illa Dwyer & Sue Beckmeyer

- Back to School night was on 2 nights this year. Things went smoothly for lower grades. 7th / 8th grade went very well. Parents stayed in 1 zoom and the teachers moved through each "class".
- Library has not yet started. Sue is working on supporting teachers and processing their requests. Also there will be a new update on the school library system. It is still being revamped.

Principals Report:

Annie Flores-Aikey

- Tech updated: 9 Chromebook carts (288 devices) have been handed out to families. There are some that are damaged and were not able to be given to students. Those with just broken mouse pads were given an external mouse to be able to continue to use the chromebook.
 - There were 70 Hotspots requested, and 40 were received and are in the process of being handed out. There was a priority list and that is what Sue is working through.
- There are 2 Cabrillo teachers that are full-year distance learning teachers, Gabi Wiseman (K) and Kiyomi Arai (3rd). There is another F.Y. DL teacher that is a Cabrillo staff member, she is new from Santa Cruz, her name is Noelle Eurs, she is currently teaching 1st graders. There are still Cabrillo students from all grade levels in Full Year DL but they have teachers from other schools in the district.

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Information & Discussion Items:

1. Clarifying Executive Board Members & Meetings → Angelique
 - a. Why we have executive board meetings, our by laws state that 2 meetings have to be general meetings. Those are B2SN & Open House. The reason behind executive board meetings is to expedite meetings, all voting members (executive members have a vote) will be present.
 - i. It was suggested that there are alternating months for General Meetings and Executive Board Meetings.
 - b. We need to have 1 teacher representative. The board appreciates teachers taking an active role, however we need to identify a teacher that will be voting on behalf of all.
2. Introduction of volunteers for Secretary position → Angelique & guests
 - a. Cherie Chan - is a secretary in other rolls. She has a daughter in 1st grade and another child in TK at Ortega. Also she has been very involved in PEF for many years.
 - b. Gianna Franco- has a daughter in 1st grade; would like to be more involved in Cabrillo; has 17month old at home, and a stepdaughter who is a senior. She works for our local CBS affiliate.
 - c. Marissa Dunn -- not present
 - d. Melyssah Morrison -- not present
 - e. Brandy Petrasunas -- not present
 - f. Taylor Ryder -- not present
 - Both Cherie and Gianna offered to share the roll if need be. Angelique will email them on Friday to inquire if they are still interested in the position.
 - The position will be voted on by general members.
3. PTO budget for 2020-2021 → Amber, Natalie & others
 - a. Budget Memo
 - i. \$750 of unrestricted funds, these monies do not need pre-approval. Once a teacher reaches this limit they can use the Request for Funding form for additional funding needs.
 - ii. Also need to consider the additional DL teacher as well as all Cabrillo students in DL classrooms that may request funds for supplies
 1. Therefore we will have 24 Cabrillo teachers + a % of Cabrillo students that are in all other grades of DL
 - b. Updated Reimbursement Form
 - i. new form will have a place to indicate if the supplies were purchased for 1 class or a grade level.
 - ii. also, the form will have a spot to indicate if the purchase was for virtual learning or classroom use.
 - c. Request for Funding form

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- Both Amber and Natalie spoke to: it is best practice to work within a budget and be mindful that fundraising is very ambiguous this year so we do not know what income we will have. This year we are in a pandemic, we do not know how or if we are going to have any income, and currently we are working out of our reserves that we are lucky to have.
- Michelle Sullivan spoke and mentioned that she had been at Cabrillo for a very long time and when they created the PTO and the teacher's fund it was with the ideas that teachers would not have to worry about their expenditures. And since that time there has been no budget but teachers are aware of their expenses. There are also Famous American Breakfast, Poetry Cafe that incurs grade-level costs. Maybe now those can't happen. She also mentioned that she shares purchasing with her grade level team. She also stated that she has had to buy many supplies for her students already, including crayons, catapult kits, and other things. She also mentioned that she has sent her white boards home for students to use, and it is unknown how many will be returned.
- Ila Dwyer also mentioned that she works with her team of 4 and there are often shared expenses. Meghann Elsbern also commented on this.
 - It was said that the treasures and the reimbursement form would take this into account and ensure that funds would be evenly calculated.
- Angelique, Amber and Natalie pointed out that some of the teacher's expenses may be able to come out of other line items. Teachers who are purchasing water colors, and markers, and other art supplies... if it is indicated on their Reimbursement Form then the treasures can take that amount of money out of the Creative Arts line item.

4. Rhythm & Moves, Spindrifft

→Annie

a. Update on Programs & Funding

- i. Approval on Rhythm & Moves (K-5) and Spindrifft (K-3) are on the agenda for the PSD Board meeting next week for approval.
 - ii. Rhythm & Moves has traditionally and will continue to be paid by site funds. It is part of our Creative Arts program for K-5. In years past it has cost about \$17,000. This year it will be taught on a virtual platform. Costs are not to exceed \$14,000. If approved at the Board meeting the program will start later in September. This will be on a Wednesday.
 - iii. This year Spindrifft will be working with K-3. In Semester 1 they will work with K & 3rd, and in Semester 2 they will work with 1st & 2nd. This will also be on a virtual platform and on Wednesdays. This cost will be paid by the PTO as it has in the past. This year's expected cost is not to exceed \$5,500. Once it has been approved by the School Board it will begin later in September.
- It was also mentioned that Spindrifft has offered an upper-grade elective as part of their "package" with the lower grades performance art's class. Annie was unaware of this and will reach out and find out more information from Amy Cole Farrell.

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- Barb DeVolder asked about a Music program.
 - Stephanie and Annie had been in contact with an Ocean Shore parent who is teaching music to OSS students and has offered the same with Cabrillo students. The cost is about \$4 per student for a bag of supplies + her cost.
 - Annie will look into this program. We will then look into our budget to see if this is a program we can bring to our K-2 students on the opposite Semesters (when they do not have Spindrift).

Officers' Reports (5 minutes Reports)

1. President

Angelique Barry

a. PTO Presidents meeting yesterday

- i. The majority of the conversation was about DL classrooms, and the financial obligations of PTOs to support FY DL classes and students. It was agreed that PTOs would share the cost of teacher requests from DL classrooms. Each PTO would pay their % of students.
- ii. parameters for virtual parent volunteers...Heather very much wants any parent that is going to be alone with students to be fingerprinted, especially online.
- iii. There is a full-time DL liaison, Virginia Clements from OSS her email contact is fullyeardistancelearning@pacificasd.org

2. Treasurer

Amber Porter & Natalie Weidemier

[Budget Analysis thru 9.10.2020](#)

[Profit and Loss thru 9.10.2020](#)

[Proposed Budget for 2020-2021](#) --updated 9/11/2020

- a. We did get some income from company matching, about \$6,000, about ½ is carryover from last year
- b. there are still reimbursements to be made.
- c. Updated Information (after meeting) regarding reserve funds:
 - i. Kiyomi asked about our reserves last night and, while I mentioned part of the surplus is going to 4th grade refunds, I forgot two other items. We should share this with the PTO and teachers. We have 140k in the bank but this includes:
 1. up to 8k in 4th grade refunds, final amount still TBD. Just found out the tour company is only giving us a credit, no cash reimbursement. This could be lost funds if they go out of business
 2. approximately 16k in rolled over field trip money for this year's field trips, in person or virtual
 3. 17.5k in book fair money that the library committee was not able to use
 - ii. To sum it up, any surplus we have is already earmarked.

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3. VP Fundraising Chairs Liz Harrington
 - a. Can we fundraise for a specific cause?
 - i. We tried to get away from funding for a specific teacher or event (except for 8th grade & library). Most all fundraising goes to the General Fund.
 - b. Liz would like to get in touch with Mara in regards to past events at Cabrillo.
 - c. Mara also mentioned that Chipotle reached out and would like to reschedule a Dine-Out Fundraiser. Liz will follow-up with Chipotle.

4. VP Lower Grade Liaisons Jennifer Russitano
 - a. Earlier tonight had a meeting with all class liaisons to give them an overview of the roll and walk them through Member Hub.
 - b. There are still 2 teachers who need class liaisons. Teachers have been contacted.
 - c. Class liaisons have been asked to contact their teacher to see what his/her need is and if they are needing any supplies, possibly put together an Amazon wish list for the class's needs.

5. VP Upper Grade Liaisons Stephanie Harrington
 - a. same as above, had a meeting with liaisons earlier tonight
 - b. also have emailed the upper grade teachers to use the liaisons as a resource

6. VP Visual & Performing Arts Brad Switzer
 - a. there is an excellent music program (mentioned earlier) will look into cost and logistics for Cabrillo
 - b. Also, meeting with Lisa Alessandro to plan some Art lessons, teaching art via zoom was difficult last spring, looking into recording lessons.
 - i. still need to figure out logistics of getting supplies to kids, but we will work it out
 - c. Fingerprinting needs to be done for any parent alone with kids, this is true for zoom, but having pre-recorded lessons is a great work-around. PSV is offering to continue doing Fingerprinting for pacifica school volunteers.

7. VP After School Enrichment Program(ASEP) Suzanne Lifson Salazar & Lisa To
 - a. An email is going out to instructors to ask what their enrollment is and how many students are Cabrillo students, numbers coming next meeting.

Committee's Reports

- | | |
|------------------------------|---------------------|
| 1. Communication Coordinator | Michela Christensen |
| 2. Grant Writer | Oriane Delfosse |

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3. Education Enrichment Fund Drive

Mara Higdon

- a. When should we launch the Enrichment Drive?
- b. Updated our letter on our website in regards to dates, etc.
- c. There is a drop down list on the Donor's Box form which asks if the donor would like to help in other ways. Currently listed: -online classroom IT support, -volunteer drivers to deliver supplies to families/students --become a classroom Fundraising Rep. --Any other jobs that can be listed?

ACTION: the recommendation was made to contact Michela to help us create another flyer!

Containing: how to donate to the enrichment drive, how to find teacher's wish lists, and donations for teacher's appreciation fund.

4. Pacifica Education Foundation

Emily Hennessy

- a. Due to current restrictions there will be no Gala this year. In the Spring there will be the traditional "Donation Week" possibly "Donation Days" as was done last year and more successful.
- b. Currently PEF is taking some time to revamp their Membership Program. They would like membership to continue to grow and families to renew each year. This year PEF is reaching out to local business to possibly offer Member offerings... more to come!
- c. Check out the website! pacificaef.org . It is being used as a resource for programs, there is no ask, rather a reference for what PEF does and how people can donate/volunteer/ and get info about what PEF does for PSD

5. Parent Council Representative

Next Meeting: Thursday, October 1st, 2020

Agenda Topics due: Wednesday, September 30th by 12pm to: cabrilloPTOboard@gmail.com

Meeting Concluded: 8:04pm

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