

Cabrillo PTO Meeting Agenda. Your Voice Counts

Cabrillo PTO Meeting

Date: **January 7, 2020**

Time: 6:00pm



DRAFT MINUTES FOR APPROVAL AT FEBRUARY PTO MEETING

AGENDA ITEM

PRESENTER

Call to Order

President

Attendance: Staff: Barb Devolder, Annie Flores-Aikey, Ila Dwyer, Kiyomi Arai, Kendra Crame, Gabriela Wiseman

Parents: Angelique Barry, Gianna Franco, Cherie Chan, Jennifer Russitano, Natalie Weidemier, Liz Harrington, Brad Switzer, Amber Porter, Michelle Ryan, Stephanie Harrington, Ashley Larsen, Lisa To, Michela Christensen, Suzanne Lifson Salazar

Introduction of Attendees

[**STAFF SIGN UP FOR PTO MEETINGS**](#)

Time Keeper

Gianna

Approval of Previous Meeting's Minutes

Link to [December Minutes](#) Motion to Approve: Annie Flores-ikey, Gianna Seconded, all in Favor.

Teachers' Report:

Report (10 min)

- Reminder that we are still in the COVID Purple Tier
- Eighth Grade sweatshirts are in.
- Older Kids: Middle schoolers will watch Inauguration "together" on Zoom.
- Younger Kids: Kendra Crame - Much of A-Wing is teaching from school (masked). Kinder does Pickups nearly every Thursday, which is going well. Younger grade participation in class is going well, but teachers would like to find a way for kids to engage in more social learning.

Principals Report:

Annie Flores-Aikey (4 min)

- Cabrillo Chromebooks came in before Christmas, but we still need bar codes. There may be distribution dates by NEXT week's newsletter.
- **February 3rd**: Spindrift will switch to teach 1st and 2nd graders
- **January 15-18**: No school! 15th One day is teacher-in-training on school site safety and social-emotional learning.
- Return to School Task Force - meets next Tuesday, but they need to move forward with the plan to present at January 20th PSD School Board
 - Any teacher on campus must now answer questionnaire and take temperature
 - Teachers on-site will also get COVID tests every two weeks now!

Information Items:

1. **Updates!**

a. **to the Cabrillo Weekly**

Angelique & Michela (5min)

Michela is taking over the Cabrillo Weekly!

We will consider moving Cabrillo Weekly to earlier in the week. There was no clear consensus.

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b. Changes to the Cabrillo PTO website

Ashley (5min)

Thank you Michela, Mara and Ashley, who are also re-doing the website! We were treated to a sneak preview.

Calendar:

- Michelle Sullivan and Meghann Elsbern likely have access to the current calendar on the website. It looks more like a staff calendar.
- Committee will create a New Calendar for PTO & School-specific things.

Fund Request Form: This looks more like a staff thing: can we take this off the public PTO website?

- **Consensus:** Yes, please link the Fund Requests Form to the Bylaws so there is still a live link on the website.
- Instead, the committee will create a form for community members to fill out a form to propose specific ideas.
- Volunteer Jobs page will likely become a G-Sheet.
- Michela will send out a survey to see what else parents would like.

2. Clarifying teacher & DL budget

Angelique (5min)

- Point of Clarification: PTO Presidents are getting together to discuss teacher funds for DL needs based on a percentage of students in class from each home school.
- Hypothetical: if Cabrillo budget per teacher is \$750: $\frac{1}{3}$ of her students are from Cabrillo, then the teacher gets \$250 from Cabrillo. It is very unclear what happens with the other schools. What if a school has no PTO budget?
- Remaining discussion is pending from remaining PTO presidents. Meeting will be next Wednesday.
- There is also a Funding Request Form for this specific reason.
- Potential Discussion for February Meeting: Pending next week's meeting, consider making all Cabrillo-affiliated teachers whole up to \$750 if their other school-affiliation results in a deficit.

Discussion Items:

Action Items:

1. Donation from Cabrillo PTO for Patty McNally Angelique (10 mins)
 - a. Motion: make Money to Pacificans Care? Approved.
 - b. Amber Porter: Noted that we have \$1000 budgeted for community contributions.
 - c. Motion: Donate \$1000 to Pacificans Care in honor of Patty McNally.
 - d. Amber and Natalie will execute.
2. Fundraising Calendar Review
 - a. Here is the [LINK](#) for review
 - b. Addition:

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Panda Express Dine-Out Night: Friday, 1/22

Liz Harrington (5min)

Motion to add Panda Express: Approved

Nothing Bundt Cake Fundraiser in early February:

- i. May be up to 50%! If we can automate and get payment, then this could happen, but the timing may not work out by February 10th.
- ii. If Fundraising can get this going, will email the board for a virtual vote.

Officers' Reports (5 minutes/report)

1. President

Angelique Barry

- January 20th Reopening Plan is still going to the Board.
- After School block of time to let kids play and talk together so kids have some unstructured time together.

2. Treasurer

Amber Porter & Natalie Weidemier

- a. [Profit and Loss](#) thru 12.31.2020
- b. [Budget Analysis](#) thru 12.31.2020

We are pleased that the per-teacher amount is \$300 for each Liaison for each teacher (to be spent on teacher's birthday and teacher appreciation week), which exceeded expectations and is close to how much we have collected in the past.

3. VP Fundraising Chairs

Liz Harrington & Michelle Ryan

- Angelique will add information about fundraisers from other schools.
- Annie will forward e-Waste flyer to Angelique to drop into *Cabrillo Weekly*

4. VP Lower Grade Liaisons

Jennifer Russitano

- Added 2 more liaisons to class that were still in need. Jennifer caught them up on their roles and responsibilities.
- Will be emailing the liaisons to email teachers to see if there is any need.
- Please send all communication to Jennifer and Stephanie you would like sent to the liaisons so it will have all communication to cut down on multiple emailings

5. VP Upper Grade Liaisons

Stephanie Harrington

- There was a discussion about how to quickly communicate with students if a teacher suddenly shows symptoms of COVID-19 (temperature check onsite)

Stephanie, Angelique, and Jenn have access to [All Class \(Member\) Hubs](#).

Recommendation: Annie will text board directly, they can send a message to the class, but Grade Liaisons will also distribute table of Class Liaisons to Annie Flores-Aikey

6. VP Visual & Performing Arts

Brad Switzer

7. VP After School Enrichment Program(ASEP)

Suzanne Lifson Salazar & Lisa To

Suzanne would like to make sure more communications go out.

Will send to Liaisons (Jennifer and Stephanie. Brad can send information through Facebook)

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Committee's Reports

1. Communication Coordinator Michela Christensen
 2. Grant Writer Orienne Delfosse
 3. Education Enrichment Fund Drive Mara Higdon
We will receive an update in February
 4. Pacifica Education Foundation Emily Hennessy
Please join! We received 30 new members last month as the result of the membership drive.
- Email update via Emily Hennessy:
- THANK YOU to Cabrillo (and you, Angelique) for sharing the communication on the launch of the PEF Business Partnership Program. Since our launch on 12/10, we have 31 new PSD families sign up as PEF members. The response has been amazing. I even ran out of membership cards so should be getting those in a couple of months, so I will send them to families soon! The PEF board continues to outreach to local businesses to grow the business partnerships. If anyone has a connection, please feel free to reach out to me. As for total PEF memberships, Cabrillo has 18 and OSS has 33 as of 12/31. PEF's goal for 20-21 school year is for Cabrillo to have a total of 50 members by June 30. Hope that Cabrillo families want to be PEF members if they aren't already!

Next Meeting: Thursday, February 4, 2021,

Agenda Topics due: Tuesday, Feb 2, by 6pm to: Cherie Chan and Gianna Franco

chan.cherie@gmail.com and giannamfranco@gmail.com

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