

Cabrillo PTO Meeting Agenda. Your Voice Counts

Date: April 1, 2021



Time: 6:00pm

[ZOOM LINK](#)

Meeting ID: 875 8961 3183

Passcode: CABpto

AGENDA ITEM

PRESENTER

Call to Order

President

Introduction of Attendees

[STAFF SIGN UP FOR PTO MEETINGS](#)

Time Keeper

Cherie

Approval of Previous Meeting's Minutes

Link to [March Minutes](#)

Minutes approved

Gianna

Teachers' Report:

(10 min)

Barb DeVolder: Excited for the return to school, Annie has been working to get everything ready and in place

Kiyomi - nothing to report, excited for all the other teachers returning to in person learning. Spring break is coming, and the morale is up.

Meghann - looking forward to this new and exciting spring.

Principals Report:

Annie Flores-Aikey (5 min)

We have been working hard, all the staff has been really helpful, this is not a one-man show and it's hard to get it all ready. We just had our 2nd walk through and it's now 19 days until we re-open. Back to school night will be the 12-16th by grade level. Annie will be answering questions for parents. A PowerPoint presentation is being prepared to help answer parents questions

In person kindergarten orientation is Tuesday the 18th - broken up into a couple of days

We are looking for straw or hay bales to help with kids sitting in the yard outside for social distancing during story time. Looking for someone with a truck to help pick up the bales of hay during the week.

Jennifer has access to trucks and can coordinate multiple trucks for pick up, Angelique can also get a truck to pick up the hay bales. Graduation is back on - super excited about that. Teachers and parents were asked to put together a committee to help coordinate and plan 8th grade in person graduation.

Information Items

1. Reopening Task Force update

Annie, Meghann and Angelique (15 mins)

Site visits to see how other schools do it. There will still be 800 kids on DL. Full year DL for the fall is TBD. PSD is putting together a website so parents can look at the plans for return to school. There does not need to be response testing for students. Once a positive is found, it's up to families to get tested. They will be following the county guidelines, CDC & CA suggest 3 feet for distancing, however San Mateo county is sticking with 6 feet for social distancing and PSD will continue with San Mateo county directives. IBL did a site visit. There is no April meeting for the task force, back in May.

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Promotion ceremonies, there were new state suggested ideas with the outdoor availability. Graduation approved for outdoor with social distancing

Meghann - the district says it needs to be an outdoor permanent venue. Heather has reached out to Terra Nova for June 10th & 11th. The district would pick up the cost of renting the venue. There was some confusion as to the definition of a "permanent venue" requirement, also questions as to why it can't be at Cabrillo. Annie- is also looking at the guidelines, all four schools with 8th graders would cycle through that area (Terra Nova High School) in those 2 days.

2. Virtual Book Fair Update

Sue (10min)

The book fair is coming, she shared a two minute video on how a shopping option for the fair can be implemented. The video walked through Scholastic's new book "online/virtual" fair and how the click and drag works so kids and parents can navigate through the books and purchase. There's also an e-wallet option. Very simple to use where a parent can load money and the student's can use that. Also donations can be made to teachers. April 5th -18th, Ashely will be sending out emails, flyers and dates.

Stephanie: Is there more that we can add to the emails for the liasons so they have this information? Possibly send the video and information on how to donate to teachers. Something more detailed to send out to add for Monday - since that's the first day of the fair.

Sue will send more information to add more details and Suzanne asked about the option to donate to the e-wallet for libraries.

Discussion Items

1. Staff Appreciation

Jennifer/Stephanie (10 min)

Starting to work on staff appreciation week ideas. We are attempting to try and coordinate everything. For example, Cinco de Mayo, serving a Mexican lunch (all individual meals/covid safe) Flowers being ordered and delivered. Trying to be sensitive about not having things come from homes also trying to make it special and coordinate to make it easier as to have less contact.

Custom coffees - maybe get their orders via a goggle document. Lunches, gift cards, flowers, taking suggestions. Are we being over zealous by over orchestrating?

Brad - Colombo's deli can package individual lunches, he also is willing to volunteer to help.

Annie: Reminder of the week - First week in May, the 3rd- 7th - its the first week back for the upper grades.

Stephanie: We don't know what school is going to look like, so limiting parents and kids dropping things off is what we are trying to hone in on. Whatever we can do to make it easier for everyone. Less on the liaisons, we don't want to make it difficult for anyone to be part of appreciating their teacher this week. Please send ideas or suggestions that would be creative or fun. We will share it with the PTO and teachers. And we don't want to spoil it for the teachers.

Stephanie: Can we get a reminder after tonight of what the budget is

2. 8th Grade Graduation

Annie (10 Min)

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- a. In-person graduation Heather is looking at renting Terra Nova June 10th and 11th, all schools will cycle through. The question is, what does it include? The field, the sound system. It does not include the site's responsibility to pay for the graduation.
 - b. Assist with Funding - there's no idea of what the costs will be (Don Potter and Ila Dyer is assuming \$500) Normally there is an 8th grade fund - but that is not the case this year, so maybe we need to ask for funds to help pay for graduation.
Jennifer - Isn't there money left over from 8th graders last year fundraiser - they were not able to spend 90 % of it. Also what about schools that don't have the money.
Annie - was everything reimbursed to parents of 8th graders last year
Amber- it was reimbursed
Angelique - money that was left over was used for the video last year, maybe have 8th grade teachers come up with an expense list. Maybe do an 8th grade ask of parents. If it's not too much money, than the PTO could potentially cover it.
Stephanie: Just speaking to the 8th grade families that we've talked to, we will happily pay whatever it costs to watch our kids graduate, for families that need help can we do fundraisers to help and for hosting and for families in need to help with any type of graduations.
Angelique- we have made the exception for 8th graders, lets see what the finance is before we jump in and do a donation ask or maybe add extra to help a those in need
Annie: waiting on the field rental information and just wanted everyone to know about it.
Jennifer: is there a plan if Terra Nova says no?
Annie - yes working on a plan B
3. Ocean Shore Teacher Reimbursement Annie (3 Min)
 - a. Full year DL teacher, has a class of 20 - half are Cabrillo kids. She e-mailed the Receipt/Request, it was left in the PTO box, it's about \$93. What was the status of how we were going to help with the non Cabrillo teachers.

Action Items

1. Non-Cabrillo Teacher DL stipend Natalie & Amber (5 Min)
We can budget \$2000, there are 9 classrooms, not subject to board approval, \$200 for each teacher.
Kiyomi: wasn't there a letter sent some time ago to DL teachers that every PTO was working on something?
Another memo was sent making Cabrillo teachers whole up to 750.
Angelique: one edit we would take off is Gabby and Kiyomi all have their \$750.
Brad: take out the last sentence about the full Cabrillo DL teachers.
Angelique: this will go to the teachers, Principals, and PTO of the schools.
Annie motions to vote, motion passes. Amber to make the edits and send over.
 - a. Approval of [Memo](#)
2. Green Enchilada Fundraiser Liz & Michelle (5 min) Motion to pass the Green enchilada fundraiser, Cabrillo gets 10 % of the sales.
Jennifer: do we have a flyer?
Liz-yes we have a flyer. Motion passes - April 21st is the date of the fundraiser.

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Jennifer: with spring break coming maybe we want to do a blast and then prioritize - Example, book fair and Green Enchilada fundraiser first then others the following week.

Officers' Reports (5 minutes/report)

1. President Angelique Barry -
Kelson is not coming to tonight's meeting and he is holding a one hour digital safety seminar for parents who want to learn more about digital safety. It will be offered in Spanish and English. Kelson had done one for Ocean Shore. He has put the option out there for now. Meghann - plug for Kelson, if you have middle school students, it's age appropriate and good information. Angelique: once school rolls out in a little bit, we can reach out to him to see if he has any May dates available. Suggest not to do one on a PTO night, but willing to promote at the ideal school level.
2. Treasurer Amber Porter & Natalie Weidemier
Don't have the treasurer report since we don't have a statement for last month. Once we get it we will send it out. We will drop the report into the minutes - so all can see when it's ready. Mark cashed his check - surprised when they saw it.
3. VP Fundraising Chairs Liz Harrington & Michelle Ryan
I have been in contact with Perfect Raport coffee shop about doing a Saturday or Sunday for a fundraiser or dine-in with them since they are local. A lot of pop ups have been happening, a bunch of local small businesses getting together, Cabrillo could possibly host one, auction table, we could charge vendors to set up their booths. Angelique - cute idea, might be good for 8th grade. Jennifer says she can help secure the Moose Lodge. Liz - this could be something that could be thrown together. Angelique: Mr Softy fundraiser possibility, maybe we can coordinate for teacher appreciation week. It's something kids love and might be good for fun and get a kick back.
4. VP Lower Grade Liaisons Jennifer Russitano - no update
5. VP Upper Grade Liaisons Stephanie Harrington

Nothing specific, just a reminder to get everything in, if we can do whatever we are going to do for the PTO in one or two emails, so we don't overload parents

6. VP Visual & Performing Arts Brad Switzer
7. VP After School Enrichment Program(ASEP) Suzanne Lifson Salazar & Lisa

No report, as an 8th grade parent I don't think it would be a problem for the parents to cover the cost of the graduation.

No updates. Spindrift and the Chess folks are running their classes. A little early to discuss fall but we'll figure out what that looks like for the fall.

Committee's Reports

1. Communication Coordinator Michela Christensen -
2. Grant Writer Orianne Delfosse
3. Education Enrichment Fund Drive Mara Higdon
4. Pacifica Education Foundation Emily Hennessy

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No Update. Donation week is coming up soon, in May. It's going to be 3 days and virtual in May. Angelique will reach out to Emily and Ashley to get those dates

Next Meeting: Thursday, May 6th, 2021,

Agenda Topics due: Tuesday, May 4th, by 6pm to: Cherie Chan and Gianna Franco

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

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