

Cabrillo PTO Meeting Minutes. Your Voice Counts

Date: May 6, 2021



Time: 6:00pm

ZOOM LINK
Meeting ID:-----
Passcode: CabPTO

AGENDA ITEM

PRESENTER

Call to Order

President

Introduction of Attendees

[STAFF SIGN UP FOR PTO MEETINGS](#)

Time Keeper

Gianna

Approval of Previous Meeting's Minutes

Link to [April Minutes](#)

Cherie

Teachers' Report:

(10 min)

This is the second-to-last PTO meeting of the year.

- **Graduation Update-**

- A Graduation update email went out to 8th grade families.
- Graduation will be Thursday, June 10 at 5:30 at Terra Nova High School
- Each family will get 6 tickets, firm. There is no sitting with other families. Students and guests will need to be pre-registered and checked in with tickets to keep a controlled environment
- Ocean Shore will go from 2-3 that day. They will clean and reset for Cabrillo at 5:30.
- The district is picking up the cost of renting Terra Nova, however, we have to rent the stage, stairs, sound system, and bunting, and hire someone to operate sound. The plan right now is to split costs between the four schools. Estimate: \$600 to \$1000.
- Graduation committee is finalizing costs:
- We have \$700 for the 8th grade class and 59 students, which comes to \$55/student.
- We will ask for 25 dollars for the graduation gown, and may need to request donations from students.

- **CAT (Computer Adaptive Testing)** starts next week. The waiver does not appear to be coming. Testing has been shortened.

Principals Report:

Annie Flores-Aikey (5 min)

- We are open, and things are going smoothly.
- The staggered start/times seem to be working well.

Information Items

1. Book Fair Update & Library Budget update

Sue (10min)

- Book Fair concluded, with Just under \$900. School received 25% profit + \$50 for promotions
- Was able to purchase several dog and fairy books.
- We acquired a new screen and document camera with some books with some Scholastic dollars which were about to expire.

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- Literacy had an online meeting to discuss the book fair, budget, etc. We are planning on:
 - ◆ Online Book Fair (maybe) in Fall, 2021
 - ◆ In-Person book fair Spring 2022.
- Majority of budget will be spent on Junior Library Guild costing \$1,400.
- Will also need more
 - ◆ Young Fiction for first graders..
 - ◆ Presidents Series (last published in 1998)
 - ◆ New middle school fiction
 - ◆ State Series also needs to be replaced.

2. KPIX-5 Graduate Shout-outs

Gianna (5 min)

- KPIX is doing a shout-out for graduates. If you want to congratulate your grads, it's 2021grads@cbs.com. Your graduate will be featured on the morning newscast. Angelique will include info in
- Send photos (no professional photos) and some information about your Grad to 2021grads@cbs.com or you can post it to social media using the hashtag #KPIX
- Jennifer will email the 8th grade liaisons.

3. Teacher Appreciation Update

Jennifer/Stephanie (10min)

- Primary Goal was to keep extra hands and items out of the classroom, but taking care of everybody.
- Most individual teacher gifts come from Liaisons. All staff will also receive a gift.
- Next week, classroom liaisons will receive an email regarding their current balance.
- A few new liaisons have gone slightly over budget:
- Vote: PTO moved to allocate a small amount, less than \$150 total from Teacher Appreciation Line Item, to reimburse three liaisons who went slightly over budget..
 - Jennifer Moved, unanimously approved.

4. Elna Flynn Award Update

Angelique (5min)

- There will not be a large Elna Flynn awards banquet this year, but ballots are open to parents and staff who would like to do nominations at school. It is open until Friday.
- Angelique and Kim will put together a voting ballot. An in-person ballot for teachers, and a Google Forms ballot for parents.
- Teachers have put in ten nominations already. There currently isn't a record of the Cabrillo recipients of the previous Elna Flynn recipients. Angelique will reach out and find out. Voting ballot will go out Monday in the newsletter.

Officers Reports (5 minutes/report)

1. President

Angelique Barry

Thank you to the Teacher Appreciation Committee!

It is assumed all Board Members are staying on for another year except Brad Switzer, whose last child is graduating from Cabrillo. If not, please let Angelique know before the June meeting! June meeting will be a general meeting, which will also include the budget.

2. Treasurer

Amber Porter & Natalie Weidemier

- a. [Profit & Loss Statement](#) - We have a negative income

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- b. [Budget Analysis](#) thru 04/30/2021 -
 - i. We are slightly over budget due to Member Hub and unavoidable costs. Will need to raise 70,000 this year.
 - ii. Teachers and Classroom Liaisons, please turn in your receipts by May 31st
 - iii. Amber and Natalie will send out a blast to the teachers.
 - iv. Everything must be put in before the last day of school.
3. VP Fundraising Chairs Liz Harrington & Michelle Ryan
Considering a September Pop-Up Shop.
Please email msliz7205@yahoo.com and Michelleryan1215@gmail.com
First Weekend in August - Dog Surfing Contest.
To consider renting Cabrillo's space, go to: <https://www.facilitron.com/ces94044>
4. VP Lower Grade Liaisons Jennifer Russitano
5. VP Upper Grade Liaisons Stephanie Harrington
Kiyomi Arai: At last week's board meeting, it was noted that it is highly likely that 5th Grade Outdoor Ed will happen: 6th Grade *may* also have an opportunity to go as well.
- Stephanie will follow-up with 5th and 6th Grade liaisons.
6. VP Visual & Performing Arts Brad Switzer
7. VP After School Enrichment Program(ASEP) Suzanne Lifson Salazar & Lisa To
Pacifica School Volunteers will run Thinkbridge for 30-48 kids.

Committee Reports

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

What: Pacifica Education Foundation (PEF) is having its 2021 Donation Days

When: May 19 -21, 2021

Why: To raise funds to support the elementary music, middle school band, SPARC Poetry, and STEAM programs at schools in the Pacifica School District

How: Families, school staff, and community members can donate to PEF through its website at www.pacificaef.org.

PEF Goal: PEF has an ambitious goal this year during Donation Days to raise \$85,000 AND sponsor a courtesy PEF membership for all school faculty! We want to provide every faculty member, at every school, a courtesy PEF membership to show PEF's appreciation for their efforts during this crazy year, giving them instant access to savings, derived from using the membership Partner Perks!

PEF Membership Benefits: Being a PEF member has real tangible value to families (\$\$ saved) through its Partner Perks Program (3P). The 3P provides families exclusive promotions and discounts at their favorite local retailers year-round. PEF Members are reporting savings of \$20-25+ monthly by tapping into their local "perks"!

How will we do that? BOGO (BUY One GIVE One)! Added Incentives for Schools!

- For every \$100 raised (including small donations) by your school during Donation Days, PEF will sponsor a courtesy PEF Supporter Membership to a faculty member at your school.

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- If your membership transaction meets or exceeds \$250 (our “Sponsor” membership), your family may designate the school faculty member who receives your sponsored membership, at the same level as yours!

School Goal: PEF is challenging each school to sign up 100 families as new PEF members AND raise a total of \$12,500 by 5/21/21. Families can help their school meet this challenge by:

- Making a contribution of any amount to PEF
- Purchasing any level PEF membership
- Renewing your expired PEF membership (we always encourage renewing at a higher level)
- Renewing your current PEF membership at a higher level (even during mid-cycle to extend it even longer than 12 months)
- Requesting a “Company/Employer Match” for your PEF donation or new/renewed membership
- Donating an unused vehicle or vessel to PEF

Remember: ALL donations and membership transactions are 100% tax deductible!

Top Prizes for School Competition: PEF is offering the following prize categories*:

1. All Goals Met! For the winning school(s) that signs up 100+ newly active PEF members AND raise \$12,500+:
 - PEF will shower their school faculty members with love and support; by hosting them as our “VIP guests of honor” at our next Winter Gala!
 - PEF will give ALL their school faculty a courtesy one-year membership!
 - The Mayor will acknowledge your school on this day, as the annual “May Day Donation Days” advocate!
2. Most Funds Raised! For the winning school,
 - PEF will upgrade ALL school memberships (faculty and families!) to the next level; providing everyone even more member discounts and added value!
3. Most New / Renewed Memberships! For the winning school,
 - PEF will upgrade ALL school memberships (faculty and families!) to the next level; providing everyone even more member discounts and added value!
4. Most Participation! For the winning school,
 - PEF will host an “Ice Cream Truck Day” for all students and faculty at the school that has the most number of unique donations (per household); regardless of the total \$\$ amount raised!

Next Meeting: Thursday, June 3rd, 2021 (Full Board Meeting),

Agenda Topics due: Tuesday, June 1st, by 6pm to: Cherie Chan and Gianna Franco
chan.cherie@gmail.com and giannamfranco@gmail.com

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