

Cabrillo PTO Meeting Agenda. Your Voice Counts

Cabrillo PTO Meeting

Date: December 3, 2020

Time: 6:00pm

ZOOM LINK



AGENDA ITEM

PRESENTER

Call to Order

Angelique

Attendees

Angelique Barry
Cherie Chan
Natalie Weidemier
Laura Bordessa
Elisa Repetto
Mara Higdon
Meghann Elsbern

Gianna Franco
Suzanne Lifson Salazar
Barb DeVolder
Lisa To
Kiyomi Arai
Michelle Ryan
Liz Harrington

Brad Switzer
Ashley Larsen
Stephanie Harrington
Jennifer Russitano
Amber Porter
Emily Hennessy

Time Keeper

Gianna / Cherie

Approval of Previous Meeting's Minutes

November Minutes approved

Teachers' Report:

Meghann Elsbernd: Student club with Alyssa Jenkins (a teacher at Terra Nova), she hosts a club called "Students in Action." They are figuring out ways to get more action and to do it safely - using the district and internet guidelines. A pdf of the poster was shared, the club meets Monday's starting at 1:30, to go on and hang out with high schoolers, who are available to read a book and play games with kids.

Sending to Brad - to post on Carrillo PTO FB page - so the high schoolers have something to do for their action club. It's also going to be added to Cabrillo weekly - a good way to support the club

Elisa Repetto: First graders are going to do a pick up tomorrow (Dec 4th) Bridges Math kits have arrived. Kids are also getting materials and Curriculum

Kiyomi: Put in a plug for parents to go to school board meeting

Jennifer: Suggested to put a link to the meeting on FB page, and send out in the Cabrillo weekly. Maybe add it in on a regular basis. It's emailed on Fridays. Angelique to also put it on the facebook page as an event.

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Principals Report:

Annie Flores-Aikey (4 min)

Annie out sick - Angelique updates

First day of Kinder virtual tour was today, there is a video for parents to watch for incoming students. The videos are broken up by grades. Lottery is February 14th - Slots - 64 openings - 30 siblings - 34 open slots.

Picture makeup day is Wednesday December 16 from 1:30 - 3:30, Angelique will answer questions regarding that on Facebook. Thanks to Kiyomi's 3rd grade DL class for making Thanksgiving baskets for families in need at the Pacifica Resource Center. We are in trimester 2, all report cards for trimester 1 will be sent via e-mail by Friday. Welcome to our new RSP teacher Ali Middleton - she was highly impressive, knowledgeable and professional in her first IEP meeting with a Cabrillo student this week

The bond upgrades are starting this week: two benches outside the band room, two hydration stations being added one will be in the main hallway and one in the cafeteria. Coming soon - repainting of the playground, they are also hoping to do some social distance markings to help space kids out.

Return to task force - separate agenda item.

Agenda Items

1. Question about the teacher rep? There was nothing added to Annie's notes.

The teacher rep came up in the most recent teacher's staff meeting.

The discussion about teachers attending meetings came up, teachers have always been invited to meetings in the past. To go to only every other meeting and to only have the rep at every meeting doesn't seem like the best or most effective way for representation at the meetings.

Angelique: We can add this as an agenda item, (10 minutes added to hash out this item)

The intention was we needed a voting member at the executive meetings. The intention was not to exclude teachers from any meeting. We needed to have a designee since we were voting by email at the beginning of the year. Meghann had kindly taken on that responsibility at the beginning of the year. The intention was to have every other meeting as an executive board meeting, to streamline the meetings. It was an intention that those meetings would be a voting time without a discussion for all.

Devolder: That makes more sense since it wasn't presented like that. To my understanding there was a General PTO meeting where everyone was invited, and an executive meeting with only the one rep. So what you're saying is that we are invited to those meetings but with only one rep, that makes much more sense. In the past we used to sign up to PTO meetings so there would always be teachers in attendance. We are invited but we just aren't voting.

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Angelique: It was just about streamlining the meetings to make them go quicker and faster. Not to exclude anyone. We wouldn't intentionally have those meetings without voting time and without everyone being able to discuss those items.

Meghann: Happy to help, but wants to spread the wealth and let everyone come and participate. We never had that conversation as a staff, and the responsibility wasn't dumped on her - she's happy to help.

There was some confusion for the last meeting since the link wasn't sent to teachers. No clarification on that from yesterday's meeting.

Angelique: I would really like if the staff could come up with who is going to be the designee for that meeting, so we know who is attending the meeting and we can continue adding people on. It would be good to know who that is, making sure they have their talking time and float around a sign up.

Action: Angelique is going to set up a document for teacher's to sign up. It doesn't mean that other people can't come - there was just a designee for that meeting

Information Items:

1. Update from Reopening Schools Task Force Angelique, Annie, Meghann (10 min)

Task force for return to school. Annie, Heather, angelique's husband joined the task force - he's writing the reopening plan for Burlingame School District

Tuesday night was a continuation from two weeks ago, where we talked about Cabrillo's plan to reopen

Check points, temperatures, entry points. How to tackle that. In Meghann's conversation with Annie, there was an idea sent to cabrillo staff to get feedback

The task force moved to site base discussions, bathroom use, hallway - directionality, outside having new areas zoned off for recess time play, spots on the ground for kids lining up.. Isolation room, other sites made the room a really cutesy name. That room would be different from the nurse's station. Covid isolation room location. Task force meets every Tuesday night - every two weeks.

Stephanie question: Who watches the kids in the isolation room? - that has not been figured out. Who does temperature checks at the gates? Still TBD

Cherie: Is there any discussion that we just call it for the year?

There are some feelings that could happen, we all remain hopeful, but let's be real, there is the possibility that some sort of hybrid will still have to happen in August/September. This sort of hybrid

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plan may not be so stringent and scary. It might not be so rigid. And the person who asked - Heather's answer was we can't just call it at this time.

The plan that is in creation would not go to the board until the end of January. Not looking at the possibility of reopening until the end of February. Then that has to go to the county and be approved. Technically the only way we can open in purple if the waiver is filled - only good for k-5. Usually only for the most impacted students TK-2 - the reopening plan is more for the orange tier. Likely no waiver filed for purple. If you have questions, send email.

Action Items:

1. Fundraising Calendar Review

Angelique & Michela (15 min)

a. Here is the [LINK](#) for review

Calendar - I've gotten some nasty emails about all the fundraising going on right now. This is the calendar that has currently been approved. Move-a-thon runs through December 18th - free for everyone to attend, we are asking people to donate to their local PTO. The inundation of e-mails and then parents are writing back nastygrams, the other thing that has been happening is that people are unsubscribing, and then complaining they don't get the Cabrillo weekly.

Jennifer: It's encouraged to let them know if they unsubscribe then they miss out on all the emails, lately though, it's been a lot. A different set of emails were sent to liaisons. Working on a way to coordinate with all of the groups and committees to streamline. Need to figure out with these other teams a way to scale down emails. There's a lot of parents that complain about all the fundraising.

Angelique: Anything that is still TBD on the fundraising calendar has not been approved. If it doesn't have board approval it's not ready to go out to parents. Teachers have always wanted to know when things are coming so they can send messages too. If you want us to send it out through the liaisons, send it by Wednesday. We are trying to put everything into the Cabrillo weekly. The one-offs we can send the day of - such as coupon or spirit day flyer. The problem is all the emails. It's even more if two parents are both listed.

Streamline - distant learning only families.

Stephanie Harrington - teacher appreciation, we decided to send it as one big push. Sometimes the liaisons don't see the emails right away. Checking the messages to find out what liaisons are not sending the messages. The messages are crafted and just copy pasted - 90% are doing a good job. Some classrooms have not sent them all year. Some classes don't have liaisons. In lower grade - Jennifer does it for classes with no liaisons. Monitoring one or two classrooms. Mr. Kat is using a different system - google classroom or synergy.

We are going to work on streamlining our messages - Cabrillo weekly and through liaisons - if it's not approved on the PTO calendar then the events are on hold. We just want to make sure if new

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fundraisers are launched it is in line with what we have already. So parents get organized information and are not inundated. Link is in the agenda and anyone can access it at any time.

2. Proposal for two fundraising ideas for December

Liz & Michelle (10 min)

Cookie dough and the candy grams are not going to happen. For the new ideas that we have, we are hoping to push, Shop with Script, a website where you purchase gift cards at no extra cost for face value - a percentage of the gift card goes to the school immediately. We would like to keep this on as an ongoing thing - would like to get it going before the holidays. A gift certificate program - you get 100% of what you pay for. The company has made a deal with the stores to give a percentage back to non-profit and goes directly into the bank account. Easy to use, and they now have an app. Lets you collect all the cards you purchase and allows you to use the app instead of an actual card. I purchased quite a few for a home improvement project. It's worked out really well. I can send a presentation with more detail. We have to pay for the shipping of the cards, only time that there is a cost with it.

Let's send it to the teachers and PTO, making sure it is as easy as possible for Amber and Natalie. You can send virtual gift cards. You can schedule a gift card to send out. Hassle free way to do fundraising. The push would be to get people to sign up for it. What is the percentage that we get back - each organization varies. Also has an option to get a local business to join in on your local hub, to help the school. It seems easy - like adding amazon smile. No overhead to the school, easy to use it, they also offer double days where it's as much as 20% and 50% back. Instead of you getting a check back, the school gets the money

The site has a tutorial on how to go about doing it. We can learn the system and send to liasons, and send them back. Very simple even for non tech users. Do a blurb in the newsletter for script and add the link where parents can sign up. If you have questions, email fundraising. Keep it simple,

We could do a competition to get people on board, maybe do a gift card. You can also have a portion of the proceeds go to something specific - lots of private schools designate it for tuition.

Let 's launch it and get it going.

Motion to approve - Jennifer, Angelique seconds, all in favor.

When do you want to launch it? Tomorrow, 12/4 in the Cabrillo Weekly.

Action: Mara, Liz, Michelle send info to Angelique by noon tomorrow to out into the Cab Weekly.

2nd fundraiser: Hi-5's for teachers. A donation "pot" money would go directly for them. You have the child trace a hand and do a note on one side of the hand. An encouraging note to the teacher. \$5 donation per Hi-5. We can also print out and trace hands if need be for kids to decorate. It was done at her work previously, You buy a hand - low cost and ask for amount - encouragement for teachers. Open to how to distribute the money. Teachers could put it up in the classrooms. To tell the teachers that we appreciate them.

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Jennifer likes the idea - but needs to think of a way to communicate and how to put it together. How to promote it and messaging needs to be more clear. It might get absorbed. Staff appreciation might be a good week to do it.

Explanation, how it works, where does the money go? Then figure out timing. Some parents have been doing things for teachers and thanking them. Formalize it and pass along. Maybe designate a giving week - so we can create something at Cabrillo.

Decision: Let's launch it in the new year when there isn't so much going on and the details are more solid.

Officers' Reports (5 minutes Reports)

1. President

Angelique Barry

Task force, already addressed. E-mail from Nancy Rickson profit from Original Art Works was \$800 - people can still shop there, but not guaranteed for holiday delivery. President's meeting is going to be next week.

2. Treasurer

Amber Porter & Natalie Weidemier

- a. November bank statement - \$4500 from teacher appreciation - more donations have been made but it's not updated.
- b. Mark Sessler back payment due to him and one lump sum - 3 years of services rendered. He's been emailed and the check will be written to him directly. Moving forward the check will now be written to his business.

3. VP Fundraising Chairs

Liz Harrington & Michelle Ryan

- a. Brentwood playhouse - brought in \$100
 - i. As a thank you they are offering 15% off in the new year using the same code Cabrillo at checkout - a thank you for people who have purchased
- b. Chipotle - brought in \$247.88

4. VP Lower Grade Liaisons

Jennifer Russitano

- a. Update was filling you in on liaisons, donations, link for staff appreciation, going to classes that never sent it out, Steph and Jennifer will close it out at the end of the month. The last push will be until December 18th - put in the newsletter not through the liaisons. They'll compare to where we are at for the year that way we can determine what we push next year.
- b. Angelique will keep it in for the next three weeks. Let her know if there will be another push before break
- c. Who is Justin Shield? - he has a repetitive donation and it's automatically going in.

5. VP Upper Grade Liaisons

Stephanie Harrington

- a. Nothing specific, we would really appreciate communication if we can send it in the week before.

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- b. Does the number include dropped off donations? I would assume that the school office would let the treasures know if there are checks that were dropped off. Yes - Amber and Natalie are going in to pick up the mail.
- 6. VP Visual & Performing Arts Brad Switzer
 - a. The facebook thing about pictures - the pictures are already at school, picture questions have been answered.
- 7. VP After School Enrichment Program(ASEP) Suzanne Lifson Salazar & Lisa To
 - a. Status quo - not much to update. French class is being added in January.
 - b. 4th or 5th grade liaisons could mention the class since it is targeted to those grades. Coordinated with Jennifer

Committee's Reports

- 1. Communication Coordinator Michela Christensen
 - a. Working on a flyer
- 2. Grant Writer Orianne Delfosse
 - a. Email if you need anything
- 3. Education Enrichment Fund Drive Mara Higdon
 - a. Nothing else - just need to check the numbers
- 4. Pacifica Education Foundation Emily Hennessy
 - a. PEF has been spending the last 2-3 months developing partnerships with local businesses - to offer special discounts to PEF members, the launch is set for 12/10. Sending it out to all on the distribution list. Launching with 15 different businesses giving special offers. Not a direct ask - but asking them to frequent these businesses. Getting parents to help support these businesses. Re-sign up now there is an added benefit, a long term strategy into the PEF world. To move these also into community events when able to
 - b. Doing "light" campaigns, no hard asks for money,
 - c. A water downed donation day, with a very minimal fundraising - likely virtual
 - d. Continue to support PEF, membership program
 - e. Working on a graphic to provide for the newsletters - delayed because of design help
 - f. Heather Olsen is sending out communication on the 12th and will be adding the PEF info
 - g. Send to Cabrillo add to get into newsletter
- 5. Volunteer Coordinator

The first PTO meeting of the New Year is the week Thursday returning - rough coming back from the new year.

Ashley, Michela and Mara working on the website together - planning in the next couple of weeks on how to do that transition.

Meghann - the legendary Patty McNally - of Ocean Shore passed away, what she meant as a teacher, she was in her 47th year, a great leader and for the teachers union. It's appropriate to mention her. It might be appropriate to send Ocean Shore school a card or acknowledgement. Right now is their winter

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event and to send to Ocean Shore a donation in honor of Patty. Words are hard to describe her impact on who she was, to teachers and families.

Angelique will reach out to their PTO president to donate to their fundraiser in her honor.

Next Meeting: Thursday, January 7, 2021,

Agenda Topics due: Tuesday, January 5, by 6pm to: Cherie Chan and Gianna Franco
chan.cherie@gmail.com and giannamfranco@gmail.com

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