

Cabrillo PTO Meeting Agenda. Your Voice Counts

Date: January 13, 2022



Time: 6:00pm

ZOOM LINK

AGENDA ITEM

PRESENTER

Call to Order

President

Members Present:

Barb DeVolder

Kiyomi Arai

Liz Harrington

Orianne Delfosse

Ashely Larsen

Meghann Elsberrn

Kimmy Brock

Lisa To

Suzanne Lifson Salazar

Gianna Franco

Angelique Barry

Jennifer Russitano

Stephanie Harrington

Cherie Chan

Annie Flores-Aikey

Mara Higdon

Kellie Samson

Amber Porter

Kimberly Locke

Introduction of Attendees

President

[STAFF SIGN UP FOR PTO MEETINGS](#)

Time Keeper

Cherie

Approval of Previous Meeting's Minutes

Cherie

Link to [December 2021 Minutes](#)

Add names of attendees - tabled to February to approve

Attach Jan and Dec Agenda

Principals Report:

Annie Flores-Aikey (10 min)

Upper grade electives were put on hold out of caution due to the covid surge after winter break, they return next Thursday. We did not meet the minimum number for the 8th grade trip, but we are looking forward to the dinner/dance, Great America, and 8th Grade Promotion.

Dates are all reserved at Terra Nova for graduation - trying to coordinate with the other schools to share expenses - IBL confirmed that they are at TN - all other schools are not sure.

Playworks, Organized Play for Recess - our yard aids just had two days of training so they can help direct games on the yard. Annie also went through the training, it was very beneficial and they had a lot of great ideas.

Gabby Weisman received a \$400 grant, she is a great teacher and a hard worker, and she will put it to good use. Good support from the district in regards to subbing. Heather Olsen, and the new HR director have subbed, and they have been awesome stepping up to help fill the need.

*When information comes in about the other schools for dinner/dance to loop Jennifer Russitano in

The training with playworks was with all the yard duty aides around the district

Should put this information in the newsletter so parents are aware of what their kids are doing on the yard during recess. PTO didn't pay for it so it should come from Annie.

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*Orienne - are the foam blocks able to be put to use? Shortage of yard aids?
Annie - those have not been put to use because of covid. Last year we were on distance learning, and then for sanitary and safety purposes they were not used. They are still brand new, but now is not a good idea to share them - we thought we would wait until it was safer to bring them out.

*Mara - (Some feedback) Uncle Larry has come up in lots of conversations, the kids really appreciate him, he is a long time volunteer from Diane Stillman's room and is such a great guy! He volunteers at the school once a week and he's great with the kids, helping keep the games fair. He was trained by playworks and it shows. Uncle Larry won the Elna FLYnn award in 2019 - he started volunteering over 10 years ago, he used to drive for SamTrans - his niece was a Cabrillo student. He's retired but continues to volunteer once a week

Teachers' Report:

(10 min)

Meghann - Focused on Covid, watching out, staying alert and cautious. We are lucky in our district to have access to pool and rapid testing, we have access to KN95 masks and 10 sick days for covid. Lots of people in the district are getting exposed - the list has grown and it's kind of scary - here's hoping we're ok and the sub shortage doesn't go beyond the superintendent

*Kiyomi -A couple of teachers have asked about the field trip funds, some teachers did not know they were supposed to originally send them out when the information came in.

*Jennifer - a note was sent to all teachers and liaisons at the beginning of the year about field trips, and that we were not going to collect from every classroom. We are starting to get receipts about field trips. There are not many in the upper grades, we can reach out to liaisons for help or info with the field trips if needed.

There was a google doc sent out to teachers about the field trips, the confusion was from teachers needing to ask parents for funds, which was covered in the beginning with liaisons.

Angelique - the reason we put out the spreadsheets was to find out what was going to be divided between students and if it was a financial issue the PTO could help with. Jennifer can help with the collection and information.

Annie - The Pool testing company came at 11:30 on Wednesday, next week we are going back to Tuesdays

*Jennifer - can you please add the latest update on substitute teachers and pool testing in the newsletter so parents know what's going on. (Annie will put in the newsletter)

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Also better to be transparent, it's to helpful to parents

Information Items:

1. MemberHub Update

Angelique (10min)

The idea of every classroom having a hub is gone, there is no landing spot anymore, but all of the functionalities are still there. You'll notice that the parentheses bracket that tells you what hub the message was coming from is no longer there - (Cabrillo Weekly subject line example)

It's a little nerve wracking, so you have to be a little more careful on how you send your emails. You used to be able to do an announcement or discussion, that is gone, it's just an email. Also, ending a newsletter is not so clunky anymore and there is only one calendar, the old one did not transition to the new one

The biggest thing is when you log into the member hub platform, you have to choose Cabrillo Elementary, and you can be in more than one school now. To upload you add a file if you want to specifically add something to a hub. For those of you who have to send emails, you can start typing the name, then click the hub and select how to communicate. There are now more email hubs and we are working on ways to try to identify who still needs to be on the lists. Liaisons can reach out for help if needed. If someone wants off the list, ask them to send an email and they can be removed

Barbara - there are a lot more people in the hub and I have no ability to edit that list to send email to current students

Jennifer - we are working to streamline the roster/list of students

Barbara- maybe an instruction sheet can be sent out on how to edit the list of students

Angelique- when they transitioned it wasn't a clean transition, it kept archived contacts. There were a couple of emails with people complaining about getting the emails from the school because of the glitch - people can also unsubscribe.

Mara: So I am the liaison for my class - there is also someone who deals with all the volunteers in the class - they couldn't get the messages to the volunteers. Are we going to send parents instructions on how to do that?

Admins will get an email and instructions. Liaisons can add them as an admin.

Stephanie - all of the hubs need to be cleaned up

Mara - if my families are communicating with each other unless they are an admin - do we have to create a new way to communicate?

Jennifer - the white board and discussion option did not carry over.

Angelique - Let's figure out what works best for the class.

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Discussion Items:

1. Music in K-2 Discussion

All (20min)

Jennifer: Offered to reach out to Kristin and she is willing to be flexible, it's a little crazy right now, we may just be looking for a program for next year and have it organized.

Barbara : Everything is so crazy and we all agree that the music program needs a huge revamp not just a bandaid. Some people have some ideas on what could make a solid program. We have been throwing things together because we are known for creative arts, but I think we need to take a step back to see what we want, look at the different programs and not just pick who is available. Part of the creative arts program is to help the split classes get a break. The consistency has gone south, I don't think anyone is pushing to jump in right now and instead hope for a stronger solution for the fall.

Jennifer - I can reach out to Kristin and hand the info out to the classes and they can plan accordingly. Annie met with Mark H (last name?) People are saying it was always parent volunteers at Cabrillo who handled it, it was started by a parent volunteer who was a musician. There were a few parents helping and even though it was well intended, they were not teaching it right and musically it was wrong. He felt that the quality has gone downhill and that we are a Creative Arts School we should better. Oceanshore is using Kristen, Vallemar is using Rhythm and Moves, Cabrillo has them for PE. Annie is willing to contact them to see what they have to offer. Ortega is using volunteers, Sunset Ridge is using parent volunteers.

Stephainie - Kristen reached out also - she has one spot left for one school before she is completely full - she is licensed and has her own business and her pricing has changed since last year. She would love to work with Cabrillo.

Jennifer - will be getting the contact info

Angelique - I agree with the idea of not putting something together to just make it work for now. It sounds like Rhythm and Moves might be an option. Annie has the contact info from the beginning of the year, she will reach out to get a quote from them also.

Barbara - Would you be ok to launch something new for Fall of 2022 - Is this (Kristin) the person that maybe offered videos last year - everybody said no because it was expensive - and it was video only not live. It would be great to see a package and an example of a class and the general vibe of what we are going for.

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Jennifer - She has a flyer and website, we'll find out what she offers, her curriculum, pricing. No need to rush - she wants to be honest about her availability. We can compare items -

Barbara - Issue with Spindrift - providing drama for us because they were doing the same thing for each grade and lesson plan. Each grade should be a program that builds on itself.

Angelique: What we can ask for is someone to go and see a lesson at these schools - possibly Brad - to get an idea. Building through the grade levels is a really good point.

*This conversation can go into February

2. 7/8th Electives January 2022

Stephanie (10 min)

- a. Canceled/Good Faith Payments
 - 7th and 8th grade electives are canceled until February 3rd -
 - It is already so difficult to get these elective teachers - we ask for them to give time and commitment to our program. If their elective class gets canceled and they choose to invoice us - should we pay them?
 - It's not a ton of money, but should we pay in good faith?
 - Motion to pay elective teachers even if their classes get canceled due to covid. Jen seconds, all in favor - motion passes.
 - Put forward a good faith payment - we appreciate your time and dedication and your commitment and please come back at a later date

3. Green Team

Sue, Cherie, Orianne (10 min)

- a. Orianne - The Green Team met and are going to meet on Monday at the school. Sue is going to let us in to do some cleanup and figure out our next project and plan. The first project to be tackled is a grass area that could be a seating area (between B & C), We are moving things forward and a future date will be put on the calendar once we meet on Monday
- b. We are definitely taking ideas and suggestions, guidance needed. Feel free to email the team about an area that could be made or repurposed .
- c. There is a question/follow up questions after we meet about measure A ?How do we find out what that Money is for.
- d. Would Tony want some of those tree stumps in the garden area? would it be ok if we followed up with her directly.
- e. Orannie and Chere - should we put something in the news blurb about it to invite parents to help? We are still working out if we are going to be prepared for more parents. We can pick up trash and be helpful.

Action Items:

Officers Reports (5 minutes/report)

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1. President Angelique Barry
PTO presidents didn't meet and we are putting another date on the Cal
2. Treasurer Amber Porter & Mara Higdon(15 min)
 - a. [Profit and Loss thru 12.31.2021](#)
 - b. [Budget Review thru 12.31.2021](#)
 - Profit and loss report, at the very top is a bucket of covid refunds. We just had a couple of checks that were outstanding clear. We have a credit for Sacramento, it looks like Sacramento is moving ahead. The parents were refunded the money. The \$4400 is the PTO credit.
 - Budget review: our net fundraising is \$31,000 and some change, we are more than halfway to our goal. We are on track with our fundraising. Some teachers have met or are close to their budget. Amber keeps a record of who uses what - there is also a process if they need to get more funds. Annie will let the teachers know.
 - Cabrillo paid the school district for Rhythm and Moves and the check was sent back to us, the amount was \$2100. Annie - they didn't start in August with us like they were supposed to - so this might be referring to the first billing period.

3. VP Fundraising Chairs Liz Harrington & Michelle Ryan
 - a. Original Art Works Update
 - b. See's Candy Update -
 - c. Orange Theory Update

We finished with See's candy and original artworks - we are probably going to do it again in Easter. March 14th for See's - would run two weeks. March 7th might be too early to start. We are working on that!

Amber - profit for See's \$7556.90 (last time we did it four years ago we made \$1612. Our profit margin was 25% back then, and this year was 50%. Company orders were high. The small boxes of trucks and gnomes were popular .
Original works profit was \$3046.

Did we ever go forward with Orange Theory? We went back and forth with the email and it just sat. If we were still looking for fundraisers for 8th grade - Bundt Cakes might be good
Nothing Bundt Cakes could also be good for Easter, but she won't do Holidays in general - possibly Easter. She has a certain time to collect orders and get it done. Open to ideas for 8th grade stuff - and wants to have something that is not a ton of little things.
the "Social" side for fundraising is on hold

4. VP Lower Grade Liaisons Jennifer Russitano

Most items have been addressed:

 - The field trip funding
 - Member hub
 - Reimbursement reminder

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Messages were going out to all hubs

5. VP Upper Grade Liaisons

Stephanie Harrington

We are canceling electives to minimize people on campus, to resume in February

We are not adding any volunteers at this point - continue with the volunteers that they've had - but not bringing anything new in

6. VP Visual & Performing Arts

Vacant -

Brad is not here and we covered the performing arts with the music discussion and we will bring it to the table next month

7. VP After School Enrichment Program(ASEP)

Suzanne Lifson Salazar & Lisa To

We are excited to launch and bring classes back, and given the climate we are trying to navigate that. We have some of the usual players back - Junior Chef stars, spindrift, Mark for guitar, Susanne's French class, Spin drift would like to introduce the musical theater program, a 10-12 week program, would like to see if this is something we would want to do. They do have an instructor but if there is no work for her they might have to move on.

We can't thank you all enough in helping us make the edits and changes and push all the information out. We might need to push certain classes due to low enrollment - we will keep everyone updated as things change day to day.

Everyone is playing their flexible card - you guys can always put out a Facebook message about these classes - it's a little more immediate to do it that way.

Orianne - timing about the after school classes - Some of them start at 2:50 3rd graders - but their kids get out at 2:20. A lot of the instructors have been pretty flexible, the run club k-2nd is on a different day - Mark's ukulele class starts at 2:50 - school is technically not out for all grades - so there is no room usage until later, it's best to reach out to the instructor directly. Also let your child's teacher know if they are taking an afternoon elective.

Suzanne - my partner Lisa has worked a full partime job just trying to get rooms into facilitron and then it turned into a series of waivers and forms - she has done an amazing job!

Committee Reports

1. Communication Coordinator

Michela Christensen

2. Grant Writer

Orianne Delfosse

- Updating grants that are sort of in the works - The San Mateo 4 R's grant - we met with them and are trying to move forward with some kind of project.
- There is a grant from the Mockingbird Foundation - whatever you sort out for music - most grants are for title one schools- but we can try to see if we can offset the cost
- we can apply for the albertson grant - \$5000, to move forward with that

3. Education Enrichment Fund Drive

Mara Higdon

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- a. A push for giving Tuesday - a few people are giving their quarterly and monthly gifts, the link is always up and open for people to give. Open to feedback and ideas.
- b. Angelique - good numbers and it's putting us in a good place and the business matching is still kind of trickling in
- c. Mara - I have been thinking about next year - if covid lasts through next year - i just wonder if we should change our tactics, what does that look like in the future for PTO's, What can we do moving forward that gets us to where we want to be.
- d. Angelique - will coordinate prior to PTO meeting

4. Pacifica Education Foundation

Emily Hennessy

Emily just wanted to report that PEF has over 40 business partners - which is good. Ivy Row is offering 10% off of \$50 or more. Trying to get new banners for all the schools - get the PEF info to the newsletters and the website. Since they can't have a spring event they are going to push the donation days in May. Just so we are not pushing something on our end - and that's when memberships lapse and renewals are done.

Angelique: Going to put out an email to board members for next year - (I) Angelique will be stepping down as president. Just want to start gauging other people's position - and if anyone takes on a position they know how the PTO works and how the staff and teachers and parents can be a part of that. If we can get some people's intentions and their info. I will put out a google doc to get thoughts for next year, I don't want to wait until May to try and recruit.

Our next meeting is February 3rd - it will be a quick turn around - all done!

Next Meeting: Thursday, February 3, 2021

Agenda Topics due: by 6pm Tuesday (February 1) to: Cherie Chan and Gianna Franco
chan.cherie@gmail.com and giannamfranco@gmail.com

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