

Cabrillo PTO Meeting Agenda. Your Voice Counts

Date: ~~April 7, 2022~~
April 14, 2022



Time: 6:00pm

[ZOOM LINK](#)

Meeting ID: 869 5197 7927

Passcode: CAB94044

AGENDA ITEM

PRESENTER

Call to Order (6:04 pm)

President

Introduction of Attendees

President

Angelique, Jennifer Russitano, Amber, ANnie Flores-Aikey, Taylor, Stephanie Harrington, Gianna, Brad, Ashley, Mara, Liz, Kiyom, Lisa T

Time Keeper

Gianna

Approval of Previous Meeting's Minutes

Gianna

[March Minutes](#) Approved.

Principals Report:

Annie Flores-Aikey (10 min)

- Today was Gold Dust or Bust: first big event with an audience in two years!
- Last week was Honor Roll
- Tomorrow is a Minimum Day
- We return from Spring Break with testing, starting with 3rd graders, and then 7th and 8th grade, so they can finish by Memorial Day. Biggest Challenge is coordinating schedules and accommodating RSP and special needs.
- Open House will be Thursday, May 26th from 6-7 on a staggered schedule depending on last names.
- There will be 180 slots for summer school across the district according to learning needs.
- A lot of work will be done with bond money over the summer. There will likely be new flooring, which means teachers will be very busy.

Teachers' Report:

(10 min) Kiyomi

- Once Spring Break ends, we are full-steam ahead!
- 6th Grade is doing a lot of gardening.
- 7/8 grades went bowling
- 5th grade went to the beach
- 3rd grade is looking forward to a number of field trips.

Information Items:

1. 8th Grade Graduation Update (10 min) Jennifer (10min)
 - a. Things are on track for dinner dance, Sweatshirts, and Great America.
 - b. Working with a budget. Starting with zero dollars. Made \$1700 in profits from Bundt Cakes. Pickup is after school tomorrow in the cafeteria. Thank to Mara and Jamie Wessel for all their hard work!

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- c. Next month, will flesh out the 8th grade budget. If we need to do anything else, will work with Annie and Don. They are looking forward to a great event. Graduation gowns are coming next week!
- d. Has been working with current 7th grade parents to help them get ready for next year.

Discussion Items: (10 min)

Jennifer (15 min)

1. Staff Appreciation Week

- a. First Week of May
- b. Grab and Go seems to be the way to go, as not all teachers feel comfortable eating together indoors.
- c. Thanks Brad for helping out again, even though his children have left Cabrillo!
- d. Budget?

2. Request for Additional Funds Process (10 min)

Treasurers (Amber & Mara) (10min)

- <https://cabrillopto.com/fund-requests/>
- Fill out the form, and check the [Bylaws](#) for the steps.
- Section 8. Financial Requests. Any requests of the Board for financial support requires a Financial Request Form. All financial requests must be made and approved PRIOR to any expenditure. There will be no reimbursement for funds that are not approved by the board prior to purchase. Financial Request forms are not required for items already line-itemed for purchase or for items such as Field Trips, XXX, XXX, & XXX.

- A. Teachers, Parents, Administrators of Cabrillo Elementary may request funds from the PTO
- B. Request of any funds must directly benefit the educational needs of the students of Cabrillo Elementary School
- C. Financial request must be made in writing (by the requestor) through the Cabrillo PTO Funding Request Form (Form can be found on the PTO Website and/or can be sent to the requestor to be completed by the PTO President, Secretary or Treasurer)
- D. Any person(s) requesting funds must state their specific request, how it will be used and how it benefits the students
- E. Written requests must be delivered to the PTO via email at minimum one week (7 days) prior to the next scheduled Board Meeting to which the request will be reviewed by the Board
- F. The requestor of the funds is required to attend the Board Meeting at which the funding request will be discussed (unless otherwise informed)
- G. If the request is not within PTO guidelines (see bullet B) notification will be made to the requestor and no further action will be taken
- H. The Board is not under any obligation to make a decision during said Board Meeting and may adjourn pending requestor to provide additional information
- I. If the funding request is approved by the Board, the Board will provide in writing to the requestor including but not limited to

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- a. Total dollar amount approved for the funding request
- b. Any specific details or limitations on the funding request
- c. How to partner with the Treasurer to purchase or reimburse funds approved
- J. The Board reserves the right to determine if any funding request will be approved or denied offline (not at a Board Meeting)
- K. Approved Funding requests will be captured in the Board Meeting notes and financial request form will be filed for future reference
- L. Any and all funds approved are a one-time approval and may not be used for another month, year or purpose
- M. The Board will determine from which line item(s) the approved funding request will be allocated
 - Amber, Mara, and Taylor will get together to discuss a Creative Art Budget
 - It's unclear where the Garden Budget comes from, we will look into it.
 - Historically, a lot was donated from Home Depot/the Christensen family, or electives if it was affiliated with an elective.
 - Mara is working on PE stuff.

3. 3rd Grade Events (10 min)

Kiyomi Arai (10 min)

Pioneer Day and Poetry Cafe are back live!

Poetry Cafe will be Wednesday, May 25th, the day before the Open House.

There will be more expenses as they are re-creating an outdoor bistro, this is the first time we're doing this with the new expenses bylaws. Is there a way to solicit donations?

There is currently an

- Amazon Wishlist
- Home Depot Wishlist
- Solicit Specific Donations. If we don't get specific donations, can we expense it out?
- Field Trip Line Items has historically included a number of Field Trips and Events - for 3rd grade, it could be the same concept. Regardless, there is a budget for it.
- Action Items: Kiyomi will return with a total budget for third grade.

Action Items:

1. Teacher Budget Requests (10 min)

Kiyomi Arai (10 min)

- We have implemented a new budget process.
 - For some teachers, some teachers exceed their budget, largely because some teachers typically use all of their budget, but share with their fellow-grade teachers.
- Motion to ask \$200 to cover Ms. Arai's shortfall.
- Amber Motioned, Stephanie Motioned, all in Favor. Motion Passes.

Officers Reports (5 minutes/report)

1. President

Angelique Barry

- People have not expressed interest in joining the PTO board. There was a discussion.

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- Some suggestions: at Open House, can we have a PTO meet and greet for recruitment?
- Can we more clearly spell out what the positions actually involved in a really clear way?
- 2. Treasurer Amber & Mara(15 min)
 - 3rd Grade Field Trip Amazon Wishlists may become a blueprint for future efforts.
 - For example: <https://donorbox.org/3rd-grade-field-trips-and-events>
 - Would a locked box in the office help to receive lost/missing checks?
- 3. VP Fundraising Chairs Liz Harrington & Michelle Ryan
 - Spring Sees Candy fundraiser is complete! Profits projected to be somewhere between \$2000-2500.
 - Mr. Softee had 1000+ in sales, we'll get about \$200. He will return in early May.
 - Jamba Juice and popcorn went well as well. They are coming back April 27th.
 - Spirit Wear merchandise profits were about \$400.
 - Liz will reach out to all the grades to give each class an opportunity to run the fundraiser to build some camaraderie.
 - Chipotle is coming up on May 14th.
 - There was a discussion about creating a fundraising calendar, and designating classes, if they are earmarked for specific groups, such as grades or projects.
 -
- 4. VP Lower Grade Liaisons Jennifer Russitano

Memberhub is still working for the PTO, but the teachers are not using it.
We need to make a decision one way or another about what the system is going to be.
- 5. VP Upper Grade Liaisons Stephanie Harrington
- 6. VP Visual & Performing Arts Taylor Ryder
 - The Art Room had a major cleaning.
 - Cecilia has been doing cool art projects with the older students
 - We are soliciting musicians in the community for K-2 music programs in the fall.
 - Would like to consider upgrades to the art curriculum at some point.
- 7. VP After School Enrichment Program(ASEP) Suzanne Lifson Salazar & Lisa To

Committee Reports

1. Parent Council Representative Kellie Samson
2. Our Elna Flynn recipients are: Ashley Larsen and Lisa Alasandro
 - **Friday, May 20, 6:15-9:00 pm - Moonraker Restaurant**
 - \$45 per person, includes salad, entree and dessert. No host bar.
 - RSVPs, payment and entree preferences due by April 29
 - In addition to tickets available to the PSD Board, district office, and each Elna Flynn recipient(s) (with a +1), there will be approximately **10-12 tickets available to each school site**. Who is planning to attend?
 - Cost to Cabrillo PTO: \$400 total for two Elna Flynn recipients (includes tickets for each Elna Flynn recipient and a +1 for each, + an add'l \$100 base fee for flowers, decor and other

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incidentals) to Pacifica School District Parent Council. Kellie will drop check off at the District Office.

- Kellie is submitting the writeups and photos to the Parent Council Google Drive tomorrow, and all write ups will be submitted to the Pacifica Tribune next week.
3. Questions? (Kellie will be back on 4/23 and can answer at that time, or questions can be sent to Michelle Gray - PCR Rep for IBL - at michellegray30@gmail.com)

- | | |
|------------------------------------|---------------------|
| 4. Communication Coordinator | Michela Christensen |
| 5. Grant Writer | Orianne Delfosse |
| 6. Education Enrichment Fund Drive | Mara Higdon |
| 7. Pacifica Education Foundation | Emily Hennessy |

Donation Days coming in May!

Are establishing different prizes. School which raises:

- Most money gets Frontierland Pizza Party
- Most Unique Donors - Its It Party
- Most Improved - Teacher Appreciation Coffee and Pastries Party

Next Meeting: Thursday, May 5, 2022

Agenda Topics due: by 6pm Tuesday (May 3) to: Cherie Chan and Gianna Franco
chan.cherie@gmail.com and giannamfranco@gmail.com

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