

# Cabrillo PTO Meeting Agenda (Draft)

Date: August 4, 2022  
In-Person  
324 San Pedro Ave., Pacifica  
[Optional Potluck](#)



Time: 6:00pm  
or [ZOOM](#)  
Meeting ID: 910 7502 9392  
Passcode: 334218

## AGENDA ITEM

## PRESENTER

### **Closed Session 6:00**

#### Elections

Co-Treasurers: Raul Barrerra and Eryn Berquist  
Vice President of Upper Grade Liaisons: Kellie Samson  
Co-Vice President of After School Enhancement: Oriane Delfosse

### **Call to Order: 6:10**

Presidents: Mara and Amber

### **Introduction of Attendees**

Presidents

### **Time Keeper**

Presidents

### **Approval of Previous Meeting's Minutes**

Gianna

Link to [June Minutes](#)

### **Teachers' Report:**

(TBD) (10 min)

### **Principals Intro:**

Rachel Carion (10 min)

### **Information Items**

#### **Discussion Items**

- |                                       |                                 |
|---------------------------------------|---------------------------------|
| 1. Parent Square Platform             | Presidents                      |
| 2. Budget                             | Presidents                      |
| 3. New Volunteer Coordinator Position | Presidents                      |
| 4. Green Team/4Rs Grant               | Oriane, Cherie, Sue (5 minutes) |
| 5. Enrichment Drive                   | Mara (5 minutes)                |
| 6. School Website                     | Mara (5 minutes)                |

#### **Action Items**

- |   |                                   |
|---|-----------------------------------|
| 1. Potential Field Trips and Collection Options | VP Upper Grades? (5 minutes)      |
| 2. Upper Grade Electives Update                 | VP Upper Grades?, Taylor (5 mins) |

#### **Funding for upper grade electives \$16,500**

- 33 weeks of instruction with 8 class offerings.
- One or Two taught by staff members who are unpaid.
- Rate for outside vendors is \$35/hr for 2hrs, or \$70 a class.
- Total labor cost \$16,170
- Contingencies for leadership, materials.

#### **Officers Reports (5 minutes/report)**

- |  |                           |
|--|---------------------------|
| 1. Presidents                                    | Mara and Amber            |
| a. <a href="#">Proposed Budget for 2021-2022</a> |                           |
| b. Open Board Positions                          |                           |
| 2. Treasurer                                     | Amber Porter (15 minutes) |
| a. Budget Proposal                               |                           |

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- i. [Classroom Supply Budget Memo-](#)
    - ii. [Request Form](#)
  - b. Status
    - i. [Budget Analysis](#)
    - ii. [Profit and Loss through 7.31.2021](#)
- 3. VP Fundraising Chairs Liz Harrington & Michelle Ryan
  - a. Popcorn August 17?
- 4. VP Lower Grade Liaisons Kaila DeFries-Rangel
- 5. VP Upper Grade Liaisons (open)
- 6. VP Visual & Performing Arts Taylor Ryder
  - a. **Funding for Spindrift Programs K-5 \$8,000** [Spindrift Outline](#)
    - i. This covers Fall K-3 Drama, 5th grade Famous Americans & 4th grade Gold Dust or Bust (not including Mark Sessler's portion which is billed separately) classes and performance
    - ii. Starting week of 9/1 to end of year. Need to confirm start dates with K-5th grade teachers, Taylor to do.
    - iii. \$50/hr, only billing for hours worked, if there are early out days or other changes, those sessions are not billed
  - b. **Funding for Fall Percussion Program K-2 \$3600** [Fall 2022 Percussion Proposal](#)
    - i. 12 weeks on Thursdays w/performance before winter break
  - c. **Funding for Gold Dust or Bust Music K-2 \$1470**
    - i. 19 weeks plus rehearsal and performance
  - d. **Funding for Spring Music K-2 \$3840** (waiting on proposal) (3-5=PEF)
    - i. 12 weeks, no performance, cost based on last year's estimate
  - e. **Funding for Fine Art Supplies \$4500** [Art Supplies](#)
    - i. Estimate based on prior year spending averages
    - ii. \$2850 already spent for fall resupply order (see attachment)
    - iii. Clay will be around \$500, I am recycling last years clay to keep costs down
    - iv. The rest is for any other supplies needed for the remainder of the year (may not need much) and a potential needed kiln repair. **TOTAL = \$37,910**
- 7. VP After School Enrichment Program(ASEP) Gianna  
Tentative Schedule

## Committee Reports

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

## Next Meeting: Thursday, September 1

Agenda Topics due: by 6pm Tuesday (August 30) to: Cherie Chan [chan.cherie@gmail.com](mailto:chan.cherie@gmail.com)