

Cabrillo PTO Meeting Agenda. Your Voice Counts

Date: May 5, 2022



Time: 6:00pm

[ZOOM LINK](#)

Meeting ID: 890 5954 2405

Passcode: CABpto

AGENDA ITEM

PRESENTER

Call to Order

President

Introduction of Attendees

President

Representative: Mrs. Wiseman

Time Keeper

Cherie

Approval of Previous Meeting's Minutes

Cherie

[April Minutes](#)

Principals Report:

Annie Flores-Aikey (10 min)

Week 2 of State Testing, but it's going well. First week was for 7th and 8th graders. 5th graders are this week and are going to do the math before they go to outdoor ed.

Open House May 26th, from 6-7pm (staggered start times if possible). It's going in the newsletter tomorrow. The only exception, the 3rd graders are having their open house with their poetry cafe, outdoors. Heartfelt thank you this week for Teacher Appreciation week! The PTO has gone above and beyond. Thank you!

Teachers' Report:

(10 min)

Kiyomi thanked PTO for Appreciation Week

5th Grade is going to outdoor Ed next week

3rd graders went on a field trip last week

Poetry Cafe is coming up, and will be outdoor. Pioneer will be on the upper deck on June 3rd. June 3rd, 2nd graders will have their science day. 6th grade is doing the American Revolution.

Class liaisons, If they could get a heads up on liaisons for next year that would be helpful. Parent survey typically goes out June 1st, for volunteers for next year. Angelique is going to check with Jen to see if she has any info.

Information Items:

1. Open House 5/26 6pm-7pm (staggered times suggested) Angelique (10mins)

a. Classroom Art Auction

i. On hold for this year because there is so much going on right now at school

ii. It's our general membership meeting. We usually do it ½ hour before (5:30) and include a budget review, and how the money was used. Angelique will find out if we can have them in person and where. We have two each year, back to school and open house. MPR. The end of the year meeting is small.

b. General Member Meeting/Voting

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- c. Voting happens for open positions. The last June meeting is the last one for outgoing and the installment for new members.
2. Parent Communication Platforms Angelique (10min)
 - a. Two emails out to get more information on options other than member hub, we are due for our annual fee. Member hub, \$1300 per year.
 - b. There is a new platform - parent square - will be looking at a demo next week. - \$3000
 - i. allows classroom communications
 - ii. direct messaging
 - iii. forms
 - iv. permission slips
 - v. newsletter design
 - vi. it has all the goodies we are used to
 - vii. It has an Ap, and it is supposed to sync with the schools database.
 - viii. All of that is supposed to be linked with the school's emails and it would work.
 - ix. Simple baseline is \$500
 - x. it looks simple and easy - Ravenswood school district and Menlo Park districts use it

Discussion Items:

1. Open PTO Positions Angelique (10min)
 - a. Outline/Guide for Open Positions
 - b. There is no guidelines about what to do for open positions, there are a couple of positions that might need to be filled,
 - c. VP positions are not returning after June
 - d. There are playbooks available and help onboarding them. Previous members will be willing to onboard and help. There are hows and dos for the positions.
 - e. Cabrillopto@gmail has a google drive, the auction, agendas and minutes.
 - f. Taylor does a lot of document organizing and can help to build a structure for people to put their information in.
 - g. There are Folders available with info for Angelique's position.
 - h. Stephanie says there is a google drive for liaisons that has it broken down by grade and who takes over the position and will have access to that
2. Fall Music Program Taylor (10 Min)
 - a. [Proposal](#)
 - b. Robert Rengal - a percussion program K-2, there's a possibility to extend to older age groups. It is broken up into three tempos. It is very interactive, and then they move on to rhythm and pitch, it would all culminate in a performance for Winter Break. His main focus is Latin Music. Is this something that we would be open to in the fall?

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- c. Kiyomi - asked about the programs for next year. This music program would be new and different on the schedule. Rhythm and Moves is the other program we discussed for the fall. Mark was a stop gap to get us to the end of the year. Annie likes the idea and would be willing to explore a new opportunity. Taylor would like to get an idea of the framework and schedule. What kind of budget do we have?. Having a music program is going to cost us money - previously music was taught by parents. R&M teaches 1-3 and 5th. 6th grade teachers teach fourth grade PE. What is the status for next year? We were waiting to see how Mark worked out and the feedback for next Spring. If we are doing an additional fall/spring one - can we still entertain the idea. Taylor is going to meet up with Annie to go over some of this.

3. Renewing Contract programs

Taylor (10 Min)

- a. What is the cost for Spindrifft, the terms and trying to figure out what is the best use of our budget and resources. All the upper grade electives come out of the arts budget. Creative arts services \$5000 - The topic was brought up about having a more robust program.
- b. Drama (spindrifft) is K-5 in the fall - some grades get it in the spring. In the past, Spindrifft taught an elective in the upper grade where they would invite people for performances.
- c. Brad said, there was a play that spindrifft would do at the end of the year. Things kind of lost parent support. The feedback from the teachers is that they love Mark and it's working well.
- d. R&M K-5 PE - That is paid by site funds, district employees. 6th grade teachers teach 4th grade PE. Find a teacher who wants to volunteer and help with electives.
- e. Space also needs to be available. Outdoor things can be a challenge, parents have to sign waivers, space is limited. We over enrolled one year (the now 2nd grade class)
- f. Is there a minimum number that we try to book to make the class sizes for electives. It's more of the volunteer or person coming, spending their time trying to teach them. Ideally we would like 12 kids - per class . 11 classes/elective teachers, and they are by trimester. 6th grade might continue their own electives, it's something they are considering. If there's a staff member teaching the elective they do not get paid. Our counselor is teaching leadership and does not get anything extra.

g. Fundraising

Liz

1. Feedback for 8th grade and how fundraisers are going. Some teachers were upset because of the spirit wear. It kind of made it confusing since there is nothing in the bylaws for fundraising. With Covid it's been a weird time, but going into the fall it is going to be a regular calendar year. There are just a few conflicting things.

- i. Examples there are things that are earmarked for certain things (8th grade, leadership) Jamba Juice, Spirit Wear, Candy Grams. If the 8th grade parents

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don't choose to coordinate, does that mean the other grades get the opportunity to take over. I think that there are certain fundraisers that should go to certain funds. Should they be first come first serve. The goal is to get more fundraisers organized ahead of time to make sure there are not missed opportunities. What can we do to make it smoother and easier moving forward? Looking to next year so we can get our community to be involved and help the school. The pushes should all be equal in the school.

- ii. Angelique - says there was a history with finance, you could do fundraising for your child. That had to go away. we couldn't line item money in a PTO account for a specific child. But we can line item grade levels. 8th grade for example. If we are doing fundraisers for a specific grade we had to say what that fundraiser was going to pay for. Almost all fundraising goes to the general fund. We have to provide that for all classes since we are public school
- iii. The other big one is to go to Sacramento in the 4th grade, it's a \$160 per kid or chaperone. It's a public school on a school day. If a kid says I can't afford it, the school has to pay for it. Liz did an awesome job. 8th grade should have a committee and 4th grade should as well to coordinate fundraisers.
- iv. Amber said that whatever is not used at the end of the year it goes to the general fund.
- v. Mara said if it's restricted money we can keep it as a line item. This might help fundraising and could start in 7th grade to roll over to 8th grade.
- vi. We need more involvement - but much of that is related to COVID.
- vii. Angelique thanked Liz for thinking outside the box.

Action Items:

1. Teacher Budget Requests Kiyomi Arai (10 min)
 - a. The donor box went out to the 3rd grade families, they will meet the \$1000 goal, and are already at \$600. The Amazon wish list is getting fulfilled (This item should have been an information item) Poetry cafe will hook up with the green team committee to set up the poetry cafe..

Officers Reports (5 minutes/report)

1. President Angelique Barry
 - a. not much, most was covered earlier. There will be something to share for the June meeting after the district PTO meeting.
2. Treasurer Amber & Mara(15 min)
 - a. [Budget review through 4/30/2022](#)
 - b. [Profit and Loss through 4/30/2022](#)
 - i. We are right now operating at a \$30,000 net income. There are some big expenses coming in but should put us about even for the year

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- ii. \$400 needed for Elna Flynn - there was a previous anonymous donor that covered this expense. They are now moving locations so the cost is a little bit higher than past years. Recipients and their guests would be covered. - Vote to pay for it - passes, and will come out of community outreach. Can we have a future discussion about adding that into our budget.
- iii. VP Fundraising Chairs Liz Harrington & Michelle Ryan
- c. Mr Softee was today, Michelle still hasn't gotten the final number for See's. Thinking about next year. Possible idea is a blood drive with food trucks
- 3. VP Lower Grade Liaisons Jennifer Russitano
 - a. Lower and Upper Grade has been great! Teacher appreciation went well and well organized, with all the goodies. A special thank you to Stephanie and Brad who decorated. Next year there needs to be more hands on deck for more people to help. All events are on for 8th grade and are budget for - they are sending home packets for events to parent. If anyone wants details she can send. They need volunteers for 8th grade events
- 4. VP Upper Grade Liaisons Stephanie Harrington
 - a. Upper grade electives will be commencing in a few weeks, Teacher Appreciation is on PTO - for the staff appreciation. The classroom liaison is in charge of the classroom. It's somewhat difficult getting into the school during work schedules etc...
- 5. VP Visual & Performing Arts Taylor Ryder
 - a. Cecilia who is doing the upper grade elective, she said it's going good! Even though she gets frustrated. Mr. Potter is in charge of the disciplinary items. IF there is an issue, that's the best contact or, Annie.
 - b. Art room looks good - lots of Mother's Day Presents are coming!
- 6. VP After School Enrichment Program(ASEP) Suzanne Lifson Salazar & Lisa To
 - a. No updates, guitar and ukulele class was a hit, and had overflow. We have some great instructors and programs that were well received. The items needed will be uploaded to the drive when Suzanen and Lisa move on.

Committee Reports

- 1. Parent Council Representative Kellie Samson
 - a. We have 11 attendees, there are 95 across the district at the Moonraker. And it will be published in the Tribune and will let them know when it's in the publication.
 - b. Communication Coordinator Michela Christensen
- 2. Grant Writer Orianne Delfosse
- 3. Education Enrichment Fund Drive Mara Higdon
- 4. Pacifica Education Foundation Emily Hennessy
 - a. Donation drives are next week and are hoping to raise \$85,000, Cabrillo has been supportive

*We are hoping that our June meeting is in person - the MPR at Cabrillo.

Before Covid, open house and back to school were the in person events.

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Next Meeting: Thursday, June 2nd, 2022

Agenda Topics due: by 6pm Tuesday (May 31) to: Cherie Chan and Gianna Franco

chan.cherie@gmail.com and giannamfranco@gmail.com

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