

Ortega PTO Executive Board Meeting Minutes

August 8, 2023 via GoogleMeets

PTO Executive Board Voting Members

Attended	Position	Name
x	President	Dawn Rege
x	Vice President	Andriana Antoniou
x	Co-Treasurer	Jennifer (Jenny) Gadwah
x	Co-Treasurer	Katharine (KC) Fletcher
x	Secretary of Communications	Christina (Chris) Stuart
x	Secretary of Recording Keeping	Casey Fromson
x	Co-Activities	Janine Almeida
x	Co-Activities	Monika Dresner
x	Co-Activities	Brandy Petrasunas
x	Volunteer Coordinator	Monika Dresner
x	TK-2nd Grade Rep.	Korin Andreatta
x	3rd-5th Grade Rep.	Christina Redfiled
x	Parent Council Rep.	Michelle Gray
	Fundraising Coordinator	Amanda Gavin
	Fundraising Coordinator	Jasmine Sartain
x	Technology Coordinator	Dave Geller

Advisors Present (*principal and teachers are non- voting members*):

25 people attended the meeting: 14 PTO members, Principal Carion Romo, Teacher Debra Coberly and several members of the Ortega Community.

Quorum (place an X by yes or no): **YES** ___ **NO**

The president called the meeting to order at 6:33pm.

Motions/Votes Approved:

- Approved June meeting minutes
- Approved August meeting agenda
- Approved increase in proposed budget for the variety show from \$500 to \$1000
- Approved increase in proposed budget for the spirit wear budget to \$2600
- Approved update to bank access to reflect new PTO members (co-treasurers, president)

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Guest Speakers:

- N/A

Reports

President's Report:

- Discussed [Robert's Rules of Order](#)
- Discussed new member email logistics
- PTO Meetings: usually the first Tuesday of the month from 6:30-8pm [Dates for PTO meetings](#). May try hybrid in-person / virtual PTO meetings in the future. More information to come.
- August Events (encourage PTO support and attendance, Monica to make sign-up genius)
 - **8/15:** TK/Kinder Meet and Greet with Otter pops, 1-2 pm.
 - **8/16:** 1st day coffee - library courtyard, 8:30-9 am
 - **8/18:** Spirit day - otter attire and/or teal and black
 - **8/18:** Ice cream social - TK-2 yard, 5:00-6:30 pm
 - **8/23:** Wednesday popsicle sales begin (\$1 per popsicle)
 - **8/31:** Back to School Night & PTO General Session with Budget Presentation
- Proposed 23/24 budget, pending approval at the PTO General Session [Proposed 23-24 budget](#)
 - Discussed increase in variety show costs. Spent \$720 last year, motion to increase to \$1,000. Motion seconded and unanimously approved.
 - Christina Redfield will look into more info about the specific 5th grade fundraising activities. Not part of the PTO budget.
 - Acknowledged there is a line item for the spirit wear.

Principal's Report:

- Number one way to communicate with the community: Parent Square App. <https://www.parentsquare.com/signin> Will respond to comments through the app, happy to see so many people acknowledge the first post.
- Email will change in the future, new last name (recently married).
- Construction: Crews have removed all the grass. Turf installation is estimated to be complete by early 2024. Built a new ramp by C wing, hoping it will be ready by the first day of school. Will have student assemblies to provide clear expectations for where kids can go and not go. PALL field to be used at recess for older students. All students will do morning line up on the TK-2 (south) side of school. Teacher parking lot will be under construction. Asking parents to not park in the main parking lot while the teacher's parking lot is under construction. Inquiring about using another adjacent parking lot, will send out communication if approved.
- On Friday and Tuesday before school starts, COVID tests will be available for students. Encourage everyone to test before the first day of school.
- On Tuesday August 15, everyone will get information about their assigned teacher. Information will be sent out on Parent Square and there will be some physical copies at the school.

Vice-President's Report:

- Will create sign-up sheet to help with drop off duties, especially helpful for PTO to participate during the first week of school
- Working on welcome back packet
- We have a new After School Enrichment Program Coordinator, already started reaching out to organizations to help facilitate a smoother after school program rollout
- Life Scan: would like to bring on campus again, especially helpful for new parents
- Bylaws: updating and will have new ones for future approvals
- Spirit wear: 160 kids shirts ordered. The current inventory is very low. Motion to increase spirit wear to \$2600 (current placed order +\$1000 more). Motion seconded and unanimously approved.

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Treasurer's Report:

- Proposal/motion: Motion to update Ortega PTO bank account (last 4 digits 2368) access by removing outgoing members and adding new PTO members (2 co-treasurers, president, and vice president).
 - Update to include removal of the following individuals: Megan Close, Shannon Simms, Victoria Hatch, Tenishia Kavanaugh
 - Update to include addition of the following individuals:
 - Jennifer Gadwah, Ortega PTO Co-Treasurer
 - Katharine Fletcher, Ortega PTO Co-Treasurer
 - Dawn Rege, Ortega PTO President
 - Andriana Antoniou, Ortega PTO Vice President
- Motion seconded and unanimously approved.

- Letter from the Treasurer to teachers will go out soon re: teacher reimbursements.

Fundraising Report:

- N/A

Activities Report:

- Working on activities. One idea, costume swap. More info to come.

Volunteer Coordinator Report:

- Popsicle stand getting set-up. Available to help with any sign-up genius needs.

Parent Council Rep:

- Will reach out to the Superintendent to figure out the appropriate cadence of communication.

TK-2nd Grade Rep:

- Getting up to speed and coordinating with the last Tk-2nd Grade Rep

3rd - 5th Grade Rep:

- Discussed how to best communicate with teachers about their budget for supplies and rug replacements.. Plan to meet with room parents at the beginning of the year and in January. Want to know how to best support the teachers, especially with all the construction activities.

Communications:

- Updating the website
 - Would like new pictures and bio blurb from the board members
- Plan to send out the otter town newsletter every Friday. 12pm on Thursday deadline to submit info.

Tech Coordinator:

- Send an email about spam or questionable items. Will work through any cyber security issues.

Meeting closed at approximately 7:45 PM.

The next PTO meeting (General Session at Back to School Night) will be on August 31, 2023, time TBD based on B2SN. The next virtual PTO meeting will be on Tuesday, September 5, 2023 at 6:30 PM.

Submitted by Casey Fromson, Ortega PTO Recording Secretary

Submission confirmed by Dawn Rege, Ortega PTO President _____

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