**Ortega PTO Executive Board Meeting**

**October 4, 2022 via GoogleMeets**

**PTO Executive Board Voting Members (X by the name of all in Attendance):**

| Attended | Position | Name |
| --- | --- | --- |
| X | President | Maria Jackson |
| X | Vice President | Rachel Merlo |
| X | Co-Treasurer | Megan Close |
| X | Co-Treasurer | Katharine (KC) Fletcher |
| X | Secretary of Communications | Andriana Antoniou |
| N/A | Secretary of Recording Keeping | *Open position* |
|  | Technology Coordinator | Dave Geller |
| X | Co-Activities | Lisa McNichol |
| X | Co-Activities | Julie Cotter |
| X | Co-Activities | Jamie Warden |
| N/A | Volunteer Coordinator | *Open position* |
| X | TK-2nd Grade Rep. | Christine Bell |
| X | 3rd-5th Grade Rep. | Christina Redfiled |
| X | Parent Council Rep. | Dawn Rege |
|  | Fundraising Coordinator | Amanda Gavin |
| X | Fundraising Coordinator | Jasmine Sartain |

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

Mr. Jackson

Ms. Felts

**Quorum (place an X by yes or no): \_x YES \_\_\_NO**

The president called the meeting to order at 6:35pm.

| **Motions/Votes Approved:**   * September Meeting Minutes Approved * October Agenda Approved |
| --- |

**Guest Speakers:**

Ms. Felts

* Spelling Books are outdated - looking to fund Words Their Way licenses through savvas.com
* Looking for 3 digital student licenses for 3rd grade teachers to use in their classrooms.
* $262.50 + S&H
* Rachel made a motion to approve the request, Maria seconded. Motion passed unanimously.

**Reports**

**President’s Report:**

* Fog Fest - waiting to see how we did to decide if it is worth doing again. Still waiting on the check.
* LiveScan - people are asking about it. Will plan to do a live scan during the next movie night, Friday Oct. 28th
* Art Teacher - Only 1 application submitted. We will extend the deadline by 2 weeks. Ms. Felts is willing to add support to art teacher if we can fund her.

**Principal’s Report:**

* LiveScan - support it
* Garden - has been awesome. Cami, hit the ground running. Kids are excited.

**Vice-President’s Report:**

* LiveScan - scheduled with Felix on Oct.28 during movie night
* Facilitron - don’t need to worry about balance, they need to clear it

**Treasurer’s Report:**

* Spirit wear is over $1,000 YTD
* Direct Donations just over $7,000
* Color Walk Stripe is over $5,000
* Zoom Auto renewed - need to stop auto renewal
* Popcorn and Popsicle money - need a process to count and deposit after a week’s sales - do a double count on Mondays with KC and another board member

**Fundraising Report:**

* Color Walk
  + T-shirt orders turned in, final count is $4,085 donations for t-shirts
  + Working on logistics for the day of
  + Have sign up genius - send it to Maria to transfer to ivolunteer
* Mary Kay
  + Partner with Brandy Petrasunas. She wants to fundraise for Ortega by giving PTO half or of her monthly profits except for the months of November and December.
  + Will go out in the newsletter

**Activities Report:**

* Movie night was successful. Next one Oct. 28 - the birthday parties are successful.
* Julie is managing the sign up genius for popcorn and popsicles.
* Nov - giving tree
* Discussed the idea of adding a “General” member position to the PTO Board
* Becca Passanisi interested in a position on the board - potentially the Volunteer coordinator
* Discussed the idea of a trunk or treat type of event during movie night.

**Parent Council Rep:**

* Garden work day is 10/22 from 10am-2pm
* Free freezer for PTO has been offered; size is 38”W x 32”H x 25”D

**TK-2nd Grade Rep:**

* All but 1 class - Ms. Fare has room parents - working on this

**3rd - 5th Grade Rep:**

* All have room parents

**Communications:**

* Consistently updating calendar on right side of home page
* Calendar on top menu will be fixed with the help of Dave; difficult to do due to coding
* Will be doing monthly volunteer appreciation list
* Will be using the reading quote bulletin board to the left of the PTO room for the “Votest Best Public School in Pacifica” article and add Ms. Arguello’s’ photo.

Meeting closed at approximately 8:02 PM.

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The next PTO meeting will be on Tuesday, November 1, 2022, at 6:30 P.M. via Google Meets

Submitted by Maria Jackson.