**Ortega PTO Executive Board Meeting**

**April 11, 2023 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 |
|  | Co-Treasurer | Katharine (KC) Fletcher |
| X | Secretary of Communications | Andriana Antoniou |
| N/A | Secretary of Recording Keeping | *Open position* |
|  | Technology Coordinator | Dave Geller |
|  | Co-Activities | Lisa McNichol |
|  | Co-Activities | Julie Cotter |
|  | Co-Activities | Jamie Warden |
|  | Volunteer Coordinator | Rebecca Akmese |
| X | TK-2nd Grade Rep. | Christine Bell |
| X | 3rd-5th Grade Rep. | Christina Redfiled |
| X | Parent Council Rep. | Dawn Rege |
| X | Fundraising Coordinator | Amanda Gavin |
| X | Fundraising Coordinator | Jasmine Sartain |

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

n/a

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

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

| **Motions/Votes Approved:**   * January Meeting Minutes * February Agenda * February Meeting Minutes * March Agenda * April Agenda |
| --- |

**Guest Speakers:**

* Roselle Loudon - After School
  + STEM
  + Athletics
  + Space and sponsorship

**Reports**

**President’s Report:**

* Hiring committee
* Gift for Patrick
  + Art Piece
  + Or whole school picture
  + We have money so we would have to vote.
  + Megan: Move to have $500 of the budget to spend on a going away gift; Maria: second; Vote called-passes unanimously
* Basket for Heather - do we have stuff - We will have items.
* PTO - Meet the PTO - interest
  + Invite people to try and get more folks to the PTO board
  + Event at the Grape in the Fog OR Coffee and Bagels - maybe we do both

**Principal’s Report:**

* n/a

**Vice-President’s Report:**

* Facilitron: we need to streamline the facilitron process
  + At other schools there is an “Afterschool Coordinator”

**Treasurer’s Report:**

* Reports got messed up but will work on them tomorrow - and will send us the stuff
* Last year on the board so we need to find someone
* Direct Donations
  + $3000
  + Sees Candy
  + Popsicles continue to make money
  + OUtdoor Ed, coming out almost even
  + Art Teacher - hit the ground running - ⅓ of the amount because it’s 1 trimester - getting ~$8000
  + Uncashed checks PEF and to Pacifica School Volunteers
  + Motion: Maria, Second: Rachel - no opposition - passes unanimously
  + Amazon Smile not continuing
    - In the future we will have to budget for principal fund - or find another way to fundraise - $4,815
  + Art - Leftover money
    - Make the chain look nice
    - The old school sign in the front of the school
* Tax lady: we don’t want to carry too much money over
  + Maybe offer an additional stipend
  + Field trips
  + On campus field trips for next year
  + Murals
  + Outdoor eating areas
  + Reach out to the staff - let them know that we have funds to help them facilitate fun stuff

**Fundraising Report:**

* See’s Candy - Did both paper and online sales and made more money than when we did only online. It’s a challenge to do paper but seems to make more money. Megan to double check if the See’s Candy check came in
* Big 3 Ticket Sales - are in full swing
* Auction - maybe for next year do an off-campus event for the Auction
  + Important things to keep in mind
  + Keeping it accessible, like not charging $50 per ticket
  + Maybe at the Golf Course; or LongBoards
* Putting together baskets:
  + Don’t think they need help at this point

**Activities Report:**

* n/a

**Parent Council Rep:**

* Class Baskets and Art - 17 classes - deadline is a week before the event
* From the Heart - Dawn will reach out to the teachers
* Elna Flynn - swanky - the Sharp Park Restaurant at the Golf Course - May 12, 2023 - tickets are $45

**TK-2nd Grade Rep:**

* Email was sent to room parents re teacher appreciation week

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

* Let us know if you have not heard from your room parent
* Teachers have rug budget - $200, but they can use it for other things
* 5th Grade Activities - a lot

**Communications:**

* Volunteer page - created a page on the website. Send Andriana any volunteer needs.
* Next OtterTown News - thank you’s for volunteers. Send them her way. May 5th - School food heroes day.
* Drop Off/ Pick Up - getting more dangerous - contact Patrick and contact Board members

Meeting closed at approximately 8:05 PM.

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The next PTO meeting will be on Tuesday, May 9, 2023, at 6:30 P.M. via Google Meets

Submitted by Maria Jackson.