**Ortega PTO Executive Board Meeting**

**February 7, 2023 via GoogleMeets**

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

| Attended | Position | Name |
| --- | --- | --- |
|  | President | Maria Jackson |
| X | Vice President | Rachel Merlo |
| X | Co-Treasurer | Megan Close |
| X | Co-Treasurer | Katharine (KC) Fletcher |
|  | 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 |
|  | Co-Activities | Jamie Warden |
|  | Volunteer Coordinator | Rebecca Akmese |
|  | TK-2nd Grade Rep. | Christine Bell |
|  | 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):**

Patrick Jackson X

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

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

| **Motions/Votes Approved:**   * January Meeting Minutes - did not have quorum * February Agenda - did not have quorum to approve but proceeded with the agenda. * No other motions |
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**Guest Speakers:**

* None

**Reports**

**President’s Report:**

* n/a

**Principal’s Report:**

* Covid #s are increasing but managing. Appreciative of a very resilient staff
* Q: What does the walk audit look like? Will people get to voice their concerns → yes, this will come prior to the day with forms that people can fill-out.
* Transformation talks: centered around starting conversations around racism. First night centered on getting grounded and what the group is for. 2nd night will go deeper around our schools and schools in Pacifica. Proposing 2/28 but finalized date to come.
* Q: How can PTO support the school with creating a focus on inclusivity, diversity, kindness?
  + Split the reading wall and/or other bulletin boards.
  + Working with social unity project and interested in the resources they can provide
* Art position and potential movement: working with Lily Hart and developing a 3-day schedule. Sessions will be 30 minute sessions. Classes will go weekly. Looking to put grade levels together since they will be working on similar projects. Room has been assessed.

**Vice-President’s Report:**

* Theme: Dive into a good book. Info will go out in the OTN this Friday.
* Spoke w/ Mrs. Hall and funding will go toward books of diverse authors.
* Dates: 2/13 - 3/5
* Need all pledges by 3/12 to qualify for prizes
* Will use 99 pledges
* Monetary amounts per class have been increased to $2000.
* Prizes = book store certificates
* Overall goals: $10,000 & fostering an enjoyment of reading.
* Facilitron → need to look at the process and challenges associated with it. *Might we streamline this with a form to make it more user friendly for the person inputting information/making the request?*

**Treasurer’s Report:**

* Paid invoice for original works, the deposit for the carnival, and PTO insurance.
* POP $ will show up in February.
* Check-ins: Have not yet received a check from See’s Candy. Might need to check in soon to see if it was lost?
* PTO non-profit determination letter: Applied for one. We should keep hard copies of these items in the safe. *Should vote on this next time we have a quorum.*
* Has a sponsor for Nintendo Switch for the raffle.

**Fundraising Report:**

* Trying to get more engagement and solicitors for businesses. They are slowly coming in.
  + Ideas: Room parents to ask again. Patrick to ask again via ParentSquare
* New: Will be having different tiers for the donors.
* Starting to get emails out to solicitors that have been signing up.
* Fundraising amount is updated on the website! Thanks to Megan and Dave.
* Request: Is there a budget that Fundraising can use for filling baskets? What has been done in the past?
  + Amount has varied in the past. The $ that needs to be spent would come out of the profit for the fundraiser.
* Currently Big 3: Spindrift, Nintendo Switch. Could purchase an Amazon Gift Card, etc.

**Activities Report:**

* Working on the Talent Show! Show is 3/3.
* Started the contract for the carnival. Will book through Facilitron shortly for May 19th. Will need many volunteers. Will reach out to volunteer coordinators for this.
* Teacher Appreciation: The second week of May → theme possibly “teachers rock.”
  + Perhaps door decoration before the week for auction time.
* 5th grade activities: Held a parent meeting and have people that will head up different activities for 5th grade. Will be doing a school bingo night!
* Also, noticing that on Wednesday, people who sign up are not showing up for popsicle sales. Disappointing to the kids.

**Parent Council Rep:**

* Nominations for Elna Flynn will be going out in the next 2 weeks. We’ll discuss who was nominated at the next PTO meeting. We need to submit names to the district PCRs by 3/15.
* We received a garden grant for lumber and soil. Delivery of items in mid April!
* New wood chips in the garden. Will be working on scheduling a garden work day to prep for spring planting.

**TK-2nd Grade Rep:**

* n/a

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

* Via email: spirit days for Ortega → Mr. Jackson to check-in with Ms. McDow, possibly make changes to some dates so families have more notice, and would appreciate any PTO support in advertising, celebrating, etc.

**Communications:**

* n/a

Meeting closed at approximately 7:25 PM.

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The next PTO meeting will be on Tuesday, March 7, 2023, at 6:30 P.M. via Google Meets

Submitted by Dawn Rege.