**Ortega PTO Executive Board Meeting**

**November 1, 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 |
|  | 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 |
|  | 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 |
| X | Fundraising Coordinator | Amanda Gavin |
| X | Fundraising Coordinator | Jasmine Sartain |

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

Patrick Jackson

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

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

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

**Guest Speakers:**

* None

**Reports**

**President’s Report:**

* **SEPAC will be hosting a holiday party for special education families on Sat, 12/10 @ 3pm at the Sharp Park Library Community Room** - Can PTO help with funding?
* Megan: Other line item we didn’t actually budget anything- we should get an recommended donation
* if an annual thing then we can put in the annual budget for future years.

**Principal’s Report:**

* Garden - going well, they will be planting trees - up near the top of the school. In front of the new marquee
* Art Teacher - Friday meeting with art teacher

**Vice-President’s Report:**

* LiveScan - we did the livescan last Friday re movie night. Felix said he can do it again if we need it.
* Chef - in contact with them to do the cooking class.
* Facilitron - not sure if we have a balance. Haven’t been contacted. Have spoken with Mary twice.

**Treasurer’s Report:**

* Don’t have financials for October. Too close, yesterday end of month.
* Fundraising crushed the Color Walk - $22,511.68 - net $19,897.06
* Direct Donation - just under 1800 for month of October
* Popsicles - Dawn purchasing popsicles, we are making money on them again - net 770
* Parent gave feedback - not very inclusive -because daughter was in a wheelchair
  + Wheelchair is accessible that’s why the map was signed off
  + She was thought of - we heard her voice.
  + Lisa had a very good conversation with that parent

**Fundraising Report:**

* Sees Candy Fundraiser
  + Jasmine heading
  + Suggested that we don’t do the online link
  + Have no information yet - waiting to hear back from her
  + Reach out to Tenishia
* Color Walk
  + Can Megan send the final numbers of the Color Walk
* QR Codes - for people to pay for fundraisers
  + $119 for the full year
  + Probably cancel it

**Activities Report:**

* Movie night was successful.
* Next event - the giving tree
* Hot Chocolate days
* Looking for people for - Rehearsals would start in mid-January
* Lunch for the teachers - wanted to do after Halloween - maybe for parent teacher conferences.
* PTO Room
  + Where we can store some of it.
  + We need to get stuff organized

**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.