AGENDA

Ortega 2020-2021 Executive Board Meeting

September 1, 2020

**Zoom**

**6:30 until 8:00**

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| **Meeting Norms: According to Robert’s Rules of Order** |
| **Participation:** Respect time limits; let board members have their own time and present reports without interruption. |
| **Expectations:** One speaker at a time, no interruptions or cross talk when a speaker has the floor, write down and save your questions for appropriate time. |
| **Time-keepers:** Danielle Kehr |
| **Present:** Maria Medina, Julie Cotter, Colleen McLaughlin Komeyli, Rachel Merlo, Megan Close, Lisa McNichol, Patrick Jackson, Brenda Melton, Andriana Antoniou, Megan Dailey, Dawn Rege |

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| **Time:** | **Item:** | **Owner:** |
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| **6:30-6:30** | Call to Order @ 6:36pm | Maria |
| **6:30-6:30** | Approval of Agenda & August Meeting Minutes  - Minutes unanimously approved. | PTO |
| **6:30-6:35** | Guest Speakers: No guest speakers |  |
| **6:35-6:50** | President’s Report:  - No additional presidents’ meetings since last one. No major updates to provide. Personally loves how distance learning is going w/ own kids. | Maria |
| **6:50-7:05** | Principal’s Report:  Proud of the staff and everything that is being done. Exhausting but feels good.  Greenhouse is proceeding at a slow pace. The original structure that was in place wasn’t close to child-safety compliant or ADA compliant. New Project Manager for PSD is working with Ortega on project.  Back to School Night on 9/8. Information forthcoming to families. Best to keep the General Meeting for the PTO at a later date as opposed to what has been done in the past (same night).   * Q re# of teachers doing distance learning for Ortega: There are 4 (Chase, Queenie Enan, Valerie Lucetti, Rebecca Lynn). There are an additional 2 teachers (sharing 1.3) doing home school program (Laughin, Brazil). * Q re invites to B2SN: All will receive email invitation- will most likely be sent as separate emails to continuation and full distance families. * Q re B2SN and PTO- Could we do a video (link provided) to introduce our work and fundraising to families? Maybe send to teachers to share with families? P: There will be several videos (Principal, Front office, etc). * Q re time frame for video: P: soft deadline of Sunday and hard deadline on Monday. P will share links with families on Tuesday.   Julie and Colleen to think about Room Parent message.  In the past, there have been introductions with passing the microphone. 5 minutes total. Maria Jackson to speak w/ son about editing the video and will get back to group. | Patrick |
| **7:05-7:10** | Vice-President’s Report:  Discussion on pre-recorded webinar to get our information out & discussion on stream-lined PTO Zoom and looking at an account.  Read-a-thon. Will be working with Julia Hall to begin organizing the activity.  Please let Rachel know if there is something else that has been done in the past by VP. | Rachel |
| **7:10-7:15** | Treasurer’s Report:  Going to send out $ going in and out. At some point we need to pass the budget outside of the PTO Executive Board. This needs to be done at the general meeting to get approval from families. Don’t’ want to progress too much with spending without getting approval.   PTO pays for stipends for teachers. Not sure how that will work with continuum, distance, and home school teachers. By this point, information is usually sent out to teachers about the amount of money and how to get reimbursement.  Opinion: We should continue to do what we normally do with our teachers.  Patrick Jackson: Will provide list of Ortega teachers (home base) to Megan Close so PTO can proceed with stipends.   * Q: How are other PTOs holding votes and getting budgets approved. Maria Jackson to check with other PTO presidents about this. * Q: Can we have Tenisha as a co-treasurer since she is the only one at the school right now? Megan would still do second counts and   MC: Motion to approve  Unanimous approval  Action to approve 9/15 as the general PTO meeting with vote. Maria Jackson to get back to group with information on how it could be done. Lisa to send Maria an article.  Could do Zoom meeting and Google Form or do a Zoom Survey (in advanced settings)- might need to be done ahead of time. | Megan |
| **7:15-7:20** | Fundraising Report  Brenda: Fundraising information- will be sent out as B2SN packet or as a newsletter right after B2SN. Has shared this information with Andriana and information still stands (items Ortega is still fundraising for).   Lisa is working on a letter that we can use for any of Ortega’s fundraising effort. One of the first things will be to support local restaurants in the community- direct families to different restaurants each week.  Online read-a-thon later in the year and walk-a-thon later in the year. Will present these events as well as the auction. Will have things to look at for the next meeting (will need to spend $ for the platforms). Will push for online direct donations. Excited about general meeting so we can present budget before asking for $. | Brenda, Lisa, Tala |
| **7:20-7:25** | Parent Council Representative  From 9/1 Board Meeting: 3042 students enrolled in PSD with 80 in home school program and ~600 tk-8 in full year of distance learning. Several working groups that existed over the summer have been on hiatus with the start of the school year. Discussion on bringing these groups back. No word on if this included the parent group.  Elna Flynn Awards Ceremony: recipients for 2019-2020 will continue to be honored, although not live. Proposal of video, write-up for newspaper, plaque, flowers, gift card to be paid for by PTO funds. Dawn to share Megan’s (treasurer) information with group to proceed and reach out re: video fun. Julie = talent show theme?, Lisa= hoedown theme? | Dawn |
| **7:25-7:30** | K-2nd Grade Rep Report  Grade reps: think that we should serve teachers that have Ortega as a home base (same way we divvy up stipends). Maria Jackson to ask at next PTO president’s meeting about what other schools are doing.  Role of room parent has changed a lot given starting the year in distance learning. Some teachers may want more/less involvement in the virtual classroom. Will be sending out a survey to teachers and trying to figure out how to reach out to room parents. Trying to get this done in the next week or two.  Maria Jackson: Have received emails from parents and they want to stay as connected as possible (those in distance learning*). How can we maintain connections with parents and students?* One thought was a liaison for home school / full year distance learning / continuum. Blended classrooms (e.g. Ortega/Ocean Shore) – maybe they have multiple room volunteers to ensure the community. MJ: Will bring this up at next PTO president’s meeting. Ideas to build community:   * highlight the cool things that are happening in distance learning in the newsletter * we could have virtual coffee hours with the principal or with the PTO * seminars for families with guest speakers / tips on distance learning (e.g. How do you help your kid with math? What do you do when…) * monthly meeting “office hours” to ask questions and to connect as a community   Patrick Jackson: was planning on doing a coffee towards the end of the month to ensure having answers to questions. People could submit questions before hand via the newsletter (link provided)  Could ask at the PTO Zoom- what creative ideas do families have? What are they interested in for connection? How can we support them? | Colleen |
| **7:30-7:35**  **7:35-7:40** | 3rd-5th Grade Rep Report  Volunteer Coordinator  Happy to help Maria and Lisa with activity ideas. Once we have activities, we’ll find people to help out. Fundraisers: Keep Megan in the loop about any events so she can send out communication to potential volunteers.  Maria Jackson will also include Megan in activities to come up with creative ideas to involve families | Julie  Megan |
| **7:40-7:45** | Communications  Will send out Welcome Back packet to families as soon as we have final dates from Ortega. Will send out through website (WIX) so it should reach all families.  Is updating the website – annual giving will be one of the options at the top. Will also create separate page about gear – spoke to Tenisha about this.  Want to create some sort of system to upload minutes, budget, and treasurer’s report to the website immediately.  Ottertown News: Is going to be moved to send out Sunday night. The deadline for PTO and community will change to Friday so items can be sent out Sunday.  Because everything is digital, the newsletter will have more impact than in the past. Thinking about doing a kids’ corner and perhaps a teachers’ corner. Could also do a recap summary from coffee with the principal, etc.  **Meeting adjourned at 7:45pm.** | Andriana |
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