**Ortega PTO Executive Board Meeting – Unapproved Minutes**

**October 6, 2020 via Zoom**

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

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| X- President: Maria Medina X-Vice President: Rachel Merlo X-Co-Treasurer: Tenishia Kavanaugh 0-Co-Treasurer: Megan Close  X-Secretary/Record Keeping: Danielle Kehr X-Fundraising Coordinator: Brenda Melton  X-Communications: Andriana Antoniou | X-Co-Fundraising Coordinator: Tala Wood-Stephens X-Co-Fundraising Coordinator: Lisa McNichol X-Volunteer Coordinator: Megan Dailey X-TK-2nd Grade Rep: Colleen McLaughlin Komeyli X-3rd-5th Grade Rep: Julie Cotter X-Parent Council Representative: Dawn Rege |

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

Patrick Jackson, Principal

**Quorum (place an X by yes or no): X YES \_\_\_NO**  
The president called the meeting to order at 6:30 pm.

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| **Motions/Votes Approved:**   * Approval of September minutes |

**Reports**

**President’s Report**

The PTO presidents met to discuss how to reimburse teachers for supplies for students. Our board is unanimous that we are going to give the $400.00 to the teachers who are under the direction of Mr. Jackson. Tenishia will let the teachers under Mr. Jackson’s direction know that they will get the money from our PTO. If teachers have any questions they should talk to Maria, and she will help them.

**Principal’s Report**

Patrick said that he will help supplement the teachers’ supplies with the principal’s fund if needed. He wants to make sure that the teachers feel supported.

**Vice-President’s Report**

Rachel met with the Pacifica Runners, and they are excited to help us with the district wide Move-a-Thon. Since everyone would do it on their own, we don’t have to worry about insurance, etc. It would be a district wide fundraiser. Rachel has another meeting on Thursday for more planning and organizing.

Rachel will work with Julia Hall on Read-a-Thon, which will be in February or March 2021.

Rachel met with Vicki Hatch to discuss insurance issues and to make sure we update our insurance policies.

**Treasurer’s Report**

The current balance is $101,053.11.

Megan made the first of two payments for salaries for the computer aide, PE, and the garden.

The See’s candy fundraiser will run through the month of November. It will be done all online, and orders will be sent to people’s homes.

**Fundraising Report**

Tala has been working on the dine out/ help out. The first one is this Saturday, October 10, at Round Table Pizza.

They are working on advertising the annual giving and trying to give incentives to reach certain levels. Brenda moved to spend up to $400.00 on incentives for the annual fund, Julie seconded it, and the motion passed.

We would like to do the raffle during the school picture days since people will be on campus. Patrick said that he would like to just focus on pictures on those days. He would like to see a PTO raffle done on a different day. We would need to get it approved by the superintendent. There was a discussion about doing a raffle on class pick up days. Patrick will check with the district office to see if this is possible.

**Parent Council Representative**

Please add to the write-ups from the email from Donna. Please visit the link and input information.

There was a special board meeting last week around the formation of the creation of the Return to School task force.

**Parent Report K-2**

Colleen and Julie did an orientation for all room parents last week. Colleen is still working on getting room parents for some classes.

**Parent Report 3-5**

Colleen and Julie did an orientation for all room parents last week. They don’t have a room parents for Mrs. Bailey and Mrs. Simplice’s classes. Julie suggested that the PTO help fund the classes for parties, teacher appreciation week, etc. Patrick offered to help fund these two classes from his principal’s fund.

**Volunteer Coordinator**

Just keep Megan in the loopwhen something is finalized so she can help you plan for it.

**Communications**

Andriana went over the format of the weekly newsletter that is sent out on Sundays. She is slowly updating the PTO website. There was also a discussion about the three different Facebook groups for the Ortega PTO. Maria motioned, Tala seconded, and the motion passed unanimously to remove one of the Ortega Facebook pages.

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The next PTO meeting will be on Tuesday, November 10, 2020, at 6:30 P.M., via Zoom.  
Submitted by Danielle Kehr