

Cabrillo PTO Meeting Agenda. Your Voice Counts

Cabrillo PTO Meeting
Meeting held via Zoom

Date: **October 1, 2020**

Time: 6:00pm



AGENDA ITEM

PRESENTER

Call to Order at 6:06pm

Angelique Barry

→ PTO Board Members Election Update

Gianna and Cherie Co-secretaries vote was unanimous.

Gianna & Cherie they will also be timekeepers and handle agenda items

Liz and Michelle as VP of fundraiser vote was Unanimous

Ballots closed - welcome to the PTO Board!

Attendees:

Angelique Barry

Kiyomi Arai

Amber Porter

Mara Higdon

Annie Flores- Aikey

Elisa Repetto

Natalie Weidemier

Ashley Larsen

Illa Dwyer

Kelson Paraong

Liz Harrington

Meghann Elbernd

Stephaie Harrington

Michelle Ryan

Time Keeper

Gianna / Cherie

Approval of Previous Meeting's Minutes

[August 2020 Minutes](#)

[September 2020 Minutes](#)

Approval of Previous Meeting's Minutes.

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No edits were sent for August or September

Minutes were approved - unanimous

Teachers' Report:

Upper Grade:

Illa Dwyer

1st Battle of the books meeting for 7th and 8th graders, virtual event went smooth and worked out really well, First book order came in and books have already gone out - still short a few titles. Some donations were made from the wish list - and were sent right back out to students

Still Missing - Dragon Quest and Refugee. The books had also been updated on the wish list

Lower grade update

Elisa Repetto

We are in our 3rd or 4th week of pickup - 1st graders are picking stuff up every other week

Amazon wish list was fulfilled quickly, parents jumped in and helped

Other 1st grade teachers are now doing wish lists

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3rd grade

Kiyomi Arai

Distance learning community project - planting seeds around various schools
Extra seeds will be sent out to other classes. 2nd week doing a social hour: all 3rd graders from Vallemer came together and they did an activity. This week will be with Cabrillo students

Kinder

Kendra

Kinder does a pick up every week - 7th one today - good turnout
We are going to do a Cabrillo parent zoom meeting next Wednesday night (5-5:30)
Parents can ask questions, we can see how things are going.
If the meeting goes well, they plan on holding one a month
A good way for parents to connect and get to know each other

Principals Report:

Annie Flores-Aikey

Spindrift- Started K-2 the week prior, Rhythm and Moves also started this semester K & 3
Next semester 1st and 2nd graders. Good feedback, the teacher is connecting well with the students and they seem to be enjoying the class.

Pictures:

The date has been set: Mary is working on it.

Monday and Tuesday October 26 and 27th (tentative)

Schools are hoping to model the process after Sunset Ridge. Volunteers take a student from the car, take temp, take them to the station for a picture, 3 photos spread out possibly in MPR (working on logistics) Masks stay on except for when it's time to take the photo. Parent Volunteers will be needed, More specific details to come.

Question: When are the upper graders getting enrichment? Spindrift/ Music
Electives for upper grades coming in officers report

Follow-Up to Action Items:

1. Follow up regarding new Flyer re: Teacher's Appreciation, Wishlists, Direct Donation
 - a. Who: Michela Christensen -
 - b. Status: *will create flyer for liaisons to send out to Kick off Direct Donation & Teacher Appreciation Collection - still in progress*

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Information / Discussion Items:

1. RTS Update

→ Kelson Paraong

- a. Education Coordinator at RTS - Working with a grant with Cabrillo school and district.
- b. In our 3rd year, they do workshops for middle school, peer group and a leadership group. The past two years primarily with peer group with 7th and 8th graders. They are expected to return next month.
- c. Also wanted to be a part of the PTO to make sure we are informing the district and community of what they are doing.
- d. They also work with the school and district and on policy making.
- e. Is there an update if upper grade electives are happening? Yes, will be asynchronous.

The RTS curriculum is ready, intended to be live zooms.

Annie: It has always been part of our upper grade electives but are still in the creation page she will have an update soon once we get the electives on board

Question: Are they Live on zoom interactive? (yes they are)

Question - Will it still be the same Thursday time?

Annie: I don't have an answer, she will contact Kelson when she has all the information.

2. Continuity of Teacher Appreciation Funds

→ Stephanie Harrington

- a. Make it clear and across the board - distribution of funds differed from lower and upper grades (explanation: 6-8 gave teachers a lump check, K-5 were distributed)
- b. CPA recommends that the funds should be dispersed the same across all grades
- c. We would like to propose that it is the same K-8. EX: Teacher Appreciation Week items/gifts will be dispersed through the liaisons for all teachers across the board. If funds are left over, they can be used at the end of the year. Motion 2nd, and Board Approval.
- d. Also proposing that liaisons will be asked to purchase items and to return receipts for reimbursement for record keeping and just in case there was an audit.
- e. If a liaison is not able to front the funds - the PTO can assist with that on a case by case basis. Would like to keep the receipts and records on a google drive, a way to give everyone who needs it access to it.
- f. Stephanie is offering a Motion to edit the teacher appreciation fund memo
 - i. Natalie Wiedemeier 2nds, Board passes the motion to make edits to the memo
 - ii. Will have memo for November board meeting for approval

Action Items:

1. Proposed Fundraising: Original Art Works

→ Angelique Barry

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- a. Nancy Rickson coordinates with Original Artworks - they have modified it for online, she is willing to be the point person on it. Kids create artwork at home kids can upload to original artwork directly and the parents can order right then and there
 - i. The email to parents would be sent out October 26, deadline to return order would be Nov 9th. Created and sent home within two weeks, 33% profit share - at the conclusion of the program. Intended to return to families for the holidays. If the November deadline is missed, parents can still order but no guarantee to have items(s) back in time for the Holidays.
- b. Comment: Digital version vs the more “traditional version”
- c. Making an incentive to get more orders in if it was from the teacher/class assignment. Nancy is going to contact the other schools to see what is the paper used. (art volunteers or teachers coming up with a theme)
- d. If we want to go forward with the fundraiser - are we a good to promote it?
- e. Question: Is this something that was done K-8? Always done K-8, 7th and 8th graders don't come for pick up items; will have to be pushed digitally.
- f. Motion to continue original artworks. Stephanie 2nd . All in favor - Motion passes

2. Proposed Music Program

→ Annie Flores-Aikey & Stephanie Harrington

- a. [Illuminate Music Proposal](#)
- b. K-2 Music - Kristen Fong - parent at Ocean Shore -(teaching at Ocean Shore) They do weekly pre-recorded videos, winter recital a possibility. She would start immediately- She has charged them one price....(we would have less weeks then them).
 - i. Music bags come with shakers etc.. They would be given to students and the program can Be added to Wednesday when they do their creative arts. We don't need to buy the bags - most items can be found at home - doesn't have to be all the bells and whistles - the bags must be returned and non consumables we would keep. The supplies can be re-used and owned by Cabrillo. Her program is solid - no parent volunteers are teaching. They are pre-recorded lessons, Teachers could use it anytime.
 - ii. Material bags for 184 students \$608 - teacher would put together the bags. Order it all and then submit a receipt. Everything broken down by grade
 - iii. AB-5 independent contractors - business licenses - “Illuminate music” will be the umbrella company. Her total is \$6650.00 - being that we are starting later than other schools can she re-negotiate the price. She does go to June. We've never had to pay for a music program, but it's a new program we haven't offered. If we

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- can fund it - the board needs to approve it. Can we repurpose the lessons and items? Can she come down in price \$5000 seems more reasonable
- c. Seems like a lot for A-Synchronized learning. This would be a full year of music, Distance learning students are benefitting. Do we need a motion? Is this something that we want to bring to our students? Promote donations - when we roll out donations - we can hang our hat on programming. Dipping into reserves to pay? Amber, we need a final number. Example cost, Spindrift is around \$6,000 -\$7,000 and classes are "live" via zoom.
 - d. Grant possibility? Is she making new videos for each school?
 - i. She is tailoring it for each school, customized to whatever fits the needs of the teachers. Do the teachers need this supplement? It would be great if kids could have music, videos are not worth 6 grand.
 - e. Angelique: It doesn't sound like this is a go.
Annie can you check in with the teachers - the rest of K-2. Let's poll them all
 - f. Poll teachers - take it off the School District Board agenda
 - g. Annie will you let the board know - then we will put it on the November agenda.
 - h. Annie would like to see her come down in price \$5000 seems more reasonable

3. Proposed Fundraising Calendar

→ Liz Harrington & Michelle Ryan

- a. [2020-2021 Fundraising Calendar](#)
 - i. October ideas: original works & chipotle
 - 1. The playhouse in Brentwood - sells toys sensory boxes holiday gifts etc
 - 2. Host a week of Shopping - open up her website - promo code - we would get 10% back -made one for Cabrillo -
 - ii. November:
 - 1. Bundt cakes for the Holidays - we worked with the one in Westborough - she does a 50% profit share (email contact)
 - 2. Holiday Grams - short week sale - then we do pickups - flexible around their schedule
 - iii. December: Cookie Dough
 - iv. January:Auction for April
 - v. February: Candy grams for Valentines
 - vi. March: Book Fair and candy grams for St Patty's day
 - vii. Spring/April: Scavenger hunt
 - viii. Spirit wear basket - pick what they want from the Merch
 - ix. More dine in - Mr Softee for ice cream, to work with Cabrillo

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1. They can come to the school and grab and ice cream
- b. Annie suggested: Garden flags
- c. Still need to reach out to local restaurants
 - i. Beach Boba - reaching out
 - ii. Luigi's Pizza - hard time with the orders (round table might work better)
 - iii. Tap Room (used for Take-Over Tuesdays) they are a Cabrillo Family
- d. We want to make sure we get the biggest bang for our buck
 - i. Finding one with good profit sharing
- e. 8-10 years ago - 20% card - You picked up the card at IBL - you purchased the card for 40-50 dollars and got 20% off the purchases - Florey's bookstore a participant. And a percentage comes to Cabrillo
 1. Coordinate with PEF - not to do everything at the same time
- f. Projected schedule is a good starting point - there are a lot of Cabrillo families that have businesses
- g. Ashley the Liaison for the move-a-thon. Targeting November
 - i. Move forward with something - we do not want to inundate parents with fundraisers
4. Budget for Creative Arts for 4th & 5th Graders → Annie Flores - Akiey
 - a. The numbers were reworked in regards to the 4th and 5th grade drama and music. The hours need to be adjusted and the cost to match. The music portion was not included previously and only one hour was allocated for Lizzie and it should be 2.
 - b. Mark Sessler did not submit a time card - we just weren't sure on protocol - the program has always existed - we have not accounted for that - is he requesting back pay? He did timesheets for electives, but not for the Gold Dust or Bust Music portion
 - c. We are going forward with the program. Start accounting for it in the budget. Certain rate/hourly. When Lizzie is doing the 4th grade drama for an hour- Sessler backs it up with the music. The money is owed to him - the back pay and money that he needs this year. Approximately for 4th grade portion \$1500 per year. Last year, year before, the year before he got upper grade pay but not 4th grade
 - d. What is being proposed tonight?
 - i. Continue on with the 4th grade program - it includes spindrift 4/5th grade and Sessler 4th grade- live classes? If we came back to school live for the Thursday and zoom/recorded and link awareness upon return on how to manage the class.

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1. Motion to approve funds . All in favor - passes

Officers' Reports (5 minutes Reports)

1. President

Angelique Barry

- a. Yubbler credits update
 - i. Yubbler - report (we did not hit the 500 dollar mark) we have \$600 in credits in Yubbler credit. Is there anything teachers need? (\$631 dollars) Please send any needs to Angelique so she can order.
 1. Look into ink cartridge for Library printers
- b. There is a full-time DL liaison, Virginia Clements from OSS her email contact is fullyeardistancelearning@pacificasd.org

2. Treasurer

Amber Porter & Natalie Weidemier

- a. [Budget Analysis up to 10-1](#)
- b. [Profit and Loss up to 10-1](#)
- c. Amber and Natalie report: Treasurer report to the e-mails - no September statement yet - we did make a change to the budget review - we added a column to show that we are holding on to \$21,000 dollars collected last year for field trips, Column B was added. It is showing restricted funds that should be applied to trips that didn't happen. That represents \$8078 dollars in 4th grade refunds - \$13,000 of field trip money we were not able to use. CPA was asked if we could represent it to not show a loss
- d. When we met with the CPA - Cabrillo PTO with IRS and Franchise Tax board
- e. Next time we pay our dues to update name - Cabrillo PTO across the board
- f. Update the bank account signers, one more person to sign checks - Just in case someone isn't available to sign. Secretaries have done so in the past, Gianna & Cherie to be added.
- g. Push for the enrichment drive - donor box - teacher appreciation and enrichment drive, make a link for every classroom - this is for enrichment drive and one for appreciation fund (treasure agrees good idea)
 - i. Can we incorporate Michela to do that - so it is eye catching? Yes!
 - ii. Mara getting mock ups ready for every class link

3. VP Fundraising Chairs

Liz Harrington & Michelle Ryan

- a. See above action item.

4. VP Lower Grade Liaisons

Jennifer Russitano

- a. not present, nothing to report, see Stehanie's report

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5. VP Upper Grade Liaisons Stephanie Harrington
 - a. Roll out electives, pre-recorded not live - to be discussed, fingerprinting rules, zooms permission from volunteers. Clarification about who can be on zoom with students
 - i. Can Kelson have these meetings - he's been fingerprinted ...
 - b. Getting the buy in from the kids to go to his elective. Weird logistics - A-synchronous Volunteers - pre-recorded - the kids can get to them when they want. Gift cards for the kids - some incentives- might give them opportunity to do more than one elective - not forcing more screen time online.
 - i. Question: When are the videos going to roll out? They are still figuring out logistics

6. VP Visual & Performing Arts Brad Switzer - not present; nothing to report

7. VP After School Enrichment Program(ASEP) Suzanne Lifson Salazar & Lisa To
 - a. Lisa reached out to chess scholars - will have that for the next meeting.
 - b. Amy at Spindrift is not tracking students by school. They will try to.

Committee's Reports (5 minutes Reports)

1. Communication Coordinator Michela Christensen- not present; nothing to report
2. Grant Writer Orianne Delfosse- absent ; Angelique & Cherie report:
 - a. Garden Grant Update
 - i. we are going to defer the grant and reapply next year - when we are in a more traditional model. Both parents that were listed on the grant are full year distance learning parents. It would be too hard to do in a virtual classroom setting

3. Education Enrichment Fund Drive Mara Higdon
 - a. Education Enrichment Drive - email to create a page for each classroom that will be housed in every classroom - to make easier for tracking

4. Pacifica Education Foundation Ashley Larsen
 - a. Business partnerships, Emily asked that coastside dance school (OceanShore parent) two virtual dance classes - all proceeds go to PEF. To be included in the school newsletter. If teachers can share with the class. If they are not members yet, sign up for a membership immediately

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- b. Question about PEF: They are moving to a membership model - is there still a Parton program? They've had memberships, community building idea.
 - i. There is not really a patron program right now - no in person events. Lacking connection to the founding patrons - PEF issue

Next Meeting: Thursday, November 5, 2020

Agenda Topics due: Tuesday, November 3rd by 6pm to: Cherie Chan and Gianna Franco
chan.cherie@gmail.com and giannamfranco@gmail.com

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