PTSO Board Meeting

10/5/2023

Start 6:30pm – Adjourn 8:39

In attendance:

1. Maria Hernandez, PTSO Vice President
2. Haider Haider, PTSO Secretary
3. Justin Benson, Fundraising Chair
4. Simone Anderson, Assistant Principal
5. Sheree Price, PTSO President
6. Sarada Narayanan, Primary Representative
7. Renee Bryant, PTSO Senior Treasurer
8. Amanda Clarke, At-Large Representative 2
9. Hope Thomas, At-Large Representative 1
10. Alpha Lillstrom Cheng, Garden, Health, & Wellness Committee Chair
11. Theresa Westover, Communications Chair
12. Lesa Warrick, Resource & Support Staff Representative
13. Kim Adutwum, Principal
14. Marion Price, Upper Elementary Representative
15. Jian Xu, Lower Elementary Representative
16. Andy Turner, STEAM Chair
* Fall Festival
	+ Effort being led by: Sheree, Hope, Maria, Kelly and Theresa
	+ Scheduled for Friday October 27, start at 2pm and open to the community at the end of the school day at 3:15pm (similar to a field day)
		- Starting the event during the school day saves approximately $1400 in custodial and other support services costs
		- Kids in aftercare will need to signed up by parents from polite piggies to join the group
		- Polite piggies may be willing to bring after care kids to the event;
		- PA recommended to get in writing which students are staying for the fall festival in order to be able to stage students for the fall festival in one location and those not staying would be staged in a separate location; kids participating can come out of classrooms with parent volunteers while kids not participating will stay in class with teacher until dismissal;
	+ Theresa working to get pumpkins donated from a local pediatric dentists office – an answer should be available by tomorrow (10/6); Fulcrum may be a second choice if needed
	+ Decorations from last year may be able to be used again this year
	+ Can not afford both a petting zoo ($1000) and a trackless train ($800); decision was made to go with the trackless train if only one activity was selected (Hope Thomas POC)
	+ PTSO can afford only one moon bounce was panned, it will be reserved for primary students only
	+ Movie may be played to make use of the existing license and offer some down time to kids who may need it;
	+ No one is available to run an arts & crafts table; Polite piggies MAY be able to run arts and crafts for the event;
	+ STEAM committee may try and get something together for the festival;
	+ Music will be played via a spotify account; PA will donate her speakers for this purpose;
	+ Food: Hamburgers & Hotdogs – also considering some healthier options; same structure as used during movie night;
		- Food will be sold concessions while admission to the event is free; need to set aside some material for folks that need some assistance;
		- hot beverages may be possible but would need a parent volunteer to oversee;
		- Perhaps make one food item free to all (hot dogs) and ask for donations;
	+ Face Painting – seek out previous students who were previously trained by Mrs. Fernell in face painting may be contacted; PA will coordinate the effort with Mrs. Fernell without charge;
	+ Teachers can perhaps do something in the classroom to compliment the fall festival to get kids into the spirit of the season;
	+ Mr. Jian asked for a schedule in order to know what are activities are available at what time; 3rd graders will be swimming until 3pm;
	+ Recess will be held inside that day to allow for setup outside for fall festival on the 27th;
		- The roof is available for the festival;
		- Mr. Matthews Science room may be a good location for the haunted house – to be confirmed; PA recommended the middle school commons or the cafeteria for the haunted house; or perhaps the hallway outside the middle school common area;
	+ Detail email will be circulated to work out remaining questions
* Review of Budget
	+ Additional information is needed in order to get full picture of Revenues
		- Some teachers have gotten as much as $1100 for reimbursements; donations made for a given classroom through the PTSO goes directly to that classroom only, the Treasurer is still collecting those numbers to determine actual numbers;
		- Revenue actuals for FY23-24 total $41,624 - of these sums, the majority is coming from existing bank balances ($20,236 Q1 and $12,705 Q2)
		- $5,200 raised in two months to date this does NOT include Gear sales and bulb nor about $3,000 in direct donations made to classrooms
	+ The PTSO is still in the process obtaining a 501(3)c status for PTSO; this will impact the garden club’s ability to apply for grants
	+ Still awaiting budget requests from committees and upcoming events which are not budgeted for in current plan
	+ No current money budgeted for Fall Festival
		- The Committee agreed to a budget of $1500 for the fall festival for any additional costs to be covered by additional fundraising in the run up to the festival
* Loot for Logan looking for dates in November
	+ Waiting on family contact info from PA for this effort
* Review of by-laws was tabled until the next meeting as the meeting ran long;
* Committees
	+ Communications
		- PTSO Instagram exists that has not been used – would like to link to facebook account; if anyone knows the owner, that would be helpful
	+ Fundraising
		- NSTR
	+ Garden, health & Wellness
		- Working on letter that will be passed to PA to share with facilities staff to add spigots and outlets at the school;
		- Garden day planner for 14 October at 10am-4pm
		- Whatsapp garden group is available for those interested to join
	+ Middle School
		- Still awaiting Mr. Garcia’s Visa & one other teacher
		- PA will provide receipts to Treasurer for these efforts
	+ STEAM
		- Definitely interest in volunteers; kick of for committee still upcoming
	+ ABAR
		- NSTR