**Crocker/Riverside PTO**

**Executive Meeting Minutes**

Tuesday, August 7, 2018

6:00 p.m. – 7:30 p.m.

1. **Welcome**

Anna Molander (6:03 p.m.)

* 1. Welcome back all, we hired a professional treasurer, purchased Konstella communications software. Let’s make this a great year.
	2. **Members in Attendance:**
1. Stacy Lopez Evie Woodman

Bryan Baldwin Nick Millan

Mr. McCord

Anna Molander

Kevin Samsam

Joe Delgado

1. **Principle’s Report** Mr. McCord (6:05 p.m.)
	1. First day packets coming together, may need some help assembling
	2. Kinder orientation August 29
		1. 2 sessions: 9:00am and 10:30am
		2. Kinder teachers plan on turning this into back to school night
		3. Can possibly advertise some volunteer opportunities but we should make it more geared towards Kinder related things.
		4. **Evie:** Thought process is for room parents to coordinate individual volunteer opportunities like fall carnival so that they don’t have to do it all.
	3. Enrollment is the highest we’ve had in Mr. McCord’s time at Crocker
		1. We have room in 3rd, 4th, 5th and 6th grades
	4. We are hiring a new yard duty for this year, will be posting soon
	5. School time parties must meet food nutrition and labeling/packaging standards and will be enforced this and following years
		1. That’s for all in-class events
2. **Officers Report**
	1. **Treasurer’s Report**
		1. New pro treasurer: Chelsea JohnsonJoseph Delgado (6:23 p.m.)
			1. First choice dropped out at the end of last year
			2. New bank account. Biggest change will be reimbursement procedure and using one (1) funding bucket rather than two (2).
			3. PTA easy is going away, changing to Quickbooks
			4. We will need two approvals for each transaction
		2. Combining 2 expenses: Grade level enrichment and classroom expenses
		3. Chelsea will need the minutes for any budgetary items
		4. We will need to add Leah’s wages to budget
		5. We may need to discuss a threshold for expense approval; maybe anything over $500 will need approval, or something similar. Will discuss further at next meeting.
		6. Motion to approve current budget by Joe Delgado, Second by Nick Millan, Unanimously approved.

* 1. **President’s Report** Anna Molander (6:33 p.m.)
		1. Making one change to the agenda; members-at-large to be added to board for added flexibility. To be voted on at next meeting.
	2. **Secretary’s Report** Nick Millan (6:35 p.m.)
		1. Ratify minutes: Motion by Nick Millan, Second by Evie Woodman, unanimously approved.
	3. **Vice President’s Report** Bryan Baldwin (6:36 p.m.)
		1. Brief seminar for folks that want to learn about chairing an event on September 17, 2018 @ 7:15pm
			1. Best practices for organizing and running an event
		2. Will be doing onsite fingerprinting at back-to-school BBQ
		3. Flyers of upcoming events will be printed and displayed near office
		4. Wrote up proposal for Raley’s Extra Credit program to get a refillable water station, will hear back by November 2018
		5. We need a Volunteer Coordinator
1. **Committee Reports**
	1. **Fundraising Oversight** Kevin Samsam (6:42)
		1. Sunday afternoon Kings game booster fundraiser. Will be used to fund athletic equipment.

 **NOTE: Mr. McCord**, we will be introducing district wide sports teams including running, basketball and flag football. We already have an indoor soccer league. May see scheduling overlap.

* + 1. We will need a permit/insurance coverage for every event.

* 1. **Communications**
		1. Konstella is coming, we will need to get a good grasp on the program so that we could set the pace for it’s introduction.
			1. We will need to have a group session to get up to speed and have orientation for room parents and other coordinators
				1. Bryan and Kevin will get this going.
	2. **Volunteer Oversight** Bryan Baldwin
	3. **Room Parent** Brittany Costarella
	4. **Assistant Treasurer** Brandon LaPointe
	5. **Parliamentarian** Stacy Lopez
	6. **Enrichment** Evie Woodman
		1. Casa De Espanol may be offering Spanish classes in the near futur**e**
		2. Parents want to know about field trip coordination/information and also enrichment fund/where the money goes-How can we communicate this? Monthly news letter blurb?
1. **Voting Items**
2. **Discussion Items**
	1. **Good neighbor program:** After popsicles on 8/24 (class postings) a group of volunteers will distribute flyers to neighbors of Crocker
		1. Maybe this year: Grade level walking field trips to visit neighborhood and distribute “kindness”
			1. Anna will make edits to flyer
	2. **Back to School:** We need a chair for the welcome committee for kinder families, Kinder starts at 8:00am.
	3. **First Day of School:** Social meeting for PTO at 9:15am
3. **Review Upcoming Events**
	1. **Fall BBQ:** Dj, games (big connect 4 & others), BBQ crew, rotary club to hand out plates, we will use the Little League’s big grill. Will need someone to pick up and drop off
	2. **Fall Family Fundraising:** People who host these events will need to help promote them.
4. **Adjournment (7:30 pm) – Next Executive PTO Meeting September 4, 2018 (Library), General 8/30/18**