

**Crocker/Riverside PTO**  
**Executive Board Meeting Minutes**  
Tuesday February 6, 2018  
6:00 p.m. – 7:30 p.m.

- I. **Welcome** Anna Molander
  - a. **Principle's Report** Mr. McCord
  - b.
    - i. 20 open enrollment spots for kinder next year
    - ii. Early kinder class start time will be 8:00 am
    - iii. For anyone interested, look for an online survey; School start date
- II. **Officers Report**
  - a. **Treasurer's Report** Joseph Delgado
    - 1. Increase tricycle budget to \$600; Unanimously approved
    - 2. PE Equipment paid and ordered.
    - 3. Science docents paid
    - 4. Zoo mobile and Effie Yeaw Nature Center
    - 5. Facility fee for spring auction paid
    - 6. Deposits being received
    - 7. Franchise Tax Board: Paperwork filed for state layer of compliance
      - a. Professional treasurer will manage this for us
    - 8. Hire Professional treasurer
      - a. Motion by Joe and Kevin
    - 9. Alternative options were too costly
    - 10. United Way
      - a. File 990, PTO from PTA (march)
  - b. **Event/Fundraising**
    - i. Big Spoon; 4/26- Jessica J.
    - ii. Chipotle 3/20, 4-8pm
    - iii. Suzie Burger; no date yet
    - iv. Scholarshare voting; March 12-23
      - 1. \$15,000
      - 2. Goal: Projectors
      - 3. Create a tech savvy school
      - 4. Target school families, neighbors, friends and community
    - v. Rotary Grant; apply every 2 years
      - 1. Use funds for added space
        - a. Portable School Bus- Available district wide
        - b. Movable walls-For auditorium
  - c. **Discussion**
    - i. More outdoor seating for lunches
      - 1. Group rewards; Picnic style; extend lunch area
    - ii. Higher level math conflict with early morning band
      - 1. Find a way to offer upper level math on campus
      - 2. Single subject math teacher-Retire/credentialed 5X a week
    - iii. After school program for Short week
      - 1. Nick working on it
    - iv. Volunteer appreciation
      - 1. Friday night-possible on sports day ( a lot of people will be around)
      - 2. Yearbook signing and photo booth
    - v. Spring Social; 4/7/18

1. Will sell out-Limited tickets
2. Need more family parties
3. What can PTO offer-Week of Flocking, Scavenger hunt
4. Spring Showcase-Jen and April (Date?)
5. Annual Fund-“Stretch Goal” Advertise (Kelly)

**d. Recycle Bins Needed For School**

- i. Possible environmental club? Thoughts?
- ii. Give all recyclables to Christina

**e. PTO Development**

- i. Structure for Elections
- ii. Add positions/titles to PTO Board
  1. Field Trip Coordinator
    - a. Grow from K to upper levels as it refines itself
  2. Volunteer oversight (Bryan?)
  3. Committee heads?
    - a. Simplify where we can= representatives for specific areas
    - b. Volunteer Rep, Classroom Rep, Teacher Rep, etc.

- iii. Strategic planning session with Daniel

**f. By Laws and Elections-Refine**

- i. When to finalize?
- ii. Maybe we make suggestions now for the future year
- iii. Focus now on Vote/Elections
- iv. Joe can give what he has – we can build upon it as/when we can
- v. Elections – Historically at the 2<sup>nd</sup> to last general meeting
  1. New options: Week of balloting, survey monkey, simplify- online option

**g. Classroom Money Request Guidelines**

- i. How to discern? (Sarah thinking this through)
- ii. Structure for teachers
  1. What can be asked for? What is fully funded vs. deliberated upon
  2. Clear language – This is what you are getting etc..
  3. Proposal image
  4. Attend PTO meeting to request or state importance
  5. Promise and goal for each year
  6. Extra money – This is what each teacher will receive

**h. Newsletter Callout**

- i. Looking for connections or awareness of needs
  1. Storage bins for chair storage – free up auditorium space
  2. Space utilization skills/ suggestions
  3. Help/Build

**i. Resources**

- i. UCD “Aggie Surplus” – Resource for Science equipment
- ii.

**III. Adjournment – Next PTO Executive Board Meeting 3/6/18**