**Crocker/Riverside PTO**

**Executive Meeting Minutes**

Tuesday, October 2, 2018

6:00 p.m. – 7:30 p.m.

1. **Welcome** Anna Molander (6:06 p.m.)

* 1. Approve Agenda:
     1. Motion by Nick, second by Stacy, unanimously approved.
  2. Board members is attendance:
     1. Anna Molander, Mr. McCord, Ms. Foree, Ms Goodwin, Ms. McAfee, Stacy Lopez, Evie Woodman, Brandon LaPointe, Ms. Smith, Brittany Costarella, Bryan Baldwin, Joe Delgado, Nick Millan, Kevin Wong, Kelly Fugina,
  3. Others in attendance:
     1. Laura Jensen, Caryn Davey, Katie Andrew

1. **Principle’s Report** Mr. McCord (6:07 p.m.)
   1. Couple of broken bones, one is a Crocker teacher.
   2. Technology needs later on agenda
   3. Hearing and vision testing occurred yesterday and today
   4. Site Council focus on spending on future (structure, protocol)
2. **Officers Report**
   1. **Treasurer’s Report** Joseph Delgado (6:11 p.m.)
      1. Quickbook Update: Reports are up and running, will be sending them out this week.
      2. New process for deposits.
      3. Anticipating uptick in activity for month of October
      4. Working on tax info and getting it over to tax person this month, Due Nov. 15
         1. Brandon: Deposit side;
            1. shipping off checks to professional treasurer
            2. Set up school Fedex account
            3. Document to keep track of spending with Anna and Joe
            4. Keeping communication with treasurer
            5. Collecting checks and monies from treasurer’s box in office.
            6. Fall Carnival and Jog-O-Thon will be coming in heavy
         2. Kelly: How do we keep track of the Paypal account? Families have been directed to Paypal, unsure how to access this information
         3. McCord: Jog-O-Thon will also be done online, how will this be tracked?
            1. Joe: This money goes into Chase account but will be switched over soon; after Jog-O-Thon
            2. Evie and Kelly will need access to Paypal
   2. **President’s Report** Anna Molander (6:23 p.m.)
      1. Babysitting at back to school night was great, but next year will require more planning. Twice as many kids showed up than were arranged.
         1. Faster check in, more information put out about the program.
      2. Not all Kinder classes are registered on Konstella, maybe have a PTO/Konstella table at the Fall Carnival.
      3. Send out Good Neighbor Pledge ASAP
      4. Some grumbling about Konstella, Mobile platform not as good as desktop
   3. **Secretary’s Report** Nick Millan (6:26 p.m.)
      1. Ratify minutes: Motion by Bryan, Second by Brandon, Unanimously approved
   4. **Vice President’s Report** Bryan Baldwin (6:26 p.m.)
      1. Can green highlights on minutes (action items) be made into a list and brought to board meetings?
      2. Working on a grant for nature conservancy to help with water filling station
      3. Raley’s grant was easier than Nature Conservancy grant, we should keep applying for Raley’s grant
      4. We need to compile a file of documents that are easily accessible so that grant writing is easier. i.e. Google docs. Maybe Seiko has file already?
      5. Do we have a master list of sponsors? This would be good to be able to look back at every year.
         1. Kelly has Spring Jubilee and Pancake Breakfast sponsor lists.
         2. If you have any data for this, please send to Bryan
3. **Committee Reports**
   1. **Fundraising Oversight** Kevin Wong (6:37)
      1. Kelly sent over grant for books at $750, Kelly will look into this. Maybe Mrs. Long will have more information on this.
   2. **Communications**  (6:39)
      1. Facebook needs more activity
   3. **Volunteer Oversight**  (6:41)
   4. **Room Parent** Brittany Costarella (6:41)
      1. Feedback from teachers to provide to room parents
      2. Konstella is moving along but feedback would be helpful, maybe put out a newsletter on Konstella , maybe this could take over the paper copies of information.
      3. Brittany will help with Fall Carnival Konstella information.
   5. **Assistant Treasurer** Brandon LaPointe (6:46)
      1. Annual fund coming in as solo checks
   6. **Parliamentarian** Stacy Lopez (6:47)
      1. Looked over by-laws and have some recommendations. Will speak with Anna and Nick about this before December meeting
   7. **Auditor/Transparency**
   8. **Enrichment** Evie Woodman (6:48)
      1. Some high school Spanish teachers who live in the area would be willing to help with Spanish course for Crocker. Evie will get in contact with them after October events slow down.
      2. Garden docent boxes vandalized, nothing taken.
      3. **Laura Jensen:** Would like to put together an annual Science Fair at Crocker.
         1. it will be student driven
         2. will gather potential contacts and start reaching out.
4. **Voting Items**
   1. **Stripe:** it would be nice to have an all inclusive way to gather money on Konstella. Is there a way to connect Paypal to Konstella? We will look back into best practices once our pro treasurer is fully established
   2. **Katie Andrew as new Member At Large:** will go onto voting item for next meeting.
   3. **Approval of pizza at back to school night @ $170:** Motion by Ms. Foree, Second by Brandon, unanimously approved
5. **Discussion Items**
   1. **Water Filling Stations:** Bryan: moving along, had personnel come to look over locations and demand areas, talked about rough costs, outside contractor, hoping to hear back very soon for an estimate of instillation.
      1. Unit is $1,200-$1,500
      2. There is an anti-vandal version and a refrigerated version
      3. Awaiting results from water testing around district
      4. We can discuss filtration and other upkeep items when the time comes; maintenance budget etc…
   2. **BBQ Feedback:** Great time
      1. Will need more turkey dogs next year
      2. Maybe start cooking earlier?
      3. Reach out to Kevan to get his feedback
      4. We are missing 5 deep dish containers, we will need them for pancake breakfast. If we can’t find them, lets replace them.
      5. Water bottles were a good idea, maybe have more beverage dispensers,
      6. Kelly and Brittany will put together a “How-to” document that goes over protocol for putting on an event.
   3. **Konstella update**: governance, get a mini team, tech in general (social media), maybe add in Stripe as discussion. Project team.
   4. **Alliance Redwood:** Parent issue; Redwood Alliance is a religious outfit, maybe take a look at comparable venues, more information to come.
   5. **Robo Call Survey:** maybe a survey is not needed. Maybe students can do robo calls every once in a while.
   6. **Uniform Exchange: Caryn Davey:** October 19th, drop off clothes prior to this day in office.
      1. Send out newsletter, facebook posts, Konstella, half sheets in backpacks,
      2. This could be something that is planned at the end of the year.
      3. Maybe host this event on Posting Day?
   7. **Technology: Mr. McCord**; We have 4 carts that hold Macbooks, PTA bought the first cart. Computers are old, almost obsolete.
      1. Last year PTO bought 24 Chromebooks, priced at $299 each, to be shared with first grade and Kinder classes.
      2. Can we purchase 24 more Chromebooks, to be shared with first and second grades, with the technology fund in the budget?
      3. Long term tech goals, plan for future needs/usage of laptop computers.
      4. Motion to approve purchase of 24 Chromebook laptop computers and necessary adapters to convert Macbook carts to Chromebook carts. Motion to approve by Ms. Foree, Second by Evie Woodman, unanimously approved.
6. **Review Upcoming Events**
   1. **Fall Carnival: Evie:** Will need a check for petty cash.
      1. Original plan was for Ms.Long to provide tickets to each student of the summer reading program, hasn’t happened, maybe classes could come in to get them. Ms. Goodwin will forward email to Evie.
      2. Raffle next week
      3. High school sign up is 100%
      4. 6th grade flyers going out for good neighbor program.
      5. Craft fair will be on the front lawn of campus.
      6. No more than 2 competing tables, 2 kids signed up.
      7. Food trucks are set
      8. Mr. McCord will check with Russell to make sure we have a custodian.
   2. **Walk to school day: Anna:** Next Wednesday, October 10.
      1. Parents mentioned that kids cannot walk across Land Park dr and want to encourage safe routes for kids.Big push in the neighborhood, walking bus stops.
         1. Could contact police officer in charge of the area
         2. In charge of this are Sarah and Amy Kraus
         3. Using this momentum to advocate for better, safer streets.
   3. **Annual Fund Drive: Kelly:** 
      1. Half way there
      2. Letter going out to community and businesses, signed by PTO president and maybe alumni.
      3. Handed out information at the Grandparents/Special Person Tea
      4. Can we have benefactors on the website?
      5. Donor stories…”what inspires them to donate to Crocker?”
      6. Giving Tuesday: Maybe Fox 40 will come again
      7. BBB refund will be coming soon.
7. **Adjournment (7:39pm) – Next Executive PTO Meeting June November 6, 2018 (Library)**