

## Crocker/Riverside (C/R) PTO Executive Board Meeting

May 5, 2020

Join Zoom Meeting

<https://us04web.zoom.us/j/166531272?pwd=bjYxTXRQVXpvZDdrTFITZ1RxUTRPdz09>

Meeting ID: 166 531 272 Password: 332023

6:00 p.m.	<p><b>i. Welcome and Introductions</b></p> <p><b>ii. Anything to add to the agenda</b></p> <p>a. Online school registration</p>	Bryan
6:05 p.m.	<p><b>iii. Approve April Meeting Notes</b></p> <p>Motion to approve April meeting notes: Motion passes, no opposition</p>	Bryan
6:10 p.m.	<p><b>iv. Principal Update</b></p> <p><b>Mr. McCord</b> to talk to Debbie about kindergarten registration (if child is already a student, you don't need to do anything else, but if student won't be at Croker, they should email their teacher). <b>Victoria</b> can also send out a message on Konstella. Lots of questions about how to get student's items from the classroom. District hasn't developed a plan.</p> <p>Received kinder open enrollment wait list; have 96 spots and 93 enrolled. Highest they have seen in about 15 years. Longest wait list of 34.</p> <p>Incoming 4<sup>th</sup> and 6<sup>th</sup> graders will have some space there but all other grade levels are full.</p> <p>Look out for email for email and press conference on getting internet into the homes. Looks like a good plan rolling out tomorrow.</p> <p>How can the PTO support kids who are struggling?</p>	Mr. McCord
6:20 p.m.	<p><b>v. Other Updates/Comments</b></p>	
	<p>a. Teachers</p>	Teachers
	<p>b. 4thR</p> <p>No updates from 4<sup>th</sup>R; don't know when we will be back. Extended to community centers to May 22.</p> <p>Hoping enrollment starts May 18, but all other dates have been pushed back.</p>	Amy
	<p>c. Guest Comments</p> <ul style="list-style-type: none"> <li>● Tim and Cassandra (garden docents leads) <ul style="list-style-type: none"> <li>○ No food was wasted</li> <li>○ Looking to summer and next year with the assumption and hope that things will proceed.</li> </ul> </li> </ul>	Guests

	<ul style="list-style-type: none"> <li>o Submitted a plan earlier this year to expand garden beds. Opportunity at end of field past 5<sup>th</sup> and 6<sup>th</sup> grade classrooms that could accommodate garden boxes. Materials and layout has been approved. Plan meets all of the criteria. Want to start getting quotes for groundwork. Areas needs to have sod removed and leveled and irrigation needs to be expanded.</li> <li>o Have funds remaining in the garden document which is about \$1800.</li> <li>o If we put out bids now (start with C/R family), work will likely happen. Logistically ground work happens while kids aren't on campus.</li> <li>o Tim to message 1-2 sentence description of what is being proposed as an example of the types of things the PTO raises money for.</li> </ul>	
6:30 p.m.	<p><b>vi. Discussion Items and Upcoming Events</b></p> <p>General meeting: should we have a general meeting?  Yes: low energy and low tech; bylaws require us to do it.  Agenda: share financials, what we have done, what we are planning to do. Send it out on Konstella. Can we do the slate and open slots too?  Bryan has a draft Konstella message with slate and financials and call for annual fund. Likely separate messages.  In lieu of general meeting do a letter or annual report in lieu of general meeting. Use meeting space to do brainstorm?  Want to make sure PTO members have the information they need.</p> <p>Separate messages:</p> <ul style="list-style-type: none"> <li>o Finance (letter with finance information and how to reach out with questions)</li> <li>o Voting</li> <li>o Fundraising</li> </ul> <p><b>Bryan to send out a message with slate hopefully tomorrow</b>  <b>Bryan will work with Jeff on one pager overview of how we are doing financially as well as PTO accomplishments</b></p> <p>Some teachers have offered to do their activities virtually. Should we do it to break even to cover the cost of the event. People could use community building.  Also doing a virtual parent run party.  Brick campaign: seems like we should hold off. Kick it off at the fall BBQ instead.  Fall BBQ (BBQ at school, after party at Bike Dog): people can bid on items, brick campaign, music, caterer, etc. September</p>	Bryan

	11 is the date for the fall BBQ. Kids can go to 4 <sup>th</sup> R during the after party.	
7:00 p.m.	<b>vii. Officer Reports (please keep this brief; refer to action items on the following page)</b>	
	<p><b>a. President's Report</b></p> <p>Need to review chair listing of who is going to do what – are folks still interested in serving in this role?</p> <p>Art docents are good providing they haven't changed their mind.</p> <p><b>Board members to update chairs for next year.</b></p>	Bryan
	<b>b. Vice President's Report</b>	Neva
	<p><b>c. Treasurer's Report</b></p> <p>Cushion is better than it would be otherwise, but still a lot tighter than it has been.</p> <p>There are places where we could trim and pare.</p> <p>Need to be conservative in our planning and aim not to have a deficit next year.</p> <p>Goal should be to do something very bottoms up so we know exactly what we want to achieve. Would hate to have to discontinue anything.</p> <p>Mr. McCord could reach out to staff to get funding priorities. Wont get together with them until August (assuming that will still happen).</p> <p>AR was approved by the district as well as purchase of 35 Chrome books.</p> <p><b>Jeff will reach out to committee chairs – once confirmed- to have two tiers of budgets until we know where we stand. Could let committee chairs know Jeff will be reaching out to them.</b></p>	Jeff
	<b>d. Secretary's Report</b>	Kristi
7:15 p.m.	<b>viii. Board Member Reports (please keep this brief; refer to action items on the following page)</b>	
	<p><b>a. Fundraising Oversight</b></p> <p>Moving along with calendar for next year.</p> <p>Should we get a letter to everyone about our finances? Might be helpful for everyone who has the means to donate.</p>	Kelly

	<b>Bryan to reach out to Kelly to develop message about annual fund.</b>	
	b. Room Parents	Brittany
	c. Controller	Brandon
	d. Parliamentarian  Bylaws say we will have two regular meetings of at least one month – invite people to join our June meeting in the notice we send out.  Notes from earlier in the year re: edits to operating policy.  <b>Stacy to put edits together re: operating policy for approval at next meeting</b>	Stacy
	e. Enrichment	Evie
	f. Communications g. Can we create a community section on the website. Create another tab called Crocker communities with all of the events pictures, etc.  <b>Victoria to mock up communities section for Crocker website and share with board.</b>	Victoria
	h. Volunteer Oversight	Vacant
	i. Auditor/Transparency	Vacant
7:30 p.m.	ix. <b>Adjourn</b> – Next Meeting: Executive Meeting on June 2, 2020	Bryan

- **Mr. McCord** will plan a first grade orientation next year (similar to Kindergarten orientation)
- **Kelly** to work with the teachers to set up Amazon wish lists for next year – make it a staff meeting agenda item – that could be pushed out on Konstella to parents at grade level
- **Anna** has some contacts and could likely get a good deal on a two-story portable. Amy will follow up with supervisor about 4thR space considerations.
- **Nick** will save BBQ check list to the google drive.
- **Bryan** to follow up about where to post fiscal information re: enrichment activities – TO DO
- **Bryan** to review PTO policies before we share them more broadly – IN PROGRESS
- **Amy** and **Mr. McCord** to coordinate about lost and found clothing – TO DO
- **Neva** to follow up with Deana about school activities so information can be updated on the website.
- **Neva** to send final photo opt out form to Debbie.
- **Neva** to ask Jarrett to add a blurb on the volunteer area of the website referring all sign ups on Konstella and if you're not on Konstella, reach out to the PTO.
- **Jeff** to follow up with Anna to confirm who is responsible for replacing the filters for the hydration station.
- **Bryan** to follow up with Deana about adding the parent newsletter to Konstella

- **Bryan** to remind folks to use the Croker Riverside PTO Facebook page as the official FB page for the school.
- ~~**Kelly** will share back at April meeting about potential donation drive with Mustard Seed.~~
- Add lost and found donation timeline to calendar on website once its scheduled.
- **Bryan** to request that outstanding reimbursements come in ASAP
- **Stacy** to do Konstella blast about open positions.
- **Kelly** to think about what kind of support she needs to expand fundraising position to also include sponsorship management. How can it be done easily and not be too burdensome on one person.
- **Stacy, Victoria, Bryan** will further discuss sponsorship position.
- **Stacy** will follow up with ideas for how to do the election given that it usually happens at the school. Can we piggyback with site council?
- **Jeff** will set up Venmo
- **Kelly** to look into other payment options.
- **Bryan** will follow up with landscaper that the preference is for option 2.
- **Bryan** will reach out to Jeff and Brandon re: auditor and where we need to go.