

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

August 4, 2020

Join Zoom Meeting

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Meeting ID: 166 531 272 Password: 332023

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|-----------|---|------------|
| 6:00 p.m. | <p><b>I. Welcome and Introductions</b></p> <p><b>II. Anything to add to the agenda</b></p> <p>Welcome new board members, Kim and Rowena!</p>  | Bryan      |
| 6:05 p.m. | <p><b>III. Approve June Meeting Notes</b></p> <p>Motion to approve June meeting notes; motion passes (Kim abstained)</p>  | Bryan      |
| 6:10 p.m. | <p><b>IV. Principal Update</b></p> <p>Mrs. Dire is out on leave for the year; new kindergarten teacher will start in the fall</p> <p>Started meeting yesterday with the teachers</p> <p>Preliminary information about distance learning:</p> <ul style="list-style-type: none"><li>• Distance learning is considered a change in work conditions; in negotiations about what that will look like</li><li>• School office will be closed, gates will not be open, staff will not be on campus</li><li>• Chrome books – the idea is that every kindergarten who needs a chrome book will get one + all new Crocker families.</li></ul> <p><b>Mr. McCord to do a robocall to see if families need Chrome books.</b></p> <ul style="list-style-type: none"><li>• Distance learning is being negotiated; 7-8 working groups.</li><li>• Class lists will be sent out via Konstella; will find out when the earliest they can be posted per the district. The district wants consistency across schools.</li><li>• Hoping district will send information about pods. Huge issue re: inequity. Hope is teachers will be unified in terms of what they are teaching – lessons, packets, etc. Still a lot up in the air.</li><li>• To stay updated with district's plan, go to the district website. Proposed plan is on the website.</li><li>• Back to school night and kindergarten orientation will look different. One proposal is to have it in late August or first</li></ul> | Mr. McCord |

week of September. Will all be online; will be a slide show + maybe a recording – lots of different pieces being finalized.

- District committee is working on how we are using volunteers, yard duty staff, etc. Excited to hear what they come up with.
- Doesn't look like 4thR is coming back online in the fall.
- Teacher contracts start the first day of school.
- Debbie getting ready to send kindergarten letters along with information about how to get on Konstella. How do we know who to approve on Facebook on Konstella

**Brittnay to send Mr. McCord + office staff information about how to sign up on Konstella (all kindergarteners will have a code to use) + one sheet on Amazon Smile and Box Tops**

**Victoria to put a blurb on the website for new families to keep an eye out for information about how to get on Konstella.**

**Victoria to confirm Facebook and Konstella requests with Mr. McCord + staff prior to approval.**

**Bryan to send monthly PTO meeting summary via Konstella and website (Victoria can post to the website).**

6:20 p.m.

**V. Other Updates/Comments**

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| a. Teachers  | Teachers |
| b. 4thR  | Amy      |
| Not sure what this year will entail; not a lot of information past August. When and if they get permission to be on campus, would be great to connect with the PTO about parent needs (academic, recreation, etc.) |          |
| c. Guest Comments  | Guests   |
| N/A no guests in attendance.   |          |

6:30 p.m.

**VI. Discussion Items and Upcoming Events**

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|---|------|
| a. Review draft 2020-2021 budget  | Jeff |
| Last fiscal year  |      |
| <ul style="list-style-type: none"><li>• Budgeted 145k of gross revenue; ended year with 130k worth of revenue, spring social didn't occur.</li><li>• Fundraising exceeded expectations</li></ul>                        |      |
| Draft 2020-2021 budget  |      |
| <ul style="list-style-type: none"><li>• Consolidated and moved line items</li><li>• Limited ability to forecast needs for the year; maybe a big chunk of the budget is not spoken for going into the new year</li></ul> |      |

**Jeff to connect with Debbie about yearbook revenue**

- New fundraising line item: spirit wear: need to come up with design, could bring in substantial dollars

**Kelly to follow up on spirit wear details and design**

- Book fair is a moving target in terms of virtual book fairs.
- Capital campaign may need to be revised: how, when and what to expect. Anna will need to know if we want to build the campaign now or if we want to wait. May not be the best time to ask people for money.

**Kelly and Anna to coordinate sequencing of fundraising events: thinking Kelly to start with annual fund and then Anna to lead capital campaign.**

**Jeff and Anna to talk about funds for capital campaign.**

- Kelly has list of 4-6 restaurants who will do curbside pick up. Could do something monthly.

**Kelly will follow up with Shake Shack.**

**Bryan to reach out to Ellen to think about how to do a virtual jog a thon; will likely need a committee to plan (maybe PE teachers will be interested, running club folks?)**

- Mixed bag is slated for October.
- Moved Sutter's Fort and 6<sup>th</sup> grade to their own line items in the budget.

**Jeff to follow up about where Sutter's fort field trip**

- All items comes to about \$61k; would be surprised if we don't exceed that.
- Lots of TBDs on expenses.
- Between now and September board meeting, we fill in TBDs as we get more information. May need to wait until October – according to bylaws, budget needs to be approved in the fall.
- IT: because teachers may be able to teach from the classroom (that's what's being proposed), is there a camera that teachers will need (e.g. swivel?) that might be the only thing IT wise that teachers need. Or a subscription to license. Might also be able to use some of the equipment they already have with the projectors, for example.

- b. Discuss urgent needs
  - a. Family needs
  - b. Teacher needs

All

Ideas

- Do we have students that need virtual desks with supplies? Perhaps? Maybe a 100ish. But don't know what supplies they need.
- For weekly packets (If that happens) – will have a much higher office supply budget
- Depending on instructions, text books may be needed.
- Supplemental workbooks?
- Software monitoring? Best practices or support.
- Likely not a need for a librarian until kids are back to school
- Four noon duties will be getting paid 1.5-2 hours a day so if we have a library need, perhaps one of them steps in?
- Welcome bags for kindergarteners

7:00 p.m.

**VII. Officer Reports (please keep this brief; refer to action items on the following page)**

- a. President's Report Bryan  
Parent communication is important: consider a monthly call for parents to ask questions; robo calls; emails.
- b. Vice President's Report Neva
- c. Treasurer's Report Jeff
- d. Secretary's Report Kristi

7:15 p.m.

**VIII. Board Member Reports (please keep this brief; refer to action items on the following page)**

- a. Fundraising Oversight Kelly  
Since May received 1,050 thru Network for Good.  
Want to push Amazon Smile and Box Tops  
Could use our Facebook page and Facebook live to promote the work of the PTO.
- b. Room Parents Brittany  
Is sending a survey to teachers about how they want support this year too premature? Yes. Don't know what they need help with – its too early.  
All classrooms were archived

**Brittany to send out survey to teachers at start of school to find out more about what kind of support they need.**

**Brittney to reach out to grade level committees to see who is still interested**

**Brittney and Anna to coordinate kindergarten welcoming committee**

**Jeff to increase teacher appreciation budget allocation**

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| c. Controller  | Brandon  |
| d. Parliamentarian   | Rowena   |
| e. Enrichment  | Kim      |
| Lisa is leading a outdoor learning classroom meeting this evening.               |          |
| f. Communications  | Victoria |
| Exploring digital learning resources and would like to plan more on the website. |          |

**Victoria to follow up if there are things she would like the Board to review before posting to the web re: distance learning**

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|-------------------------|--------|
| g. Volunteer Oversight  | Vacant |
| h. Auditor/Transparency | Vacant |

7:30 p.m.      **IX. Adjourn – Next Meeting: Executive Meeting on September 1, 2020**      Bryan

**Action Items**

- **Mr. McCord** will plan a first grade orientation next year (similar to Kindergarten orientation)
- **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
- **Bryan** to review PTO policies before we share them more broadly
- **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.
- Add lost and found donation timeline to calendar on website once its scheduled.
- **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.
- **Jeff** will set up Venmo
- **Kelly** to look into other payment options.
- **Bryan** will reach out to Jeff and Brandon re: auditor and where we need to go.