

**Crocker/Riverside PTO**  
**Executive Meeting Minutes**  
Tuesday, February 5, 2019  
6:00 p.m. – 7:30 p.m.

- I. **Welcome** Anna Molander (6:04 p.m.)
- a. Board members in attendance: Anna, Goodwin, Smith, McAfee, Seiko, Joe, McCord, Foree, Kevin, Stacy, Brittany, Evie, Samantha, Brandon
    - i. Approve agenda: Motion by McCord, Second by Smith, Unanimously approved.
- II. **Principle's Report** Mr. McCord (6:04 p.m.)
- a. High interests in kinder registration, we have room for 96 students.
  - b. 4<sup>th</sup> and 5<sup>th</sup> have 8-9 availabilities per.
  - c. Great assembly today, Folk Dancing
  - d. Family Science Night, we have a lot of students signed up
  - e. Pennies for Patients kicked off today
  - f. Land Park gold dealer, local business on Riverside Blvd, may have caught perpetrator in recent incident.
  - g. Alliance Redwood is becoming a bigger issue
- III. **Spring Social Update:** Nancy Knowdell
- a. Donations have been picking up within the last few days.
    - i. Weekend in Venice Beach, 2 nights in San Francisco, roller skate party,
  - b. Need more adult planned parties, preferably younger grade families.
  - c. Tickets go on sale March 1
    - i. \$35 per person
  - d. Still working on child care with gymnastic place,
    - i. Will utilize 4<sup>th</sup> R child care instead, will work out details, movie night? .
  - e. Request monies for sign tripod stands to display posters.
    - i. Motion to approve \$200 from Brandon, second by McAfee, unanimously approved.
  - f. PTO to sponsor a flocking event (flamingos), will work out details.
  - g. Still using school auction site
  - h. Bike Dog donating beer
  - i. Julio still working on décor and photo booth
- IV. **Officers Report**
- a. **Treasurer's Report** Joseph Delgado
    - 1. Processing expenses, many coming up soon.
    - 2. Trying to refine the process cutting checks, confirmation of checks that have been sent out, will be meeting with C&J Associates.
    - 3. New title for Brandon: Controller
  - b. **President's Report** Anna Molander
    - i. School Supplies. There have been issues in the past of parents purchasing wrong items or using bogus lists for beginning of year classroom supplies.
      - 1. **Suggestion:** Teachers can create a master list of what they'll need, PTO to purchase these items then parents can make a small donation to recover costs and are tax deductible.
    - ii. Sholarshare: can we find someone to take that on one more time to see if we could win?

- iii. Update on water dispenser:
  - 1. Bryan and Anna met with facility personnel; PTO costs would be \$12,000 if caged.
  - 2. Maybe put in cafeteria? Limited access in this location. Can do within price range of grant. Maybe look into auditorium options again.
  - 3. Third option dispenser is more primitive model without optical eye (automated)
  - 4. School district will not allow filters because they do not want to foot the effort for filter maintenance.
- iv. Laura Jensen, update on Science night:
  - 1. 115 students registered, will need to use the cafeteria and auditorium
  - 2. Some classes will be doing hands on lessons
  - 3. No one will be turned away if not registered
  - 4. Judging will occur midday, will need volunteers and judges.
  - 5. Not too competitive
  - 6. Will leave projects up for a day and take down after school on Thursday.
  - 7. Will look into student ran vending of drinks and snacks
- c. **Secretary's Report** Nick Millan
  - i. Motion to approve minutes by Nick, second by Evie, unanimously approved.
  - ii. Short week program: Jr. Chef is confirmed, Maybe multi media.

## V. Committee Reports

- a. **Fundraising Oversight** Kevin Samsam
  - i. Kings tickets, Sunday afternoon March 17, must be purchased by 2/18. PTO prepaid for this event.
  - ii. Reach out to shelly about restaurant fundraising, Mendocino Farms, new Chipotle.
- b. **Communications** Seiko Monahan
  - i. Stuff ramping up for the newsletter so sending more of them out.
    - 1. If you have an item for the newsletter, send it to Seiko by Friday.
  - ii. Is Konstella better than Mailchimp?
  - iii. Updating website as things occur, Nick will send short week info for website.
- c. **Volunteer Oversight** Dan Okenfuss
  - i. Science fair, 3 out of 15 slots filled
  - ii. Pancake breakfast looking great,
  - iii. When push comes to shove we can have students ask their parents.
- d. **Room Parent** Brittany Costarella
  - i. Maybe a survey for next year to teachers about specific needs, every class has specific needs. Would like to have a list, grade specific. Brittany will work on a survey.
- e. **Assistant Treasurer** Brandon LaPointe
  - i.
- f. **Parliamentarian** Stacy Lopez
  - i. If we are going to post revised bylaws, we need to do that within the next couple of weeks.
  - ii. Will need to get policies made out.
  - iii. **Everybody send Stacy a quick blurb about your duties on the board.**

**g. Auditor**

Kevan SamSam

- i. Kevan will start the audit soon

**h. Enrichment**

Evie Woodman

- i. Separate pow-wow, what can we do differently about field trips to help streamline the process?
  - 1. If you'd like to be a part of this team, email Evie.

**VI. Discussion Items**

**a. Succession Planning:**

- i. We want to look into finding replacement people for our jobs, do you want to stay on board? Or take on a different position?
- ii. Bryan Baldwin to become president
- iii. If you do a volunteer position for more than 2 years, it becomes a job
- iv. Do we want to solicit to larger community? We need to push this out.
- v. We need a solid list of the needs of all positions.
- vi. If you no longer wish to be on the board, email Brittany with a few bullet points about the position, Brittany will get this together and post needs on Konstella and display case.

**VII. Adjournment (7:29pm) – Next Executive PTO Meeting March 6, 2019 (Library)**