

Meeting Minutes: BSFCS PTO

PTO@BSFCS.org

Date: 10/16/23

Location: Zoom

Time: 7:00 PM Zoom

Attendance: Genie Kim, Amanda Hughes Martinez, Heather Andrews, Jen Senor, Amber Idell, Kristen McKiernan, Vicki, DeeAnna Paredes, Rhianna H, Tom Paine, Leslie Fow, Angie White

Review/Approve Minutes: from 8/28/23 Heather motioned, Amber seconded

Review/Motion to Adopt Agenda: Heather motioned, Amber seconded

Officers' Reports

President: Genie provided Mike's update: "As for my President's Report, I just wanted to say how consistently proud I am of our PTO for their commitment to their roles. Everyone has taken great pride within their committee projects and it has been a beautiful thing to witness. As a whole within the PTO, we're focused on the upcoming fundraiser on November 9th. We have a few weeks left and I just want to see a huge push from everyone towards giving more donations as well as selling out the event for the school. We are off to a great start with hitting our target goal of \$75,000 and I know that we will do so as we all push ahead these next few weeks. Lastly, I just wanted to acknowledge & applaud both Heather Andrews and Angie White for all of their efforts with putting together a phenomenal event. It's going to be amazing!"

Vice President: Genie notified us that forms for taxes have been filed because of our new status as a 501c3

Treasurer: Shena was not present but Genie updated us all that she sent out budget reports to all committee chairs recently

Secretary: Nothing to report.

Principal's Report: I am so grateful to all of the PTO committee's for the amount

of engagement this year. I am looking forward to the Gather & Give and enjoyed seeing the art projects the classes created for the auction today.

One of my goal's this year is to create a system of communicating prioritized financial needs, that can be memorialized on a thermometer in front of the school. My hope is to help the greater community better understand the needs of the school and clearly show how the fundraised money is spent.

Lastly, thank you to all of you who reached out to help me as I took over Green Forum. Special thanks to Sarah Rijnen for stepping up.

Teacher's Report:

Jen Senior reported that the scarecrows bring joy to all that visit the garden. The staff thank Megan Horner for the delicious lunch. The staff are also grateful for the tickets to the upcoming Gather & Give event. The kids love Meatball the new school mascot. Lisa Dostal also requests that the PTO use their personal emails and not the school's for all PTO events because Lisa does not know how to answer some of the questions that come in directly to her.

Action Items

- Mike: Check in with Sarah Rijnen to see if she knows of anyone that may want to replace her in the VAPA role
- DeeAnna: Online store live by fundraiser
- Annual fundraiser: Heather and Angie will be passing over the reigns for the event and need help finding co-chairs for next year
- Create an ad hoc committee: need to create clear communication with parents about avenues of volunteer support (Amanda, DeeAnna, and Amber have volunteered); next step is to set up meeting with Julie Turk to understand guidelines for communicating in public school
- Genie: create standard operating procedures for PTO events; help centralize/streamline asks so parents are not over-asked for too many donations for each individual committee; may need to up each committee's budget depending on needs?
- Amanda: Ask Jamie Toriello if she is interested in taking over Social Media for PTO
- All: share photos whenever you take them with: DeeAnna (for website) and with social media person (tbd)

- Genie: Start creation of thermometer as a visual for fundraising goals to be near office and/or pick up/drop off area

Unfinished Business: None

New Business: None

Standing Committee Report(s) (5 min. each)

- Sci-Tech: No update
- Yearbook: No update
- Annual Fundraiser: Sold 117 tickets so far; 27 tickets left to sell. Made about \$15K so far; credit card payments working great; \$20K budget for event and coming in less than that so far. 65 auction items listed so far. Hired auctioneer who will help facilitate live items and games.
- Social: Need replacement
- Ongoing Fundraising: Restaurant night made \$880 this month! Ambiance store is holding fundraiser Oct. 30th
- Marketing: Website traffic is great! DeeAnna also helping with school website which should be up soon; goal is to have online store up by the fundraiser on Nov. 9th
- Lunch: no update
- Garden: Scarecrow event went great; no other updates
- VAPA: no updates except need replacement chair
- Campus Beautification: no update but discussion about raising annual budget to help address on-going projects
- Staff Appreciation: Megan hosted a grab and go lunch
- Library: Docents were to be trained and in-effect for the library as of Monday 10/16. Turn out was low. I will offer another training, possibly this Thursday, to give kids another chance. I hope to renew my request to open the Library at lunch time which will be easier with docents there to share the work. Anyone can log on @ <https://tinyurl.com/BSFCSLibrarySignUp> The book fair date has changed to December 11-15, if we can negotiate a space to hold the book fair. Theme has changed to a Travel Theme to coordinate with the curriculum - super fun! Next Library Meeting: November 1, Wednesday, 11:30AM

Next Meeting Dates: Monday, December 18th 7pm - 8pm (in person) possibly cookie holiday exchange

Motion to Adjourn: Heather motioned, DeeAnna seconded