

Meeting Minutes: BSFCS PTO

PTO@BSFCS.org

Date: 12/18/23

Location: Zoom

Time: 7:00 PM Zoom

Attendance: Mike Robinson, Amanda Hughes Martinez, Heather Andrews, Jen Senor, Amber Idell, Kristen McKiernan, DeeAnna Paredes

Review/Approve Minutes: from 10/18/23 Heather motioned, Amber seconded

Review/Motion to Adopt Agenda: Amanda motioned, Kristen seconded

Officers' Reports

President: Mike met with Julie Turk and confirmed that the school will be receiving the \$35k soon.

Vice President: Genie not present

Treasurer: The surplus funds raised have been requested by Julie Turk to fund some itemized needs listed below under Principal's report. Shena also let us know that the play will be using the Stripe account set up by PTO to accept payment for play tickets (Stripe account has been transferred from school parent's personal account to PTO's tax ID number).

Secretary: Nothing to report.

Principal's Report: Julie was not present but provided an email with a list of the school needs that is helpful for the PTO in our fundraising efforts.

The list includes:

125 iPads-\$45,250 (We must buy 65, but the rest are 5/6 years old, perhaps the second half next year)

10 x 10 Shade Structure -\$6,500 (We could use **two**, so you can decide how to post this. Perhaps one this year and one next?)

8 Picnic Tables- \$26,000 (One is ADA compliant. We could use **three more** by the classrooms/garden, but perhaps next year?)

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Smart TV's for 6 classrooms and MPR w/ Brackets- \$3,850

New Math Curriculum- Approx. \$20,000 (This will likely be purchased over the summer, as we are waiting for the Publisher's Fair at the COE, related to the new CA Math Framework)

Horizontal Sliding Dry Erase Boards- \$40,500 (2 for each of 9 classrooms, perhaps we could start with 1 each?)

Teacher's Report:

Jen Senior reported that the book fair was wonderful.

Action Items

- Fill empty PTO roles: VAPA and Annual Fundraiser chairs
- DeeAnna: Online store live by fundraiser
- 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?
- Genie: Start creation of thermometer as a visual for fundraising goals to be near office and/or pick up/drop off area
- Soup Social: who can help bring it back next year
- Let DeeAnna know about all events so they can be added to the website

Unfinished Business: None

New Business: None

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

- Sci-Tech: No update
- Yearbook: Please send photos to Rosa for yearbook
- Annual Fundraiser: Need replacement chairs for next year's event

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- Social: Amber Idell will help fill this role for the remainder of the year; already planning some social outings for parents (hikes, wine tasting, etc.)
- Ongoing Fundraising: We reviewed past events to determine if they are worth our time to pursue again this year. The events include: the annual carnival, the rummage sale during Earth Week, and a possible wine mixer. Last year, the carnival and rummage sale brought in about \$3k each. Amber is willing to help with these events but definitely needs lots of assistance to ensure the work is not overwhelming.
- Marketing: Website traffic is great! DeeAnna also helping with school website which should be up soon; goal is to have online store up by early 2024;
- Lunch: no update
- Garden: Elaine let us know there may be some fundraising events in the spring for the garden like a seedling sale and/or a t-shirt sale
- VAPA: no updates except need replacement chair
- Campus Beautification: no update but discussion about raising annual budget to help address on-going projects; Brad and Wendy are working on a multi-phase roll-out of planned upgrades to campus
- Staff Appreciation: Kristen let us know that many parents have stepped up to ensure lunch is covered every month for the remainder of the school year.
- Library: No update

Next Meeting Dates: Monday, February 26th at 7pm

Motion to Adjourn: Amber motioned, Kristen seconded