



PTO Meeting Minutes

April 14, 2020

I. **Call to Order:** Meeting called to order by Shannon Todd at 7:09pm. Meeting was conducted via Zoom videoconference.

II. **Introductions:** PTO Videoconference meeting attendees included the following:

Vickie Boudouris, Lucy Suazo, Shannon Todd, Natasha Shelton, Natalie Dougherty, Juli Thompson, Tina Pinto, Lindsay Havican, Lisa McClure, Nikki Tilson, Ajit Vaidya, Amanda Nelson, Melody Benavides, Kristin Hallstrom, Melissa Messer.

III. **Secretary's Report:** (Ajit Vaidya)

Minutes of the March 2020 PTO meeting were approved. It was agreed that for future meetings, draft minutes would be distributed and approved early by email so that the minutes can be uploaded to the NSE website in a more timely manner.

IV. **Treasurer's Report:** (Melody Benavides)

- ❖ As of March 31, 2020 the bank balance was \$24,633.94.
- ❖ The PTO budget as of March 31 is attached.
- ❖ Note: Decisions made during the April 2020 PTO meeting resulted in a Budget Revision to redirect \$1,300 to Philanthropy from the following: \$600 Donuts w/ Dads, \$300 Field Day, \$200 2nd grade play, and \$200 Principal's Lunch Prizes.
- ❖ The revised budget as of April 15 is also attached.

V. **Principal's Report:** (Vickie Boudouris)

- ❖ Ever since the school closure resulting from the COVID-19 crisis, it's been a wild ride, with a huge learning curve. Teachers, staff, parents, and children all miss one another. But there have been a lot of silver linings. It has been amazing to see all of the collaboration that has been taking place in the absence of in-person contact. Kudos to teachers and parents. There have been a lot of heartfelt emotions and support. Ms. Boudouris is proud of our NSE community.
- ❖ Because of the school closure, activity at the school has mostly stopped. Most of the previously planned events, such as Donuts With Dads, Recruitment Fair,

etc., have been cancelled. Because it happened so suddenly, we are brainstorming ways to bring positive closure to the school year, particularly for the 5th graders who would be graduating at the end of the school year. We are soliciting ideas for how to commemorate their graduation in the event that school remains closed. We will keep parents posted on these developments.

- ❖ There was a question about how kids who left items at school right before the closure can retrieve their belongings? Vickie indicated that this issue has been discussed, and a protocol is being developed. More specifics will be forthcoming.

VI. President's Report: (Shannon Todd)

- ❖ Shelter-In-Place Donations: There was significant discussion about how we might help people in need during this time of crisis.
 - a) Yearbooks for 5th Graders: There was a discussion about how we might be able to do something special for 5th graders who won't be able to have a graduation ceremony. Ideas included gift cards to local businesses and yearbook donations to 5th graders. Some PTO members said they would be willing to forego getting a free yearbook since they have already paid. The conversation then turned to providing yearbooks only to those who could not afford to purchase a yearbook. Nikki will ask teachers to reach out to 5th graders and their families.
 - b) Funds from Cancelled Events:
 - There was significant discussion about what to do with funds that were previously allocated for various events which have been cancelled due to the school closure. We could consider taking money from cancelled events and arrange to have money given to people in need.
 - Available funds include the remainder of the philanthropy budget (approx. \$435), as well as the budget for other cancelled events. If we do this, then we need to be transparent about which funds were being used for Shelter-in-Place donations.
 - A vote was taken to allocate \$435 from philanthropy, \$300 from Field Day, \$200 from the 2nd Grade play, \$600 from Donuts With Dads, and \$200 from the Principal's Prize lunch, for a total of \$1,735, to give back to needy families in our school. The motion carried.
 - Most people preferred that the PTO funds go directly to needy Natoma Station families. However, Ms. Boudouris stressed that the school did not specialize in philanthropy, and that it may be difficult to determine which students are considered to be "in need". She suggested that funds could perhaps be given to a local charitable organization instead. Further discussion is needed at the next PTO meeting to decide where we will

spend the reallocated funds. For now, the extra funds will be moved to the philanthropy budget.

- ❖ "Virtual" Teacher / Staff Appreciation Week: May 4-8
 - Now that the school is closed, we will not be able to do our usual decorations and celebrations for teachers and staff. There was discussion as to whether we could still do something special for teacher appreciation week?
 - Some ideas included: (a) letters or notes to teachers from the students that could be compiled and given to the teachers, (b) digital video messages from students. Shannon indicated that keeping things digital / virtual would be the safest route. Shannon will come up with a list of possible ways to celebrate teachers.

- ❖ PTO Recruitment Fair / Vacant Positions: The Recruitment Fair, originally scheduled for April 17, has been cancelled. But we still need to do some outreach to identify new members to cover some critical positions for next year. We need a Trunk or Treat Chair, Art Program Co-Chair, and Communications Chair (PTO, Facebook, and the Marquis). One option is to move the recruitment event to August. Vickie and/or Shannon will also send out an email blast requesting recruitment for PTO positions. It would be good to use multiple methods, including social media, to advertise and recruit for PTO.

VII. Teacher Report (Ms. Thompson)

- ❖ Eleven teachers have turned in receipts so far for the classroom enrichment PTO grant. Teachers have until the end of the year to submit their receipts. Melissa and Vickie will reach out to remind teachers about this.

IX. Upcoming Events

- ❖ "Art to Remember" Spring Fundraiser: Nicole Tilson, Chair
 - Deadline to order items has been extended to April 30.
- ❖ Yearbook: Nicole Tilson & Amanda Nelson, Chairs
 - We still have time to order yearbooks. We should be able to distribute yearbooks at the end of the year while maintaining social distancing.
 - We have a couple of teachers that haven't submitted photos. There are no PE pictures. Ms. Boudouris will reach out to Morales, Rue, Bridges, Tucker, Gutierrez, PE.

X. Adjourn (Meeting adjourned at 8:55pm)

Natoma Station Elementary PTO Budget			
As of March 31, 2020			
	Budgeted Expense	Actual Expense	Actual Income
Operational Costs			
Accounting Fees/Taxes	\$ 70.00	\$ (25.00)	
Bank Fees	\$ 250.00	\$ (160.00)	
Ccard Fees/Website	\$ 600.00	\$ (192.48)	
Facilities & Equipment-Signs/Banners etc	\$ 600.00	\$ (69.72)	
Insurance	\$ 474.00		
Licensing (movie)	\$ 519.00		
Supplies	\$ 250.00		
Cash Box- Reduction	\$ 500.00	\$ 300.00	
Operational Costs Total	\$ 3,263.00	\$ (147.20)	\$ -
PTO Events			
2nd Grade Play	\$ 200.00		
5th Grade Completion	\$ 300.00		
5th Grade Trip	\$ -	\$ (2,864.15)	\$ 2,864.15
Art Program	\$ 2,500.00	\$ (431.22)	
Assemblies	\$ 650.00	\$ (650.00)	
Back to School Bash	\$ 300.00	\$ (260.46)	
Box Tops	\$ 60.00		\$ 233.60
Cheetah Chase	\$ 3,000.00	\$ (475.44)	\$ 21,025.11
Pirate Dance (Includes Kona Ice)	\$ 200.00	\$ (326.96)	\$ 363.45
Donuts for Dads	\$ 600.00		
Field Day	\$ 300.00		
Garden	\$ 1,200.00	\$ (759.18)	\$ 926.19
Healthy Choices	\$ 200.00	\$ (144.48)	
iPad Apps (PY Budget)		\$ (100.00)	
Kindergarten Cheetah bags	\$ 350.00		
Library	\$ 300.00	\$ (32.30)	
Membership Drive	\$ 100.00	\$ (44.99)	\$ 1,539.00
Muffins for Moms	\$ 550.00	\$ (11.19)	
New Teacher	\$ 600.00		
Nurse	\$ 100.00	\$ (62.60)	
Pancake Breakfast	\$ 1,424.63	\$ (1,424.63)	\$ 1,449.57
Paper Cutter for Work Room	\$ 350.00	\$ (330.16)	
Philanthropy	\$ 500.00	\$ (30.00)	
Playground Supplies	\$ 200.00	\$ 789.34	
Principal's Lunch Prizes Trimester 1	\$ 600.00	\$ (209.96)	
Scholarships	\$ 300.00	\$ -	
Scholastic Book Fair			
Student Council	\$ 200.00		
Teacher Appreciation	\$ 600.00	\$ (251.93)	
Trunk or Treat	\$ 1,200.00	\$ (1,003.42)	
Veteran's Day	\$ 50.00	\$ (43.05)	
Spirit Wear	\$ 700.00	\$ (386.28)	\$ 698.00
Amazon Smile			\$ 160.15
Classroom Enrichment			
Stand Up Desks (PY Budget)		\$ (2,449.12)	
Read Across America	\$ 50.00	\$ (50.29)	
Teacher Reimbursements (Money from Clubs)	\$ 1,665.00	\$ (483.01)	
Special Friends	\$ 1,500.00	\$ (1,500.00)	
Spirit Night Fundraisers:			
Menchie's			\$ 122.62
Habit Burger			\$ 181.95
Rock and Fire			\$ 169.26
Barnes and Noble			\$ 164.50
Chipotle			\$ 208.20
Chik Filet			\$ 463.00
PTO Events	\$ 20,849.63	\$ (13,535.48)	\$ 30,568.75
Grand Total	\$ 24,112.63	\$ (13,682.68)	\$ 30,568.75

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Principal's Lunch Prizes Trimester 1- \$200 moved to philanthropy	\$ 450.00	\$ (209.96)	
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