



# PTO MINUTES

**Attendance:**

**President:** Liz Harvey

**Co-Vice Presidents:** Ben Glickman & Molly Mallinson

**Treasurer:** Lisa Koelbel

**Secretary:** Jamie Shaieb

**Parliamentarian:** Kate Graves-Mercado

**Principal:** Michele Williamson

**Teacher:** Kathy Steffano

Candace Andujar

Dena Levine

Julie Henning

Courtney Anderson

Christine Kaplin

Stacey Roberts

Liz Harvey welcomed everyone to the October PTO Board meeting and called the meeting to order over zoom video conference at 6:31pm.

**Meeting Minutes**

The September Board meeting minutes were emailed to Board members from Liz Harvey. Liz Harvey shared the minutes over zoom. Liz asked for any questions or corrections. Ben Glickman asked for minutes to be corrected with the correct spelling of his name. Dena Levine also asked for her name to be correct as well.

*Jamie Shaieb made the motion to approve the September Board meeting minutes with the corrections. Kate Graves-Mercado seconded the motion and the motion passed unanimously.*

### **President's Report**

Liz Harvey presented her report. Liz has spent a lot of the month speaking with various vendors about replacing the field. She has spoken to Signs Landscaping. They helped replace the fields at Marina Village Middle School and Pleasant Grove Middle School. She is expecting a quote from them in the next week. They do not recommend using Bermuda grass because it is a high maintenance grass and it requires a special type of mower. A used mower for Bermuda grass was quoted at \$80,000. When Marina Village Middle School replaced their grass they partnered with the CSD with the agreement that CSD would mow and maintain their fields. It has been a struggle getting CSD to maintain the field in a regular basis. Signs Landscaping recommended using a grass blend and will provide that in their quote. Liz also spoke with Francisco with Green Landscaping. His landscaping company was used at Jackson Elementary to complete the front landscaping and hardscaping at the front of the school. He said he doesn't have the experience in replacing such a large field and he doesn't have any sod recommendation for this type of project. Liz also spoke with Molly Mallinson husband and is expecting a quote from them soon. She hopes that the three quotes will help begin the process to replace Jackson fields with Rescue Unified School District.

Liz acknowledged Ben Glickman and Molly Mallinson for their work on Power the Paw. She was really impressed with the participation from the school which reflected on great communications to the families.

Fall Festival was a great success. So many families were surprised that the Fall Festival was a free event and that it is so great they we are able to provide an awesome community event for the school. Liz acknowledged Candace Andujar for leading and planning the Fall Festival.

### **Financial Report**

Lisa reported the financials for September.

Beginning Cash Balance: \$142,915

The following are September 2021 Income:

- \$1,485 Spirit Wear
- \$38,078 Power the Paw

- \$1,190 Fall Festival
- \$60 Marquee
- \$64 Dining for Dollars (Mountain Mike's)
- \$1 Interest

The following are September 2021 Expenses:

- \$233 TCS-Classroom Supplies
- \$4,000 Garden Coordinator
- \$500 Garden Supplies
- \$1,600 Discovery Learning
- \$2,500 PE Equipment
- \$1,000 Playground Equipment
- \$2,500 Curriculum Reproduction
- \$4,128 Arts Attack
- -\$83 Athletic Support (Cross Country)
- -\$17 Community (water sales)
- \$437 Admin
- \$480 Power the Paw
- \$4,019 Fall Festival
- \$252 Gala (STD postcards)

Ending Cash Balance: \$162,245

Liz Harvey asked about Water Bottle Filling Station budget line item addition. Lisa provide clarification that initially it wasn't on the budget for the this year because it was part of last year's fund-a-need. The monies are still there and the line item has been added so that when the installation and products arrive the funds are allocated on the budget spreadsheet and there is now a line item to assign it to.

Jamie Shaieb asked about a Gala refund of \$100 and when it can be removed from the financial report. Lisa did confirm that the Gala refund is a donation and she is planning on removing this week when she goes to the bank.

Ben Glickman asked if dining for dollars is worth doing if it doesn't bring very much in. Lisa, Liz, and Kate clarified that different restaurants donate differently and Mountain Mike's is a low donor. The board usually brings in more.

### **Principal's Report**

Michele reported that the water bottle filling station part was received.

Michele thanked everyone for Fall Festival. She was disappointed that she had to miss it but heard it was so organized and planned out perfectly.

Volleyball meeting is coming up on Thursday, October 7. Chris McFadden stepped up to coach and he has a few assistant coaches to help out.

The staff is preparing the Halloween parade on October 29. Parents cannot attend the parade. The staff will come to the front of the school to take pictures with students before school starts. Classroom parties will fill the afternoon with cleared parent volunteers. Food cannot be consumed at the party but the students can go home with treats and enjoy them at home.

A Veteran's Day Assembly is scheduled for November 10 and it will be held outside by the flagpole. No parents or veteran's will be allowed on campus. Kelly Dutton will collect items from kids to send to soldiers in the Middle East.

Conference are coming up the week of November 15-19.

She is waiting to confirm with the Fire Department to see if they will have a Santa Run this year. They did cancel last year.

Kate Graves-Mercado praised the teachers at the Fall Festival for running the basket raffle. They did a great job.

### **Community Team**

Liz Harvey presented for the Community Team. She talked about decorating the Veteran's Day Assembly.

Jamie Shaieb asked about Pastries with Parents or Donuts for Grownups.

Michele Williamson brought up the concern to have having an outside event in February.

Liz recommended to circle back on the Donuts with Grownups date.

### **Fall Festival**

Candace Andujar reported the results from Fall Festival. She was very impressed with the baskets and the location. The Switch basket raised the most money at \$1300. In total the Fall Festival raised a little over \$14,000. The Fall Festival is not used as a fundraiser so its so nice have the extra funds go straight into the PTO fund. Everything was great! Candace thanked everyone involved.

Jamie recognized Candace for an amazing job running Fall Festival.

**Spirit Wear**

Julie Henning provided an update on Spirit Wear. Fall Festival was very successful. They are thinking of selling the rest of the sweatshirt for November.

Ben Glickman asked if there is an online store option. Julie Henning said they usually don't sell online until we get all their inventory sold.

**Dining for Dollars**

Liz gave an update for dining for dollars. The Saloon gave \$400 back to Jackson. The next dining for dollars is October 20 at Chick-Fil-A.

There was some feedback that service was slow and some people couldn't get food at the saloon.

**Room Parent Coordinator**

Dena Levine introduced Stacey, who is shadowing Dena this year. She will be the room coordinator next year. She asked for clarification about parents being at school during the parent. Michele confirmed that even the volunteers that are cleared and approved to volunteer cannot attend the parade.

**VP Update**

Molly Mallinson provided a VP update. The first Gala meeting is scheduled for Tuesday, October 26. It will be held virtually. Gala is scheduled for March 19, 2022.

**Water Bottle Filling Station/ PTO Connection Forms**

400 students have completed the PTO Connection Forms. Dena recommended provided incentives to classrooms that need PTO connection forms completed to 100%.

Liz reiterated that the last part of the water bottle filling station has arrived and the general contractor may be able to install it this weekend.

**New Business/ Other Updates**

Lisa Koelbel wanted to say thank you to parents that attended the meeting.

Ben Glickman asked about the field bidding process. Liz confirmed that it does need to bid using prevailing wages.

Michele provided clarification about the district rules and challenges about bidding and outsourcing maintenance.

Liz Harvey adjourned the meeting at 7:36 PM.

Minutes recorded from zoom recording by Jamie Shaieb