



**2017-2018 PTO Board Retreat
July 21, 2017
Meeting Minutes**

Board members in attendance:

Ginny Miller, President
Katie Mahan, Vice President
Cari Menchaca, VP Communications
Heath Stewart, Treasurer
Laura Seawards, Financial Secretary
Jill Fonte, Recording Secretary
Judy Linares, Board Member
Kim Kotnik, Board Member
Erin Muslera, Board Member
Michael Paskin, Board Member

Also in attendance:

Principal Sierra Loughridge

Board members absent:

Kristie Chapman, Board Member
Brady Charette, Board Member
Gillette Hall, Board Member

Call to Order

Ginny Miller

Ginny Miller called the 2017-2018 PTO Board Retreat to order at 6:40 pm. Attendance was confirmed.

Announcements and Key Dates

Kinder Meet and Greet, Friday, 8/18 - 1 - 2:30 pm in the Kinder Quad. Judy Linares, Kim Kotnik and Ginny Miller will attend, welcome Kinder parents, encourage sign-ups for volunteer opportunities; Michael Paskin will provide Wildcat T-shirts for Kinder students to wear on Fridays and throughout the year. Dori Curleos (SP?) will be in charge of Wildcat Wear this year and will also be at the Meet and Greet. The class lists will be posted at 3 pm after this event has come to an end.

Class List Postings, Friday, August 18 at 3 pm AND Saturday, August 19 from 10 am - 12 pm - Class lists will be posted on Friday, August 18 at 3 pm **in front of the school.** Students will be listed by ID number (same as their lunch number) to be mailed home in August. They will also be posted on Saturday, August 19 from 10 am - 12 pm **in the cafeteria,** in conjunction with Beautification Day. It would be wonderful if families could stay and participate in Beautification Day when they come to see the class lists.

Back to School Beautification Day, Saturday, 8/19 - All Washington parents are invited to help clean up the school the Saturday before the school year begins so it looks clean and fresh for the

students when they arrive on Monday morning. New sewer, water and gas lines were put in this summer, and some of the work has left quite a bit of residue requiring some power-washing. The PTO is looking for parents to help pull weeds, decorate bulletin boards, and provide other help as priorities are identified.

First Day of School, Monday, August 21, 8:30 am - There are no changes in the bell schedule. Dismissals this year are as follows: 12:00 pm (Kinder), 2:37 pm (Grades 1, 2, 3), and 3:05 pm (Grades 4, 5, 6)

Principal's Welcome, Monday, August 21, 8:35 am - for *Washington Students*. Principal Loughridge will review the goals of the year, introduce curriculum specialists, and introduce the PTO to do a kickoff of the annual Pride fundraising campaign.

Back to School Night, Thursday, 8/24, 5:30 - 7 pm - for *Washington Parents*. The Principal's Address will begin at 5:30 pm, and will be followed by two classroom sessions: 6 - 6:30 pm and 6:30 - 7 pm. Interpretation services will be provided.

Back to School Picnic, Friday, 8/25, 5 pm - This is a FREE event and all Washington families are invited to come have fun and celebrate being a Wildcat. Please bring a blanket and food. The "Tamale Lady" will be selling tamales and the 4th Grade will have a bake sale. Special thanks to Brady Charette and Kristie Chapman for heading up this special annual event.

These are key dates for the first week of school. Cari Menchaca will send out an announcement soon so all families are aware of these dates and can get them on their calendars.

Appreciations

Ginny Miller recognized Kristie Chapman, Brian Campbell and Sara Farrar for helping to remove the old picnic tables, which were sold for \$240.

Discussion following that announcement:

Picnic Table/Workstations: There is still a need for some tables for students to work in the 6th Grade area. Ginny will work with the tables that are currently on campus to ensure they are placed in the areas where there is the greatest need. The PTO will revisit buying new tables later in the year if this solution is not sufficient.

Principal's Report

Principal Sierra Loughridge

Class List Postings - Principal Loughridge gave a detailed description of the events listed above in Announcements and Key Dates; to simplify minutes for the reader, all key dates and descriptions from Ginny Miller and Principal Loughridge are combined under agenda item 2.

Important Paperwork: On Monday, August 21, students will go home with health forms and emergency forms. In previous years there was a form related to Title I that came from the district asking for household income, which made some people uncomfortable. This year that form has been eliminated and the district only asks for the "Free & Reduced Meal Plan" form, if needed. Parents who have previously enrolled their students at Washington do not need to re-enroll their students. Forms can also be found on the school district website <http://washington.sbunified.org> and submitted online.

State Test Results - Results are in for Grades 3, 4, 5 and 6 and Washington scored highest in the district.

2017/18 PTO Budget Review - Heath kicked off this agenda item with an update on the four-hour meeting the budget committee held to review the PTO expenses line by line, in preparation for tonight's PTO meeting. The budget committee proposed a budget for approval after seeking collaboration from the PTO to make decisions on some specific line items.

There has been ongoing discussion in recent years about how many Curriculum Specialists the PTO can continue to fund annually. The budget committee led a discussion on this topic and it was decided that the staff in this role are critical to ensuring Washington continues to meet the needs of students at all levels, perform at the highest level in the district, and show strong results at academic events like the Math Superbowl.

The PTO currently has an operating budget of \$28,600, a capital improvements budget of \$51,000, and \$51,000 in reserves, some of which can be reallocated to meet the school's needs. The PTO had a net gain of \$5,800 for the 2016-2017 school year.

There was quite a bit of discussion about there being too many fundraising items, which diminishes the more critical messaging about key fundraising opportunities like Pride and the Move-a-Thon. A motion was made to eliminate Box Tops, and Magazine and Gift Sales. The motion was seconded by all, with the exception of one member who abstained.

The PTO was in agreement that there need to be opportunities for all families to contribute to the fundraising effort. Kim Kotnik indicated that she and Gillette Hall will serve as a liaison with ELAC to ensure PTO messages are getting a broader reach and to engage more parents in the PTO and fundraising efforts.

The conversation then turned to the Computer Science Instructor, which the PTO identified as a critical position and showed express interest in finding the most qualified candidate, with experience in both computer programming and working with children. Principal Loughridge agreed and offered to post this position at two levels, credentialed and not fully-credentialed, and would be willing to contribute to the \$45,000 the PTO has budgeted if we find a more highly qualified candidate, but who is more expensive.

After lengthy discussion about how to allocate each budget line item, and a motion was made to approve the budget total, with the flexibility to make decisions about distributions within the budget once the fundraising, communications and budget committees make more progress in planning for the 2017-2018 school year. The motion was seconded. All in favor. No opposed. The approved budget will accompany these meeting minutes.

Other Business

Open Positions/WA Websites

Ginny Miller/Jill Fonte

Washington PTO webmaster - The PTO agreed we should enlist the help of a Washington PTO webmaster to improve the PTO website washingtonschool.us and ensure accurate and current information is available in English and Spanish throughout the year.

There are still two websites, the district website for school business <http://washington.sbunified.org> and the PTO website washingtonschool.us for PTO

information. Cari's communications committee will help clarify where parents can expect to find the information they are looking for (i.e., school district calendar vs. party book events).

Party Book

Kathy Trujillo-King

This agenda item was put on hold until a later date when Kathy is available to lead the discussion.

Enrichment

Judy Linares

Judy Linares did an excellent job leading this program in the 2016-2017 school year, when the Enrichment program finances were run through the PTO. This year the program will be removed from the PTO budget and Enrichment leaders will be paid directly, which makes more business sense for both the PTO and the Enrichment program.

Role of Secretary of Communications

Cari Menchaca

There was a lengthy discussion about how to streamline communications to parents. Feedback in recent years has been that there are too many emails coming too often and from too many people. Cari offered to provide structure and to coordinate PTO announcements once a week so parents can expect regular communication without getting bombarded by too many messages, resulting in communications/email fatigue. Erin Muslera agreed to work with Cari on a communications committee to hone this process as she has considerable fundraising and communications experience.

Fundraising Committee

Michael Paskin

Michael assembled the fundraising committee for an initial brainstorm session earlier this summer to begin discussions about creating a vision for Pride and ongoing fundraising communications for the year. There is great interest among the PTO to increase the efficiency and effectiveness of the school fundraising efforts, ensuring there are opportunities to engage all families in this effort, which is critical to fund all the programs that make Washington the high-performing school it is. Kim Kotnik and Gillette Hall have offered to participate in the grant writing process, working with other PTO members to identify opportunities and make connections. The PTO can expect to hear more about next steps before the school year begins and Pride is kicked off at the Principal's Welcome on Monday, August 21.

Discussion

Key Leaders Meeting - There was some discussion about calling a special meeting of the key programs leaders - Pride leaders, fundraising chair, communications chair, and others - to continue the discussion about fundraising, Pride and ongoing communications for the 2017-2018 school year.

Next PTO Meeting - Tuesday, August 29. An agenda will be distributed and posted in advance.

Adjournment

The meeting was adjourned at 9:10 pm.