

## Roy Cloud PTO Meeting

September 26, 2017

Attended by: Kristen Fielding, Alex Dendy, Mary-Elizabeth Redner, Tati Scutelnic, Mary Hussey, Leanna Staben, Alice Harkey, Jennifer Clark, Karen Brux, Rochelle Romer, Mercedes Kwiattowski, Anna Rivoli, Lucy Wicks, Dana Hardester, Christina Granato, Staci Homrig, Heidi Von Briel, Cameron Hoffman, Yvonne Sarles, Jim Balestieri, Virgie Germano

1. Call meeting to order, Yvonne Sarles

- Dana approved, Kristen seconded.

2. Approve minutes from 8/29 meeting, Yvonne

3. Principal's report, Dana Hardester

- The first week was a bit rough navigating the changes made to the split 1st/2nd grade class (we ended up with too many 2nd graders and had to make that class 2nd grade only, and brought in Ms. Moser to teach a 4th 1st grade class), but things have stabilized and we are moving forward.
- Back to school went well.
- Dana has been collecting temperature readings on five of our classrooms that get direct sun exposure and have historically been known to be uncomfortably warm. She will report her findings to the district in November. She is taking a reading twice a day (definitely when kids are present). She began this on Monday, and thus far the highest recorded temperature was 88 degrees.
- Questions around what type of ventilation system we have (forced air) and the current District recommendations for dealing with high temperatures (keep the windows closed, use fans with cross streams). A parent asked which rooms currently have air conditioning (the Library, Office, and the modular buildings). Dana informed the group that the current system shuts down at 4:00, due to a request/complaint from one of our neighbors, as well as a mandate from the District.
- A few parents pointed out that many children are here after 4:00, and we should consider keeping the ventilation system on after 4:00. There was some

discussion around what the motivation could be for the 4:00 mandate - perhaps cost savings. Dana agreed that cost savings is a likely motive and is going to check into whether we can leave the system running until 6:00 pm.

- In other news, the Halloween parade will begin at 8:30 am. We will have a super minimum day on the 12th, with an 11:15 am dismissal. This is one of four super minimum days this school year (two more in December and the fourth on the last day of school). A parent asked whether after-school programs will be taking place. It is believed that Workshop and Kid's Corner will be open, and will start early that day, but Dana wasn't sure on the others. Mary Redner weighed in to say that as these days have been well publicized, parents should take it upon themselves to check into whether their kids' after school programs will still be held on the 12th..
- Jen Clark gave a report on the Spring Musical. This year, working with the schedule and availability of the District's McKinley Theater, we had to eliminate the Friday night show. We will have two shows on Saturday and one on Sunday. This was the only way we could get a play in this year. Tech Week will be from Sunday-Friday during the week of March 25th. This year, in order to get in enough practice, the director is adding an extra half an hour of practice after school every day. Parents should let their teachers know.
- A lively discussion ensued around the lengthy practice schedule. Christina Granato believes 4:30-9:30 is too much. Kids get home too late, they are exhausted and crabby and more likely to get sick. Alice asked whether they are double-casting this year; per Jen, no. There was some discussion on whether we can cut down the practice schedule if we are not double-casting, and also whether we can stagger the practice schedule such that the kids who are not actively rehearsing might be able to leave for periods of time.
- Jen made the point that as a parent, she has often thought that the schedule was too much for the kids, but then when she sees them on stage and sees the great relationships they have built, it's all worth it. It's a rigorous schedule, but the joy they have during that weekend outweighs it.

#### 4. Teacher's report, Anna Rivoli

The teachers say thanks for the computers! And, we had amazing turn-out at the first middle school dance. Cancer Awareness Week will be held in the spring.

#### 5. Direct donations update, Alice Harkey

- As of right now, we have raised \$80,600, but matching funds are on the light side. Jim reported that we just got another \$10K today, and so we've raised around \$102K, over 44% of our goal. We were at 30% this time last year. Yay! Thus far, we have a participation rate of 20% of Roy Cloud families versus 14% last year, and are well on track to a participation rate in the high 40 percentile.
- As a reminder, we upped the ask this year to \$660 per child and we have a shorter time frame on the campaign, with the main campaign ending on 10/31.
- Teachers sent a note to classrooms the week of 9/18 explaining the importance of PTO funds. We also talked about doing some additional Facebook posts, and another email from Dana (parents tend to read emails from the principal).
- While we are technically ending the main campaign at the end of October, we are going to open up for additional donations on Giving Tuesday, which was big last year, and once more in December, when people are often inclined to be generous.
- Leanna Staben talked our Donation software, which allows the donor to cover the 3% transaction cost. Thus far lots of folks have taken advantage of this. We are also rolling out a new PTO text service, which we will use for Giving Tuesday and for other PTO updates or meeting reminders. People can text #ROYCLOUD to the number 444-999 to receive the messages. The service is limited to 1000 messages per month, and will be capped at 3 texts per month per person, so no need to fear a barrage of new text messages.

#### 6. 60th Birthday final update, Virgie Germano

- Planning for the event has gone very well. There are still several volunteer spaces available, particularly Beverage Booth #2. This is an additional beverage booth, set up on the other side of the playground, which should help with line times, but we do need some extra help to man it. Please get the push out to the classrooms. In previous years, we have had teachers volunteer ing at Hot Rod Nightz, but this year, Virgie prefers not to ask the teachers. Instead, they should have the opportunity to celebrate along with everyone else.
- We will have two food trucks, and we'll offer Kona Ice (Hawaiian shaved ice). Two of the three area fire trucks will be there, and kids will be able to get inside and explore. We'll have a birthday cake, with enough for everyone to have a slice, and Dana and Kristen will blow out the candles. Vice Mayor Bain plans to arrive around 6:00, and perhaps we'll have him blow out the candles, too. We'll also have three inflatables, a rock wall, a slime booth, and other games.

- Tickets are \$1 each and each attraction ranges between \$2-\$5. The food trucks will take credit cards, but everything else will be cash or ticket.
- This year we had a parent donated gifts to the teachers. We'll give each teacher three raffle tickets, and two prizes every hour will be given out. Also, we'll be giving out free Thundersticks in Warriors colors! Plus, there will be enough cake for everyone to have a slice.
- Roy Cloud 60th Anniversary T-shirts will be sold the night of, and tomorrow, for \$15.

7. Budget Review and Vote on updated budget for 60th celebration event, Jim/Yvonne/Virgie

- We began with a discussion on how to add the expenses for the 60th celebration into the budget. Jim mentioned that when we passed the budget last April, our numbers weren't really final as the events didn't have Chairs at that time. What we'll do is vote to approve the budget for each event and add it as a line item. Virgie believes that this event will break even or even make money. Turn out is expected to be big; there are flyers all over town. The expense total is \$16,870. Dana made a motion to approve the expense, Anna seconded the motion, and no one opposed.
- For the last two weeks in August we collected \$48,500 in direct donations.
- Our major expense was \$3200 for software for the Direct Donation software. Other expenses were minimal. The next major expense was \$1400 for site supplies for teachers.
- We've been using our Wells Fargo credit card for PTO expenses, because it carries insurance.
- We have decided to keep DoJiggy for now. Leanna mentioned that the Auction will use our new Donation software. The Jogathon will keep DoJiggy.
- We need to approve our expenses for the month, outside of the 60th Celebration, which we just approved. Other expenses are a little over \$6K. Motion made to approve the expenses by Dana, seconded by Anna. Motion carried.
- We have two bank accounts at the moment, our normal WF account, which has about \$371K, and a second account which is holding some extra money we

have paid the District, which they have yet to collect. It's about \$12K, and we are holding that until they ask for it (they will ask at some point).

- Jim also mentioned that the 8th Grade graduation is not paid for with PTO money, but the PTO holds it and cashes the checks for 8th grade. The 8th grade asked for donations last year and raised \$9K (plus some carryover). Graduation is paid for.

#### 8. Science enrichment update, Heidi Von Briel

- Last year, with the cuts to the budget, we did not have as much for Science this year. Last year we had three Lawrence Hall of Science workshops per grade. This year, we have enough for two workshops per grade. Ideally we will not use Lawrence Hall of Science for both workshops.
- We have other options that are somewhat less expensive. Marine Science Institute, our old vendor, may be one. We also looked at CuriOdyssey, in San Mateo, and have added them to our list. CuriOdyssey may be better for younger kids. Heidi has sent the workshop list to all of the teachers, and is looking for teacher input. Some teachers requested that we buy supplies (e.g. Foss Kits) for the classroom. Ideally, we want to offer the two workshops and also buy supplies. We've budgeted each grade to select two workshops. So for example, for Kindergartners we recommend one MSI workshop and one CuriOdyssey. If lots of classrooms still pick Lawrence Hall of Science, we may end up over budget. Jim reminded Heidi that it's OK if we do, she should just let us know and we can vote on it.
- Mary asked whether the grade level will decide on the workshops, not the individual classrooms? Yes, that's the case. We want to make sure that in the following year, kids won't have already had the workshop being offered by their new classroom.
- Christina asked whether she should pick different workshops for the 3rd and 4th graders in her split classroom? It sounds like her 3rd graders will participate in the 3rd grade workshop, and her 4th graders will go with the 4th grades.
- Sounds like we have a variety of programs to pick from to pick from, and Heidi is looking to add some additional ones, such as Science from Scientists.

#### 9. Fall book fair update, Alexandra Dendy

- The Book Fair will be the week of December 11th. It won't compete with Giving Tuesday this year. And, also, there is a super minimum day that week so we will do a pizza party or something at lunchtime. The theme will be the Wild West.
- Ms. Lera wants to separate out the grades for the classroom visits. We may do a contest to see who can come on the first, second, and third day. And of course there will be after school sales. There are still questions on whether the classroom visits are helpful, or if it is better at lunch or after school.
- Last year, the feedback from Janet and Evelyn was that they couldn't get parent volunteers to come with classrooms with exception of Kindergarten and 1st Grade. And the purchase line was very long. Some kids didn't realize that recess had ended and were stuck in line.
- The books range in price from \$3.99-\$12.99. So kids need more than \$10 to buy a few books. Yvonne suggested that maybe leading up to it we should communicate something about the pricing. We also discussed that we may have an extra volunteer before the register, to say "Here is the money you have, and here are the books you can afford." A suggestion was made to color code books to prices, and also to get book requests from the teachers.

#### 10. Auction update, Leanna Staben

- Leanna let us know that everything is going smoothly. The theme is Hollywood Glam, old or new. The location is Domenico Winery in San Carlos. We will have 25 ten-person tables, and yes, they will be round. It will be wine and beer only, but they can do Soju cocktails. The Auction Team did a tasting and tried out a lot of food. Sounds like it was good. We are going to stick with chicken and vegetarian options, and the vegetables will be seasonal. No little portions!
- We are going to be much ahead of schedule with solicited donations. The Room parents in the process of submitting groups.
- We do need additional donations, and it's all about experiences - ski trips, baseball games, etc. If you have ideas, email the Roy Cloud auction address. A question was asked whether we are going to have a different auctioneer? Yes. We are looking for an experienced team would be helpful.
- Virgie asked whether will have assigned tables? Last year there were a few people who weren't able to fit at the table they were assigned. One Idea

suggested is that we should bid on tables for groups that want to sit together.

#### 11. Miscellaneous, Yvonne

- Penny Proctor and Amy French are the leads for the Talent Show on November 4th. The kids love this event. In their creativity, they have tweaked it and come up with a Muppet show setting. Kids can still do some scripted performances. Auditions are starting this Friday evening, from 4:00-7:00. A sign will be posted on the office door and you can just sign up. The event will be held in the MUB.
- Dana added that you don't need a lot of talent; there is a spot for everyone. All they are asking for is a donation per participant, to cover props, and there will be a ticket price. Penny will be on the agenda next time.
- We also discussed the Father-Daughter Dance and Mother-Son Sports Night. A number of people feel that we should change the name to be more inclusive. We discussed making it a Sweetheart Dance last year, but it was a divisive topic and not everyone agreed. It's not yet a budgeted event, as we don't have a Chair. Per Dana and Yvonne, there is someone who may be willing to take it on, but we need to finalize this. There is still a question of whether we are talking about making it an event where girls could bring any adult figure - father, mother, older sister, uncle, etc - or whether we are opening the event up to boys, too. We discussed issues around gender conformity, and whether a girls only dance is the best way to go. Yvonne mentioned that she'd given a lot of thought to this, and she'd like to have it be a girls event but would like to have it be all inclusive, and have the girls bring who they are comfortable bringing. Jim added that this is already the case, but the name as is doesn't really send that message.
- Someone else has stepped up to lead it. It will likely happen, and more discussion on this topic will follow.
- International Walk to School will be Wednesday, October 4th. Please encourage kids to walk.

#### 12. Adjourn meeting