



Roy Cloud School - 2018-2019 School Year

PTO Meeting Notes December 18, 2018

Call Meeting to Order/Welcome/Introductions – Yvonne Sarles

- The PTO meeting started at 6:35pm in the school library.
- For attendee list please see Appendix 1.

Administration Report – Principal Diane Prystas & Vice Principal Kristy Jackson

- Principal Diane Prystas & Vice Principal Kristy Jackson were unable to attend the meeting.

Treasurer's Report - Jim Balestieri

- Expenses – Expenses are light so far for the year and approximately \$15,000 for the month of November, encompassing fundraiser expenses, partial payments for the K-1 music and K-5 science enrichment programs, middle school planners, and Spring play and other site/office expenses. Looking ahead, we are anticipating a large District invoice in the coming weeks.
- Income – Income for the month of November was nearly \$38,000 and overall has been driven largely by our successful Direct Donations campaign, which to date has brought in approximately \$210,000 - exceeding our goal.

Associated Student Body (ASB) - Anna Rivoli & Michelle Ortez

- Anna Rivoli & Michelle Ortez were unable to attend the meeting. That said, there were additional teachers in attendance (and parents) who shared school updates and issues.
- On behalf of all teachers, thank you for the classroom books generated from the book fair!
- The technology advisor has removed some iPads from the younger grades to use for training in other classrooms. The Kindergarten teachers especially are missing them. In addition, some chromebooks are broken and missing. There should be some left over from a recent purchase. Jim will reach out to Eve to discuss checking on technology inventory.
- Parent Heidi von Briel reported that the 5th grade has built a maker cart with money from a STEM grant from the County of San Mateo. It is being shared among all 5th grade teachers and also to 3rd and 4th graders. However, they need some bins to store the accessories.

Yvonne said the teachers may submit a PTO “mini grant” form to get reimbursed for bins. Yvonne will email the 5th grade teachers to discuss it.

- Parent Stephanie Chen is leading a TedEd after school program for grades 4-8. There are about 20 students participating and it seems to be going really well.
- Parent Heidi von Briel reported that Saturday’s garden workday went really well. Lots of people showed up and did great work.

December Scholastic Book Fair Wrap-up - Yvonne Sarles

- The group gave a huge thank you to Alex Dendy, Alison Olford, Sara Flanagan for their tireless efforts to manage the book fair this year! Plus a big thanks to all of the supporting parent volunteers!
- Total sales were \$15,706. Minus taxes and cost share with Scholastic, this results in a \$8,638 profit (in Scholastic dollars) for the Roy Cloud library.
- The Book Fair also raised \$170 for the Redwood City Toy Book Drive. This purchased 33 books for children in need.

February 2019 Auction Dinner / Dance Update - Veronica Spencer-Palmer

- Auction leader Veronica Spencer kept the suspense going and wouldn’t share any information about the Auction theme! We will have to wait until January for the big reveal.
- Veronica reported that there are 8 confirmed parties, possibly an additional 14, and products are still coming in for donations.
- What remains to be finalized is the 2019 Auction Fund a Need (FAN).

2019 Fund A Need (FAN) Discussion and Vote - Veronica Spencer-Palmer

- A survey was sent to all Roy Cloud teachers presenting them with options for the 2019 FAN. 29 teachers responded and they were in favor of social emotional learning work and community building activities. This may include professional development for teachers, sponsoring experts to come in and hold workshops and assemblies, and speakers and activities for parents/guardians.
- These specifically could cover:
 - Anti-bullying messaging and creating friendship groups - activities to get students talking to one another.
 - Community service components
 - Different activities and messaging for different age groups as relevant/necessary
 - Leverage Roy Cloud and local resources including the Stanford speaker series (Lucy Wicks may have access/info), parent Jeremy Bailenson has a virtual reality program that works on empathy, and John Gill Elementary recently brought in SF Giants player Brian Stowe who was injured and is now a speaker.
- VOTE: Should the 2019 Fund a Need have a Social and Emotional Learning focus?
- VOTE RESULT: YES

Miscellaneous - Yvonne Sarles

- PTO Board Bylaws: Amy, Jim, and Yvonne recently went thru the PTO bylaws to make sure they were up to date and they made two amendments. One is to the terms of the positions of the officers. The original bylaws said the terms were for 3 years and we have exceeded that for many years for some positions. The consistency is great, especially for Treasurer position. Now the bylaw amendment states the position may be extended if there is no one else who wants to vie for the position. The other amendment is for a position that was no longer in existence (fundraising VP) so we removed that title from the Board. Once finalized there will be a copy of the bylaws held in the school office. We are going to see if we can put a copy on the website and the Executive Board has copies as well.
- PTO Audit – PTO financial books are supposed to be audited annually but an audit hasn't been done for 3 years. Alicia Truby has volunteered to do that and will create a report early in the New Year with recommendations as necessary. Thank you Alicia!
- No Cost Fundraising – Marybeth made an effort this fall to get the word out and build habits. She has had companies reach out to her as well. The fundraisers that are seasonal may not be worth the effort. Good Eggs and Minted were easy to do but time limited. Shutterfly is a new relationship and a year round fundraiser as is Amazon Smile. Honey Bear trees will hopefully be good for us this holiday season. The Sports Basement partnership is going well - all fundraising goes to the Redwood City Education Foundation but in-kind benefits can come to us too. Finally, Marybeth will put more effort into eScript in the coming months.
- MaryBeth's 4th grade Girl Scout group sent a number of letters to local and state political leaders about school budgets and other items. State Senator Jerry Hill wrote them back and invited them to his office for an amazing 1-hour meeting. It was such a positive experience.
- Back to School Supplies – Marybeth asked for feedback and thoughts on replicating the effort again for the 2019-2020 school year. A discussion will be held at a future meeting but in the meantime Marybeth will ask if they could make personalized planners at a competitive price.
- RCSD funds once-a-week instrumental music instruction for 6th - 8th graders. They recently performed for 1st and 2nd grade.

Adjourn Meeting - Yvonne Sarles

- Meeting adjourned by 8:02pm.
- The next meeting will be in January 15, 2019 at 6:30pm in the school library, date TBD.
- Future PTO meeting dates are listed on the [PTO website](#).

Appendix 1: Meeting Attendees

1. Yvonne Sarles
2. Casey Wright
3. Jim Balestrieri
4. Gail Sheen
5. Kortney Opshaug
6. Julia Swenson
1. Marybeth Millionis
7. Heidi von Briel
8. Amy Truesdale
9. Christina Granato
10. Belinda Mendez
11. Veronica Spencer-Palmer

NOTE: This meeting attendance sheet may not be complete. It is possible the sign in sheet was not fully circulated and/or signed names were illegible.