**Ortega PTO Executive Board Meeting – Unapproved Minutes**

**December 1, 2020 via Zoom**

**PTO Executive Board Voting Members (X by the name of all in Attendance):**

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| X- President: Maria MedinaX-Vice President: Rachel MerloX-Co-Treasurer: Tenishia Kavanaugh0-Co-Treasurer: Megan Close X-Secretary/Record Keeping: Danielle KehrX-Fundraising Coordinator: Brenda Melton X-Communications: Andriana Antoniou | X-Co-Fundraising Coordinator: Tala Wood-StephensX-Co-Fundraising Coordinator: Lisa McNicholX-Volunteer Coordinator: Megan DaileyX-TK-2nd Grade Rep: Colleen McLaughlin KomeyliX-3rd-5th Grade Rep: Julie CotterX-Parent Council Representative: Dawn Rege |

**Advisors Present (principal and teachers are non- voting members):**

Patrick Jackson, Principal

Laverne Villalobos

**Quorum (place an X by yes or no): X YES \_\_\_NO**
The president called the meeting to order at 6:30 pm.

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| **Motions/Votes Approved:*** Approval of November minutes
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**Reports**

**President’s Report**

Maria has a PTO president meeting with Heather Olson on December 9. She will report what was discussed. Maria and Megan reached out to the Cabrillo PTO president and treasurer to set up a meeting to discuss the reimbursement and haven’t heard back yet.

**Principal’s Report**

Patrick is thinking about what the kindergarten tours will look like. He wants to put a video together to film the school. He would like PTO support for the Q and A portion of the segment. Patrick will share the dates with us. The first one is December 10, 2020. There is no new update on the greenhouse. It will be awhile until we can get in there again.

**Vice-President’s Report**

The district wide Move-a-Thon is happening right now, and the PTO has publicized it in the newsletter**.** Rachel will meet with Mrs. Hall in December to get the Read-a-Thon started.

**Treasurer’s Report**

Maria made a motion to have Vicki Hatch and Shannon Sims from the PTO bank account and add Rachel Merlo and Maria Medina to the bank account. Tala seconded it. All were in favor, and the motion passed**.** There is $105,508.00 total in the account. There is a little over $45,000.00 as reserved/restricted funds. There is a little over $59,000.00 in the balance. There were $2,380.00 in direct donations for November. Megan has 200 otter masks to sell for $10.00 each. Tenishia motioned that we reimburse $175.00 to Valerie Lucchetti for teacher/classroom supplies. Maria seconded the motion. All were in favor, and the motion passed.

**Fundraising Report**

We will have a fundraiser with A Grape in the Fog. They will donate 10% of sales from the online store. As of November 12th, we have raised a little over $100.00 from the Farm Fresh for You fundraiser.

**Parent Report K-2**

Colleen had nothing new to report, but she will reach out about the fundraisers going on.

**Parent Report 3-5**

Julie said that things are starting to gear up with holiday parties, so she will let parents know about fundraisers while talking about the holiday parties.

**Volunteer Coordinator**

There are no updates.

**Parent Council Representative**

The Elna Flynn virtual awards ceremony happened. The return to school task force meeting stated that the return to school won’t happen for awhile.

**Communications**

Dawn has been creating crafts for students to do at home and then put in their windows so we can see them around town. The Ottertown News will go out on Monday, December 7, instead of Sunday this week.

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The next PTO meeting will be on Tuesday, January 5, 2021 at 6:30 P.M., via Zoom.
Submitted by Danielle Kehr