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

**November 10, 2020 via Zoom**

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

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| X- President: Maria Medina X-Vice President: Rachel Merlo X-Co-Treasurer: Tenishia Kavanaugh X-Co-Treasurer: Megan Close  X-Secretary/Record Keeping: Danielle Kehr X-Fundraising Coordinator: Brenda Melton  X-Communications: Andriana Antoniou | 0-Co-Fundraising Coordinator: Tala Wood-Stephens X-Co-Fundraising Coordinator: Lisa McNichol X-Volunteer Coordinator: Megan Dailey X-TK-2nd Grade Rep: Colleen McLaughlin Komeyli X-3rd-5th Grade Rep: Julie Cotter X-Parent Council Representative: Dawn Rege |

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

Patrick Jackson, Principal

Katherine Prescenzi

Erik Schramm

**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 October minutes |

**Reports**

**Guest Speakers**

Katherine Prescenzi discussed about being in charge of a parent education program around language arts. We discussed doing prerecorded lessons to be recorded and to share with others. She envisioned 15 of contents and 10 minutes of questions. If we go with the prerecorded topics, then it could be 20-25 minutes. Katherine would like to focus on spelling. Maria will be the contact, so she will meet with Katherine to create a time frame.

**President’s Report**

Maria would like the PTO to brainstorm ideas of how to bring the Ortega community together since we don’t get to see each other in person all the time. Maria will take the lead on some sort of gingerbread house activity and winter otter activithy for the Ortega community. Let Maria know if you would like to help her put together some activities for Ortega families to participate in.

**Principal’s Report**

Patrick put out the word on Elna Flynn awards. Conference week is all next week. Kindergarten tours begin at the beginning of December and will be asking for PTO to volunteer to run them. There isn’t a lot of movement on the task force at the site level. He should have more information after next week’s meeting.

**Vice-President’s Report**

Rachel has been working with Gina Smith and Ashley on bringing community through the school district. They have put together the Move-a-Thon program. It will be a three week long event. When children finish their activities on a bingo board, they have a chance to win a raffle prize. People are encouraged to donate to their home school. She will have something to put out in the PTO newsletter for next week.

**Treasurer’s Report**

The direct donations for October were a little over $1,200.00. There has been over $3,000.00 raised so far with direct donations. Most of the money raised so far has come from direct donations. Both restaurant fundraisers brought in over $200.00 each.

Spirit wear was the biggest expenditure. There was a discussion about teacher stipends. We received a reimbursement from a Cabrillo teacher. Maria and Megan will meet with the Cabrillo PTO president and principal to try and work out the details.

**Fundraising Report**

There were Pampered Chef, Round Table, and Panda Express fundraisers recently.

We are doing a push for the direct donation giving. We are putting donor names into the newsletter. We are trying to figure out how to do an in person raffle based on California law. We discussed having a giving tree on a table in front of the school every day to purchase gifts for those in need. Lisa offered to be charge of this event. The Original Works art gallery opens this Thursday, November 10, 2020. The profits so far for the See’s candy fundraiser is over $200.00 so far.

**Parent Council Representative**

The return to school task force has been a slow process so far. The next meeting is November 17th. The parent group got to meet with the superintendent and expressed the need for communication with the return to school and parents being able to ask questions. The superintendent will send out another survey for questions. There will be Zoom office hours for parents to ask questions and get support. The third week in January is the earliest that small groups of students would return to school.

The Elna Flynn article and video were submitted. It should be airing tomorrow. The links will be available for all to watch. The write-ups are in the Patch and Tribune. Flowers and awards are at Ortega, and Dawn will purchase gift cards for Lisa and Julie. Tenishia motioned, Megan seconded, and all were in favor to purchase two gift cards for at least $100.00 each.

**Parent Report K-2**

Colleen has been in touch with room parents, and they were very active for Halloween activities.

**Parent Report 3-5**

Julie said that the room parents were very active in sharing ideas with one another.

**Volunteer Coordinator**

Megan’s friend offered to the role of Santa for Ortega, but she does not know the parameters. There was also a suggestion of him being a winter otter and drop in on Zoom classes. Rachel also brought up at this time about having junior high students volunteer to read to classes over Zoom.

**Communications**

There have been some submissions for the Ortega hallways. Andriana sends home the newsletter every Sunday. She will send the link of the newsletter every week to Colleen and Julie, and they will send it to the room parents to send out to the classes.

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The next PTO meeting will be on Tuesday, December 1, 2020, at 6:30 P.M., via Zoom.  
Submitted by Danielle Kehr