

PTO MEETING MINUTES - GENERAL (VIRTUAL)

Harloe Elementary School
January 19, 2023 - 6:45 pm

Attendance:

President: Samantha Doornbos
Vice President: Jill Richards
Secretary: Linda Rumley
Treasurer: Lee Whitmer
Auditor: Kristen Wallin
Volunteer Coordinators: Tori Perkins
Jennifer King
Parliamentarian: Kelli Johnston
Historian: Anna Stewart
District Outreach: Jessica Doremus
Katy Redmond
Teacher Representative: Sandee Sistek
Members At Large
Seat Two: Sara Gulino
Seat Four: Ashley Malan
Principal: Debra Webster

Additional Attendees:

Elisa Geissel
Nicole DeMatteo
Ashley Madsen
Melina Saligan

Absent:

Members At Large
Seat One: Colleen Elliot
Seat Three: Lindsey Mihalhauser

Call to Order: The meeting was called to order at 6:47pm by the President, Sam Doornbos. She explained Robert's Rules and how our meetings are conducted.

Minutes: A motion to accept November's General Meeting minutes was made by Jessica Doremus and Sandee Sistek made a motion to second. The motion was unanimously approved.

Principal's Report: Mrs. Webster reports: We're 9 days back from Winter Break. Harloe did fairly well with all the water from the rain, we had a little issue in the front office, which has been taken care of. The kids handled all the rainy day schedules well, with lots of time in the classrooms. They did fantastic. We talked today to teachers about Digital Citizenship and how to instruct students. It is about being safe online, following proper rules and procedures when using technology at school or at home. The teachers will start pushing out the lessons and will continue next year. We're off to a great January. Aside from the cold and rain, we're looking forward to the rest of the year.

Treasurer's Report: A motion to approve the Treasurer's Report was made by Anna Stewart and Jessica Doremus made a motion to second. Motion was approved unanimously.

Audit Report: Kristen Wallin just did the audit for the end of 2021 and the first half of 2022. Everything looked good. The ending balance in June was: \$49,245.11. She reviewed all the deposits and withdrawals. Sam mentioned the paperwork is available in the office if anyone is interested in seeing the detailed information.

Teacher's Report: Mrs. Sistek reported: The Holiday Store was fabulous from the teachers end and the kids were so excited. Several teachers said thank you for the hard work of volunteers. It was suggested maybe doing a one week event, so it's not so hard on the volunteers. The Talent Show is coming. Mrs. Prickett and Mrs. Martinez are running the show, along with the 6th graders. Mrs. Hubert is the MC, and Mrs. Sistek is in charge of the opening act, along with Mrs. Lewis. Is there anything in the budget for opening act costumes? She'll save receipts in case.

They are going to start doing Valentines in the classrooms(mostly K-3). They could use backups in case any students aren't able to buy any valentine's boxes. Katy suggested a printable cut and ready for those kids that needed something for a Valentine's, that they can color.

She reported the kids did really well during all the rainy days.

Sam said she can review the budget to see if there's anything available and will follow-up before the next meeting. For the costumes, the kids have usually done their own. She knows that the Flex dance company has borrowed items from the Melodrama in the past. Maybe a theater company may be willing to loan something out. We can also ask for costume donations from families.

Anna said the Children's Resource Network may be able to help with Black/White shirts, black pants, etc. Nicole DeMatteo said she can check in with them, and to let her know when we know what's needed. Nicole said the Goodwill trailer is coming up too, maybe we can put out a call for costume donations.

New Business

- a. Harloe Winter Gift Shop Recap (Sam): We did a great job. It wasn't supposed to be a money maker, but we did \$4842. The kids learned the gift of giving and the kids enjoyed shopping on their own. It was a labor of love and turned out wonderful. The kids learned life skills: learning math, problem solving, etc. We had a lot of volunteers that ended up being sick, but we had few who really stepped up and worked the full two weeks. We will debrief and see how we can make it more efficient, but it was a success. Katy mentioned she got holiday donations from Vons(they are in the shed), so that will help next year. If anyone else has connections, we can collect and save for next year. Sam mentioned mugs were a big seller and they needed to purchase more things to sell every day.
- b. Coupon Book Fundraiser (Kristen & Erika): Kristen reported Monday is the Coupon Book Assembly Kickoff. Tuesday they will start collecting money from kids and handing out the books. There will be prizes for how many coupon books the students sell, as well as class prizes. Packets will be put in the teacher's boxes tomorrow. The event will last for 2 weeks. We will get a 60% profit on each book. What the 5th graders sell will go into their Science Camp fund. Looking for a couple volunteers to help in the mornings at the gates before school starts for about 15-20 min. Let her know if you can help. Anna asked about where the rest of the funds go. Sam explained that it will be a school-wide Winter Fundraiser and the funds raised will go into the general fund (the 5th grader money raised will go into their Science Camp Fund).

- c. See's Candy Recap (Kristen & Erika): Kristed reported \$1134.90 was made from the See's Fundraiser. Each 5th grade student got \$14.55 put into their Science Camp Fund. We may not do See's Candy in the Spring. Sales were low and people had a hard time with the shipping. The See's Store in Pismo may have impacted sales as well. Looking for other suggestions. A discussion was had about possibly doing a World's Finest Chocolate Fundraiser, or buying bulk candy from Costco or Smart and Final.
- d. PTO Bylaws Revision (Kelli) (Vote Needed): Draft: https://docs.google.com/document/d/10VUpa_qiRZt4bw3UE0DxnphS91WbDI-v-nwMj1mv34c/edit?usp=sharing Kelli added Co-President, where President is listed, per our discussion we had previously. She was working on the wording in case of a tie when voting, as well as when president positions become vacant. Sam will send the link out to the board and we can get input, and vote on it at the next meeting. Anna mentioned that we can still just have one president, but it will give the option to have co-president if we decide.
- e. Margaret Harloe Day (Jessica): Sam mentioned in the past we've had a celebration in the cafeteria. We talk about the history, have trivia questions (they get a red vine if they guess correctly), watch a video (the video is available on the PTO website), we give out a cookie on the way out (and an allergy free version if needed). Alumni has been invited in the past as well as Margaret Harloe's daughter, Norma, but she passed away. Teachers will be given a coloring packet to hand out to students, and Jessica will work out the final details.
- f. Might Night Update (Jean & Lauren): Jean reported we are getting back to the original on campus event. It will be on March 14th, Pi day. There will be games across campus for students and their families to participate in. We may have pizza and drinks available for \$3.14, to keep with the Pi theme. Students that come will earn a homework pass. They are looking at prizes and games, and need to determine volunteers needed and spaces/times available. Sam asked about the food/drink being a Robotics Club fundraiser. Jean said she's looking to connect with Mr. Scuri, otherwise it would just go into the General Fund.
- g. Goodwill Trailer (Nicole): 4/1, 4/2/23 9am-3pm. We get paid by filling the trailer. Last year we did around \$1100. They have scaled it back to one day, but are giving us two days. We can start spreading the word to start saving up items. The list of what can and can't be accepted will go out in March. The Children's Resource Network Drive usually also happens at the same time, but we will skip it this year due to lack of donations last time. This may have been due to Covid or due to the bin being at the school. She also mentioned that the lost and found was looking great. Anna thanked Linda for the idea for hanging up the items on the fences and Mrs. Webster for moving the bin around campus. Anna also expressed her appreciation with the items supplied to the office for students that need them.

Old Business

- a. Online Auction (Sam): With the Holiday Shop being successful, and with the potential of the Coupon Book, we are not going to have an Online Auction this year. We don't want to exhaust parents, and we also don't have the volunteers needed to have an in person or online event. The two fundraisers should be good to get us through the Spring. Sara Carney had sent out some corporate letters for big ticket items, and if we do get any of those donations, we will figure out how to get those out there, maybe at the Spring Event.
- b. Open Forum (Q&A up to 3 minutes):
 - i. Sam read an update from Mrs. Snowe: The Harloe Battle of the Books event will be on Friday 3/24 1:30-3:30. Optional meetings are on Fridays during lunch. She's proud of their effort and enthusiasm. She will order shirts and prices soon. She will reach out for a couple volunteers, and a few snack donations. The district-wide Battle of the Books is at Oceano Elementary Saturday, April 22nd. The top performing students will be invited. Sam has updated our calendar with those events.

- ii. Sam mentioned AmazonSmile sent a letter that they are going to focus their efforts on areas where employees live and work to make a bigger global impact. After February, it will be discontinued. They are going to give us a one time check equivalent to what we earned in 3 months from last year. Mrs. Sisteck asked how much it affects the budget. Sam said we would have to look into the numbers, but we were getting somewhere around \$150 every quarter.
- iii. March Mixer: Sam explained we will do an in person General Meeting in March, and want to invite the K-2 parents to welcome them, and make connections. We will have food, etc. Hopefully it will get us more volunteers. It will allow them to ask questions, and get to know everyone. More information will come.
- iv. Kelly is excited the Talent Show is coming back. She was wondering if we could incorporate some Auction items at the event, but is unsure if it would even be allowed. Sam explained we don't have the volunteers, and she is unable to provide the needed support due to life circumstances. If someone is interested in helping, and taking it on completely, she welcomes a discussion.
- v. Nicole mentioned an idea of selling fruit baskets instead of chocolate.
- vi. Nicole asked about typing skills for students. Now that students have Chromebooks, their typing skills need some attention, especially with tests going digital. A brainstorming discussion was had about improving typing skills. Typing Club on Clever, and a game called Typer Shark was mentioned. Mrs. Webster will touch base with other principals, teachers, and Michael in IT. She'll look for solutions or suggestions, and will keep us updated.

Announcements

January

- a. 21 Spirit Night—Surfside Deli (10am-5pm): 20% profits to Harloe & all Tips
- b. 23 Coupon Book Fundraiser Start (2 week fundraiser)
- c. 24 Lunar New Year Diversity Workshop (After school)
- d. 26 Talent Show Information Meeting (8am)
- e. 31 Garden Work Day (Afterschool 3:30-5pm)

February

- f. 3 Last Day of Coupon Book Fundraiser
- g. 7 Black History Month Diversity Workshop
- h. 13 Lincoln's Birthday—no school
- i. 20 President's Day—no school
- j. 16 Margaret Harloe Day
- k. TBA Talent Show Tryouts
- l. TBA Dental Screening

Meeting Adjourned at 7:50pm

Handouts/Attachments

- January PTO Meeting Agenda - Board 1/19/23
- PTO General Minutes 11/17/22
- January Treasurer's Report
- Link to BYLAWS:
https://docs.google.com/document/d/10VUpa_qiRZt4bw3UE0DxnphS91WbDI-v-nwMj1mv34c/e/dit?usp=sharing