

## 6-8-22 Stoller PTO Board Meeting

Attendees: Sarah, Jen, Atsuko, Shubha, Sonia, Zhengchun, Saadia

Welcome to all attendees.

First item: Sonia came to this meeting and volunteered to be the Vice-president. She described past experience (several years at Jacob Wismer as PTO president).

All agreed to Sonia being added to the PTO board in this position.

Full board now is

President

Sarah Beachy

StollerPTOPres@gmail.com

Vice President

Sonia Lall

StollerPTOVP@gmail.com

Treasurer

Saadia Loreth

StollerPTOTreas@gmail.com

Secretary

Shubha Devadoss

StollerPTOSec@gmail.com

Volunteer Coordinator

Atsuko Hiramatsu

StollerPTOVol@gmail.com

Member-at-Large

Zhengchun Lu

Yangchen Dolkar

Jennifer reviewed some items and observations as outgoing PTO president.

PTO board role is only going to be as much work as you make it to be. The school still needs to build up a sense of community and with covid there were not many activities to support. Even in non-covid years there were not many items that I saw. Jen had intentions of doing more but several board members were not very active and generally had to take minutes at every meeting. Majority of the items last year were at the beginning of the school year: Staff/Teacher breakfast the Monday and a lunch in the week before school starts. This past year they Stoller didn't have a jump-start where kids come in and get schedule and pictures taken and get a student ID. 2 years ago they had Jaguar start and because everyone was scheduled to come in same hours it was a big mess.

In the week before school starts there is a new student welcome (originally planned for all 6<sup>th</sup> graders but then reduced to those who signed up for covid restrictions). They had a different session for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade. Volunteers were requested to help hand out ice cream, check in families, and help with tours. We met with Veronica and Cristina in the August before to coordinate. This is a good place to also get the work out about PTO and any fundraiser that may be happening.

Back to school night is another opportunity to meet parents if it happens.

Atsuko has recruited a wide number of volunteers for many activities including art literacy. Jen said we can meet at school sometime to take a tour and see PTO room. PTO board has 2 popcorn machines, lots of dance and photo booth props and things. Jen sees that this could really help the PTO get more activities and more community spirit building within the school.

Fundraising – we did the 50 for 50 and found that without any marketing or focus it went ok (~\$20K raised). Discussion around timing – it should be for a set time (several weeks for example and not neverending). It should also not conflict with 8<sup>th</sup> grade celebration fundraising.

One fundraising item by Sarah at Sato was popcorn week. Initially kids paid a set amount for popcorn but then they moved to asking parents to sponsor a room for \$20 or \$25. Overall each popcorn week could raise ~\$500. They needed 2 machines (and this was example of why Stoller might need the 2 it has too). Popcorn hasn't been used in long while so may be expired.

8<sup>th</sup> grade celebration – Board should evaluate approving a fixed amount to allow them to pay deposits and move forward with some plans to streamline things. Celebration went very well. King Pins was a great host, provided special meals as needed, and no major issues occurred. Warning for future events and volunteers. Besides watching exits and play areas, also need to patrol bathrooms to ensure things like vaping aren't occurring.

Discussed getting a Board debit card. This year Saadia brought the board to digital payments and deposits (vs. writing checks) and wasn't sure on the changing the owners on the card annually. Sonia said that this worked ok for JW. Group will look into this for the coming year as there were several times when checks sent out were damaged or not received.

Will pass on passwords and emails to incoming board, zoom account info, and PTO website information. Discussion on setting reset passwords to be linked to other PTO emails to remove the connection to other people's personal information.

PTO website. Jen said that parts of this renew at different times in the year. Currently only committed to one year with major expense expiring this fall. Sonia said they moved from Go Daddy to another platform for JW as part of its revamp which was much less expensive and still really easy to manage. Atsuko has a webmaster volunteer and Sonia would be interested in helping out. Saadia expressed interest in streamlining payments or donations to ensure it is easier to track vs. filling out a separate form from the Paypal item.

Recommended communication with Veronica is to always copy Cristina Guajardo. Board met with Veronica in late June/July last year and then again in August. We had a few meetings with her over the year or vice-principals. Veronica and/or her staff were invited to PTO board meetings and all general meetings. Jen recommends doing better than we did and schedule all PTO meetings for the year up front. Veronica ..prefers meetings scheduled during off weeks of two week cycle.

New / old board to try and find a time to get together for social & pass-down of info. Jennifer or Sarah to try and schedule.

Jen discussed the Scout BSA troop (208) chartered by the PTO. Sarah will need to become their charter rep. PTO technically "owns" this troop. BSA provides chartering organizations with insurance coverage. Jen to request again from them a copy of their budget and finances. The

troop is a project under PTO for Benevity and donations/volunteer hours logged come into Stoller PTO and passed through to their external bank account. We do not manage their day to day finances.