

Minutes

1. Call to Order at 12:35 pm.

2. Roll Call – in attendance:

Kristen Churchill
Kari Robinson
Nikki Desjardins
Shannon Boyd
Casey Bares
Rocio Figueroa
Nancy Lemaroy
Pilar Agejas
Mary Schlegel
Lisa Tessaro-Love
Rick Miller
Nicole Cosby
Maki Hagan
Ben Champion
Marisa Gillespie
Muriel Bartolini

3. Approval of Minutes dated August 25, 2016

Shannon B. moved to approve all minutes, Maki H. seconded, and all approved, no opposition.

4. Committee Reports

1. First Movie Night – Friday, September 23rd

i. The movie will be Cloudy with a Chance of Meatballs.

ii. Kari R. moved to approve \$400 for the movie license purchases, Lisa T. seconded, all approved, no opposition.

iii. It's a 1 time fee and we will have at least 4 movies.

2. Trunk or Treat on Friday October 28th 5-8pm

i. Maki presented budget estimate. Kari R. motioned to approve that up to \$1,500 can spent for the Trunk or Treat, Mary S. seconded, and all approved, no opposition.

ii. A lot of decorations will need to be purchased this year because we no longer have the person who lent the event their decorations from home. Decorations and lights will be stored and reused each year.

- ii. The issue about hiring Sergio to work the event was mentioned. The legality of how to pay for his hired help was the concern. Ms. Bartolini was asked to research if it's possible to pay him through payroll.
 - iii. There will not be a charge at the door. Tickets will be sold and used to purchase snacks, water, and sodas. Tickets will be used to purchase admittance into the haunted house and cake walk participation.
 - iv. We are asking teachers for more help this year. Goal is to have 20 cars for the trunk or treat, 5 of those cars being teachers who volunteer to help.
 - v. Concern for age appropriate haunted house (ie. Less blood and geared towards all ages including younger classes) was mentioned. Haunted house will not be geared towards younger kids. Posting a warning was mentioned, that parents be aware that haunted house will be scary and may not be appropriate for young children. Horrifying and weapons will not be used. Volunteers at the entrance for Haunted House will be on the lookout for young children who are not accompanied by adult.
 - vi. In need of a lot of volunteers this year from teachers and parents.
3. Beachfest on Saturday, October 1st 11am-6pm
- i. Need volunteers to man booth. Maki to add the need for volunteers to the newsletter (in newsletter add something about "would love to have some volunteers that speak Spanish as well). Chair person needs to circulate signup sheet for volunteers as well. Need at least 10-14 people for the shift rotations (1 hour shifts with 1 or 2 people per shift). Need people to get there at 10:30 to set up. Fill earlier spots first.
 - ii. In need of a chair person for the logistics. Nancy L. agreed to head but will not be available the day of to set up. Chairperson will communicate with Ms. Bartolini on this event.
 - iii. Ben C. moved to approve \$300 budget, Casey B. second, all approved, no opposition. \$210 of the budget is allocated towards free short sleeve spirit wear t-shirt. 14 total estimated at \$15 per shirt. Will offer to people who volunteer as an incentive/appreciation gesture. \$90 of the budget allocated to the beachfest booth.
 - iv. We need ideas for booth. Something to attract the community to our booth. Showing school pride and what we have to offer. Aside from the booth we are doing a stage performance by the music club at the event @11:30pm. There was an idea mentioned to have some music students at the booth for a short time.

5. New/Old Business

1. Ben C. moved to remove Juan Carlos as Treasurer and elect Marisa Gillespie as the new Treasurer, Maki H. seconded, all approved, no opposition. The current auditor will train the new treasurer.
2. Kari R. volunteered to sell spirit wear shirts after school for the first 3 spirit wear Mondays in September.
3. Board members to sign annual statements if not done so already. Members in attendance signed. New/absent members will sign at earliest convenience.
4. New members to a board position received binders from Kari. Binders include information about position and PTO. Binders are in parent room.

5. Kari took photos for new board members at meeting. Photos will be used on website and bulletin board to give a face to the name. Kari to collect contact information for PTO business ONLY contact list.
6. Future Bucks Event at Mission Bay High School was mentioned. On the evening of 9/16
7. Ms. Bartolini was asked to research if it's possible to pay daycare for PTO meetings through payroll. Then PTO would reimburse all cost.
8. Friends of Crown Point PTO website updated to a blog style. Maki to update once a week. If you are a chair to any event please use the website to list information. ---Information for how to create an event on the website given on 9/8/2016 @9am at the webmaster/communications meeting. Maki suggested listing at least 2 weeks in advance. Casey B. to send mass email to PTO with information on how to post events to the website.
9. Moon Viewing Festival on 9/17 from 5-9pm. Put on by community organizations but held on CPJMA black top. Free to enter
 - i. The school will make money by selling food, crafts, drinks, etc. (everything is provided, just need CPJMA volunteers to man the booths to sell the items).
 - ii. It was discussed where the money made from this event will go. Where will it fund? Ms. Bartolini suggested it to go into the donation fund we have now. Kristen C. mentioned that we need to decide where the money will go because if it went into the PTO fund it would be only for PTO use.
 - iii. School is covering any rentals needed. This is not a PTO event but volunteers are needed at this event to help put it on. Community is doing the advertisements.
 - iv. Will support the CPJMA music program.
 - v. Flyers will go out by 9/13.
 - vi. Maki to confirm what is needed for this event. Once confirmed we can send volunteer requests out via newsletter, flyers, and emails to try and get as many people needed to fill spots. Try for half shifts once we know what is needed and at what booths.
10. Three Treasures came in for a quick 5 mins to explain their program. They are an after school program. The goal of Three Treasures is helping kids, mentoring, and enriching children's lives through mind, body, spirit (giving back to the community). Want to become involved with the school and become another finger on the hand. \$360 for a month 3hrs a day M-F until 5:30pm each day.
11. Fire Department will be at the school for an All School Fire Safety demo on 9/12 at 9am. Will take about 45 mins for the drill. The whole school will participate at once.
12. It was mentioned that a "hybrid" method has been in place for signing up volunteers. In the past the Signup Genius didn't always work well. Forms of volunteer signs ups include Signup sheets, emails, website, and personally asking people – however many ways works for people to get the information and sign up.
13. Red Ribbon Week the week of Oct 24th.
 - i. Talked about having 2 assemblies (upper and lower call spilt). Nikki D. presented an assembly company specific to Red Ribbon Week they charge \$375

for the first assembly and \$275 for the second, plus \$15 travel fee. Kari R. mentioned the RRW budget.

ii. Ben C. motioned that we approve exhausting the Red Ribbon Week Fund for 2 assemblies and ribbon orders, before going into assembly budget for the remainder needed to cover expenses, Casey B. seconded, and all approved, no opposition.

iii. The assemblies will be scheduled for the beginning of the week to kick the RRW off.

14. Ben C. handed out pledge drive information sheets to everyone.

i. Goal – a sustainable \$140,000 per year. Pledge Drive Month is November

ii. Needs (Help from PTO members).

iii. Not set in stone... yet.

iv. Questions and comments please email bchampion@sandi.net

v. Ben taking lead on Jog-a-thon, if anyone wants to help let him know.

vi. Maki mentioned the date for Jog-a-thon being in Feb in the past. Discussion of moving the date to Feb instead of Nov. Talk of already having big events around February and to keep the Jog-a-thon in Nov as scheduled.

vii. Ben C. proposed that if we raise \$60k from pledge drive month (November). Money goes directly to kid supplies and directly to music (very specific). That we are done and just make Jog-a-thon for jogging and reading. Maybe sell food or drinks if wanted.

viii. Come back to setting a Jog-a-thon event date. Tentatively Nov 10th for now.

6. Adjournment 1:35 pm.