



**October 2, 2019  
PTO Board Meeting  
6:30pm  
Peet's Coffee, Redwood Heights**

**Call to order:**

Meeting called to order by PTO President, Ken Sorey at 6:35pm. **16** members present. Quorum is 4. Quorum is met.

- Approve Minutes
  - a. Angie motioned to approve. Elisa second. All approved.
- Vote on Approving New Members
  - a. Gia Calvillo, Auditor
  - b. Shelley Mitchell, VP of Fundraising, Programs (escripts, Smile, etc.)
    - i. Ken motioned, Angie seconded. All approved. Shelley asks for some clarity on her role. Angie suggests connecting with Amanda who took care of this before.
- Mr. Avent Update
  - a. Student enrollment is at 674, 18 short of projections, but below “magic number” of 20 so it shouldn’t affect programs. He feels this is a good number for running school.
  - b. Honor roll certificates went out this week, and perfect attendance certificates should go out soon.
  - c. They hope to do more safety training—he broke the teachers up into sections to create a walkie talkie train for emergencies.

- d. Montera was on ABC News for LatinX celebration, which was a great start to clubs. The goal is to do celebration every month.
- e. Kick back this month will be done a different way.
- f. The talent show will be combined with winter showcase.
- Fiscal Update (Annual Fund, etc.) – Naomi
  - a. Taxes need to be filed in October or November.
- Mini Grant Awards – Elisa (Vote)
  - a. First round of grants to teachers complete.
    - i. Increased budget to 10,000 this year. \$4k in requests came in and all funded. Try to get the word out more.
    - ii. Push for a December deadline for second round.
  - b. Elisa read through list of grants given this fall.
  - c. Maria asks for photos of funds in action to help promote the program— suggestion was made to ask SYL to take the photos.
    - i. Mr. Runge advises that we need to be careful just volunteering SYL to do things, as Mr. Holmes is getting a lot of surprises.
    - ii. Ashley suggests asking the teacher buddies to help with the photos.
  - d. Naomi reminds the group that the one rule on mini-grants = no sugar.
  - e. Mr. Runge talks about how the woodshop program won best program in the state from CITEA.
- Approval of CPR Training for Teachers (Budget Item Vote)
  - a. Bobbi met with Mr. Avent for a needs assessment.
  - b. Mr. Avent wants all teachers and staff updated (40)
    - i. \$3650 total cost. \$85/pp + 250 fee.
    - ii. 2 hours online, 1 hour at school.
    - iii. 1 instructor per 12 teachers and staff.
    - iv. All OCEA requirements met. AED training included.
    - v. Budget = \$1500.

- c. Discussion: Maria feels it is part of professional development/investment in teachers and it makes school environment safer. Ken tells how a teacher saved a child's life after the training. Angie comments that we have been strict about not approving things not in budget. Maria asks where hour of time comes from – likely after school, during professional development time.
  - d. Ashley moves that we give a \$2k mini grant (requested by Mr. Avent) to supplement the budgeted amount. Ken seconds. All approve.
- High School Information Night – Oct 17 (Need Help)
  - a. Ken has reached out to 3 main high schools (Tech, Skyline, Oakland High), all replied in affirmative.
  - b. Needs help setting up.
  - c. Meeting is 6-8. 6:30 starts presentation of high school application process.
  - d. Generally pretty well attended.
  - e. Ashley, Gia, Lisa will help. Kat can be there at beginning but not end.
  - f. Projector that Ken purchased for PTO is in PTO closet.
- New Marquee Status
  - a. Funds allocated by Jean Quan + alum. Should arrive mid-October.
  - b. Put out call to dad's club about how to get it set up. Looks like it's digital and will need electrical work.
- Update from Communications Meeting – Maria
  - a. So many avenues of communication (social media, ebulletin, Schoology), and the challenge = streamline. We need consistent, clear modes of communication.
    - i. Communication needs training on Schoology to get messages out and link to sites we want to share.
  - b. We need to hand out hard copies of fliers for Fall Fest as we're not sure everyone has been reached. Pass out to every kid and perhaps "require signature" so they give the flyer to their caregivers?
  - c. Website content needs to be cleaned up.

- i. We need feedback from faculty and administration. For example: Monthly themes around IB. Ms. Harambe is doing wellness announcements every day. How can we get this out to parents?
    - ii. Tie to marquee.
  - d. Instagram
    - i. Mr. Runge – Can Instagram link to website?
    - ii. Maria pulling from TeamSnap to post to IG.
    - iii. Naomi mentions Oakland Tech’s IG feed as a source for information.
  - e. Idea for next year: Communication chair for each grade.
  - f. The team is currently researching technology to help streamline communication.
  - g. October 30<sup>th</sup> 6:30 for next Comm Team meeting. Ebulletin will be invited.
- Tours and Events – Kat
  - a. Information night is October 10, 6:30 to 8.
    - i. Would like a lot of PTO faces to encourage prospective parents.
    - ii. Cheer will be on stage.
    - iii. SYL will do Q&A.
    - iv. In the past large crowds—119 people this time.
    - v. Will be announcing fall fest and encourage them to take the tours.
  - b. There will be tours twice a month Nov – Jan.
    - i. PTO Board parents encouraged to volunteer to lead a tour.
  - c. There may be another prospective parent mixer in Jan.
- Sports Update – Dunia
  - a. First football game was on Sat the 18<sup>th</sup>.
  - b. 24 members of cheer squad made honor roll.
  - c. Football and cross country all going to study hall.
  - d. Cheer has event at Oaktober fest on Saturday 10/6 at 10:45, family stage.
  - e. Pep rally was very successful.
- Fall Fest Update and Discussion – Ashley

- a. 20 booths more or less confirmed.
    - i. Focused on things that are great at Montera.
    - ii. Montera performs and Open Mic.
    - iii. Inflatables.
    - iv. Dunia suggest Ms. Tanisha as an emcee.
  - b. Naomi notes that the budget = \$2500 with expected \$4k income, net income of \$1500 hoped for. All prior years the even has been a loss in terms of income.
    - i. \$1500 spent on inflatables.
    - ii. \$1300 spent for 20x24 stage, but too small and will order larger
    - iii. Jason is doing 6 banners for \$50/each.
  - c. The Decorating Committee for Fall Fest decorated the front of the school.
  - d. Flyers
    - i. Have been put up in Montclair Village.
    - ii. Hand out flyers during drop off? Plus at Outreach night.
  - e. Tickets are on sale now. No entrance fee for children aged and under.
    - i. Lisa = main ticket person.
    - ii. Tickets for food and activities, plus wristbands.
  - f. Food = globally inspired street food.
  - g. Exhibition basketball and volleyball games in the afternoon.
  - h. Volunteers
    - i. Need people to help with set up the night before and the day of will also require a lot of set up.
    - ii. A lot of people signing up now.
    - iii. Ashley encourages Mr. Runge to promote the event to teachers at staff meeting.
    - iv. Shade for bouncy house volunteers? There are umbrellas in the PTO cabinet.
- Other Fundraisers

- a. Warriors Game – Nov 1
  - i. 22 tickets sold so far. Need to sell 75.
  - ii. \$140 ticket, \$50 to PTO. Game + Warriors experience.
  - iii. We can promote to people outside of Montera community.
  - iv. There will be last-minute sales at Fall Fest.
- Other Business?
  - a. Mark is attending site council as PTO rep.
    - i. Another parent is needed for site council—contact Ken.
  - b. Angie notes that the 6:30 start time from this meeting is hard. Group agreed to move meeting back to 7 to 8 in the Library.
  - c. Send Ken an email if you need access to the PTO calendar.
- **Next Board Meeting – Nov 5, 7 PM to 8:00 PM in the Library.**

**Meeting adjourned: 7:55pm**

**Board Members Present:**

Ken Sorey – President

Mark Lavar – First VP

Elisa LeBlanc – VP Academic Enhancement (Mini Grants)

Dunia Wilder – VP Academic Enhancement (Athletics)

Maria Rapier – VP Communications

Bobbi Babineau-Lounds – VP Facilities/Health and Safety

Kat Verani – VP Outreach & Membership

Ashley Dunning – VP Volunteer Coordination

Shelley Mitchell – VP of Fundraising (Programs)

Naomi Levy – Treasurer

Gia Calvillo—Auditor

Angie Louie – Financial Secretary

Trudy Brown – Recording Secretary

Lisa Taylor – Toro Gear

Principal Avent

Mr. Rungey – Faculty rep

Minutes prepared by: Trudy Brown