



PTO Executive Meeting Minutes
January 27, 2015
[Home of Amanda Dahlgren](#)

Board Members in Attendance:

Leah Kirby, Brooke Diaz, Jennifer Ragusa, Carma Sanchez, Shawn Sheeron, Paul Eichen, Amanda Dahlgren, Donna ValVerde. Dina Sanchez joined the meeting at 7:25

Minutes Taken By: Paul Eichen

Meeting called to order by Leah Kirby at 6:22 pm

Summary of Actions Taken:

- The Board rescheduled its next Executive Meeting for Tuesday, February 24, in lieu of February 23, at 6:00 PM at Brooke Diaz's home.
- The Board moved to recommend a vote of approval of the following group of expenditures, totaling \$2,400, to the Membership at the up-coming February 9 meeting:
 - Garden Club Shed \$1,000
 - PE Supplies \$400
 - Running Club Automation \$1,000
- The Board moved to immediately provide the school with \$1,000 to help alleviate the critical lack of school supplies.
- The Board approved advancing \$900 for expenses stemming from of the up-coming Community Dance. Some portion of this expenditure may be earned back at the dance, but the expenditure approval was made without contingency or anticipation of any revenue being earned from the event.
- The Board approved giving Longfellow shirts (14) to new teachers from existing stocks.
- The Board approved an expenditure of \$131 to buy 4 nonprofit-discounted software licenses to be used by PTO officers in the execution of their work: 2 x MS Office, 1 x Photoshop, 1 x Adobe Acrobat.
- The Board approved Movie Night Expenses to exceed budget by up to \$150.
- Minutes from the Los Compadres General meetings of November 17 and January 12 were reviewed and approved.
- Minutes from the Los Compadres Executive meetings of September 29, October 20, and November 3 were reviewed and approved.

Reports and Discussions

President Leah Kirby opened the meeting with a reminder that our next general Meeting of the PTO is on February 9 at 6:00 PM in the Longfellow auditorium. The PowerPoint slide deck for this meeting has been started and is available in the Los Compadres DropBox.

Paul Eichen agreed to provide President Kirby a draft of revised bylaws prior to the next Executive Board meeting. President Kirby will work on job descriptions for VP positions and key volunteer staff positions. These two documents will help the Board describe and codify how the PTO is currently functioning.

There was an extended discussion about the critical shortage of school supplies. This had been discussed by the Membership at the last General Meeting, and the Board noted that the Community would like the school to provide some guidance and planning on how current needs can be met and future shortages be avoided. Principal Sanchez joined the meeting and discussion at this point, and distributed a list of teacher supply requests organized by grade. Principal Sanchez stated that Polly and Linda are working on an inventory control process. Leah Kirby demonstrated the use of Amazon School Wish Lists on the projected computer screen. The Board agreed that the list of current supply needs will be given to room parents to create Amazon Wish Lists. The Board recommended that, for the coming school year, the school provide a list of school supply needs by class by student, of both basic supplies and 'would be awesome if we had. . .' for each parent to supply for their child. If this list can be provided by May, it can be worked into new parent orientation and PTO summer communications.

Carma Sanchez agreed to prepare a survey that can be administered to the membership at the next General Meeting, in order to gain insight ways to improve meetings and improve attendance. Ideas to improve attendance were discussed including having students and teachers make presentations at General Meetings, like ASB reports, reports on student awards and extracurricular activities, etc.

Leah Kirby gave a brief update on the modernization committee.

The Board noted that minutes from recent Site Council meetings are not available on the school website, and Principal Sanchez said she would look into this. Principal Sanchez stated that this month's Site Council meeting had been rescheduled for this Thursday, January 29.

The pros and cons of the use of a game truck to reward students for Jog-A-Thon accomplishments were discussed. It was recommended that this type of event be held off-campus in future so as not to upset students not being rewarded.

Penguin Patch ASB fund raiser discussed, and this event does not have Board support going forward.

Susan Flieder has committed to providing tax receipts to Los Compadres Jog-A-Thon donors, and expects to complete this work in the next two weeks.

Catalina trip fundraiser moved to March 5 at Mountain Mike's

The March 14 Dinner/Dance and Auction was discussed, with Carma Sanchez receiving Board input on various options for auction format and function.

The PTO has received two more application for Outdoor Education Week scholarships than we have funds to support. Work is ongoing in trying to source the funds to support all scholarship applications. It was noted that there was a very broad range in the quality of applications, and that in future we should consider rejecting, up-front, applications that do not meet a specified minimum standard.

There was a discussion of a request from Getty Images for \$500 for the unauthorized use of one of their copyrighted images. Leah Kirby reported that a member is writing a response and we are offering to pay \$5. It was noted that the use of this image was not authorized by the Board, and there was some sense that we should refuse to make any payment.

There was a discussion about Spanish education for parents, and summer Spanish education for students. Principal Sanchez mentioned the possibility of exchange a student program with a school in Spain.

The on-going discussion about potential website upgrades was continued. Leah Kirby introduced an evaluation matrix of potential software services to be evaluated by various Board members. Evaluations are to be completed before the next Executive meeting. Principal Sanches reported that teachers say that parents are not asking to be added to Google Groups.

Jenn Ragusa gave a report on Educational enrichment including Star party, ASB, Art Corp., and the lack of response to the request for safety supply inventory.

Shawn Sheeron gave a financial report, projecting income is exceeding budget by ~ \$10,00. She also reported receipt of a \$250 grant for the Garden Club. Treasures Sheeron has filed for an extension for our tax filing to March 15. Carma Sanchez added that we have received approval for our raffle from the state Attorney General.

Meeting adjourned at 10:06 pm.

Approval of the Above Minutes: On February 24, 2015, the Board members in attendance at the Los Compadres Executive Committee Meeting approved the above Minutes.

A handwritten signature in black ink, appearing to read "Paul Eichen". The signature is fluid and cursive, with a large initial "P" and "E".

Paul Eichen
Secretary, Los Compadres PTO