



PTO Executive Meeting Minutes
February 24, 2015
[Home of Brooke Diaz](#)

Board Members in Attendance:

Leah Kirby, Brooke Diaz, Jennifer Ragusa, Carma Sanchez, Shawn Sheeron, Paul Eichen, Amanda Dahlgren, Donna ValVerde, Dina Sanchez

Minutes Taken By: Paul Eichen

Meeting called to order by Leah Kirby at 6:50 pm

Summary of Actions Taken:

- Next Board meeting on March 23 at Jenn Ragusa's house.
- The Board moved to add World Expeditions to our camp contract and use their insurance coverage.
- Purchase of running club automation equipment was approved.
- Minutes from the Los Compadres Board Meeting of January 27, 2015 were reviewed and approved.
- Minutes from the Los Compadres General Meeting of February 9, 2015 were reviewed and approved.

Reports and Discussions

President Leah Kirby opened the meeting with suggestion from Ann Otto painting the wall behind the garden. The suggestion is to be presented to the membership, with a request that someone step-up to take over Ann's role when she leaves, to plan and manage garden club activities.

Leah reported that approximately 10 of 30 teachers completed Amazon Wish Lists for school supplies. There is continuing confusion and concern from parents about the supply shortage. Dina said that Common Core implementation may be a cause in teachers using more supplies. Dina described some of the issues and potential solutions around the supplies issue

Leah set-up a donation site for the family of the student whose apartment burned. \$760 was raised with \$100 contributed by Los Compadres.

Leah is still trying to identify how to donate to family of student where the mother passed away.

Leah led a detailed discussion of a draft organization chart and job descriptions, receiving numerous comments and edits from the Directors.

There was a brief discussion regarding the bylaws, which will be continued at the next meeting.

A discussion about marketing communications planning and reusing messaging ensued. It was suggested that a communications framework for each event be created.

There was a discussion about Wednesday afternoon after school student activities, and the potential of coordinating with other schools where Longfellow students are dropped off from school buses. The value of a late bus to allow more students to participate in Wednesday afternoon activities at Longfellow was discussed.

Discussion about using a travel agent to coordinate the entire 6th grade camp plan. Jenn will do further research.

Shawn described method for using a travel agent for acquiring camp insurance, and the Board adopted this method.

ASB discussion highlighted that ASB is 100% a school function. Vice Principal Angie Boie is too busy to coordinate ASB. Jenn recommended we appoint a Los Compadres liaison for ASB.

The Board discussed adding a fifth VP position for VP Campus Improvements.

Amy gave a heads-up on expense over-run for Auction Dinner Dance that we hope to make up in increased revenue.

Some discussion about the difficulty in communication with parents about the on-line auction.

Meeting adjourned at 9:37 pm.

On March 23, 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