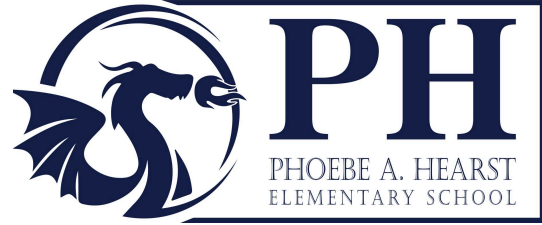


Phoebe A Hearst Elementary School
Parent Teacher Organization

PTO Meeting (Closed)
January 8th, 2024
PHE Library - 5:30 pm



Our Organizations Agreements: Individuals agree to be respectful of others, engage in collaboration and communication, and listen to who is speaking without interrupting. Because this meeting will be short and focused, please keep dialogue on topic and brief.

Attendance:

Present:

President: Erica Clayton

VP: Lorry Marvin

Secretary: Nichole St.Germain

Treasurer: Anastasia Dolotov

Co Treasurer: Denae Pruner

Communications Chair : Amanda Panton

Enrichment Coordinator: Rebecca Frazee

Hospitality Chair/Small Fundraising: Kearsten Shepherd

Garden: Melissa Miller

MAL: Trevor Hinkley, Jason Hechtkopf, and Allison Dorsey

Assistant Principal: Kevin Nguyen

Call to Order - President called the meeting to order at 5:36pm.

- **Approval of Draft Agenda** - Kearsten motioned. Becca Seconded. Ayes carried the vote.
- **Approval of December 11th Minutes** - Allison motioned. Melissa second. Ayes carried the vote.
- **Principal Report:** Doyal Martin
Martin Luthern King Jr. Day - January 20th.
January 24th - Progress reports will go out only for students that are below grade level and/or teachers are concerned about their progress.
Golden Dragon for Grit for the month of December!
We were able to get the district to come and assess the dead/falling tree branches on campus. They need a bigger machine to fully address the issue. District has to assess the cost of using a larger machine so it

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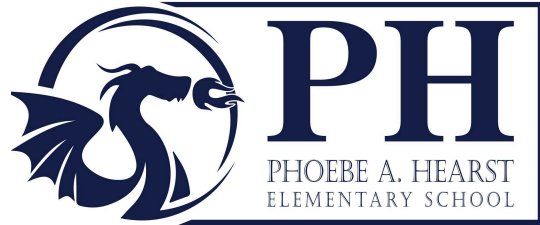


might take time and we may have to look at other options.

- **President Report:** Erica Clayton
 - Welcome & Reflection - No reflection question at this moment.
 - General Updates:
 - We will no longer be printing out meeting agendas. QR Code will be provided to access the agenda at the start of the meeting.
 - PTO Roles to fill - We need to start thinking about filling PTO roles as individuals move from one role to another and as others age out of the school. Also, we will need to discuss the upcoming PTO election, changes to the process, and ironing out the bumps. The PTO election will take place towards the end of the 2025 school year. We have one PTO election annually, at the end of each school year. If you would like to participate in the election process, you are welcome and please let us know. A large part of this will be outreach to help fill PTO roles. As we know what roles will be vacant, there will be active outreach to get parents on board and new parents involved. We will be discussing this more in upcoming meetings.
- **Treasurer Report:** Anastasia Dolotov/Denae Pruner - Presented budget year to date, July through December. Next meeting, we will propose the revised budget and meet with the executive team to talk about how we can allocate the extra money to the asks that have been presented to the board. Lorry and Erica had a meeting to discuss the current PTO asks. They we will bring the list of asks to the board to discuss, as a group, and decide how to move forward. \$1300 raised from Boo Grams! Shout out to Amanda for a job well done!
- **Enrichment Coordinator/Prop 28:** Becca Frazee - Music is still on hold. Email was sent to Jasjit Singh, no reply just yet. Jasjit is meeting with

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Clara this week. If something is going to happen with Clara, it needs to happen quickly. Clara would have to hire someone soon because the individual would need to start in February/March. Clara is not optimistic.

- Science Night - We will be meeting on zoom next Thursday to discuss Science Night. Tentative date for the event is March 21st, this date fits well with all things happening at Phoebe.
- **Committee Reports:**
 - **Charity Drive:** Vanessa Waszcuk - \$685 raised on the Dollar Free Dress Day! Not many physical items were dropped off on campus, but we had the online order option where items were delivered directly to the hospital which was utilized as well. We have a parent interested in taking on the Charity Drive role. Vanessa will reach out and discuss the role with her. Thank you everyone!
 - **The Event Team:** Amanda Panton/Trevor Hinkley - Next week, we will email out a donation request sheet. We recommend PTO help gather some donations for The Event to help with the lift. We have the carriage ride as an auction item for The Event this year!
 - **Skate Night:** Allison Dorsey/Lorry Marvin - We will not be doing in class sales this year. Sales will take place online and/or at the door the night of the event. We will implement a wristband system so the line is not as long at the door as previous years. Mr. Martin said we can have a table on campus where pre orders can grab their wrist bands before the event. We have volunteers to help. Supplies are under \$150 which is well under what we will make for this event.
 - **Garden - Melissa Miller** - We received a \$300 grant for the herb garden! Well done! We are currently applying for additional grants.

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Adjournment - Becca motioned to adjourn the meeting at 5:58pm. Melissa seconded. Ayes carried the vote.