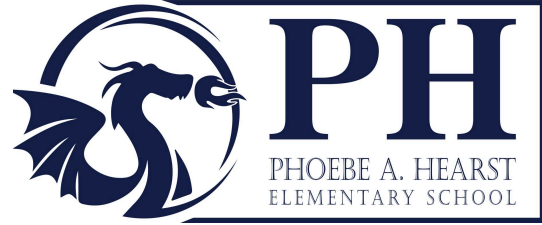


Phoebe A Hearst Elementary School
Parent Teacher Organization

Special Meeting
September 25, 2024
Virtual



Special Meeting Agenda & Minutes

Attendance:

(Lorry will fill in later)

Roll Call:

Present:

President: Erica Clayton

VP: Lorry Marvin

Secretary: Vacant

Treasurer: Anastasia Dolotov

Comms: Amanda Panton

Hospitality: Kearsten Shepherd

Parliamentarian: Isaac Gonzalez

MAL: Serra Klunk, Jason Hechtkopf, Allison Dorsey, Trevor Hinkley, Mariana Sandrock

Fundraising Coor.: Fonda Trimble

Enrichment: Becca Frazee

Kim Pebbles

Nicole St. Germaine

Nichole G.

Rachel Conner

Absent PTO Board Members:

Special events: Kerry Sokol

- **Call to Order**

- President called the meeting to order at 6:05 pm

- **Motion to approve the agenda:** Anastasia

- Seconded by Isaac

- **Action Items**

- Calling for a vote to add two Members at Large positions to our board via an edit to our [bylaws](#).
 - Erica made a motion to add two MAL to the org chart and to the agenda:
 - Lorry: moved to amend the motion to amended the bylaws section 4.2 to state the number of PTO board members should be no fewer than 8 and no more than 21 members.
 - Seconded by Anastasia
 - Discussion followed: Points made:
 - Why is it strategic to add two MAL positions at this time?
 - Will it create a difficulty in having quorum at PTO Board meetings?
 - Adding two additional slots was a motion called by two PTO board members and supported by two more in order to provide opportunities for more voices to be heard in voting positions on the PTO board.
 - Having additional MAL allows more parents/PH adults to get exposure to the inner workings of the PTO which is helpful in encouraging people
 - Erica motioned to move to a vote on the motion.
 - Serra seconded
 - The ayes carried the motion
- Executive Board Nominations of members into open PTO Board positions.
 - Erica motioned to vote on Nichole St. Germaine for the PTO executive board vacancy role of secretary.
 - Serra seconded the motion
 - No request for discussion.
 - The ayes carried the motion.
 - Erica motioned Melissa Pennel into a vacant MAL position.
 - Serra seconded the motion
 - No request for discussion.
 - The ayes carried the motion
 - Affirm Denae Pruner into her co-treasurer role
 - Point of order: this position is not an elected board role so does not require a vote.
 - Erica moved to recognize Denae Pruner as Anastasia's co-treasurer.
 - Point of clarification: Anastasia will continue to hold the voting seat for this role.
 - Anastasia seconded.

- The ayes carried the motion.
- Location of future meetings, and process for non-board or committee members to attend.
 - Votes for the location of the PTO Board meetings were gathered via a Google form sent to all PTO Board members and currently active committee members.
 - 43.3% of submitters voted for Sutter Lawn
 - 36.7% of submitters voted for Phoebe Hearst Library
 - Discussion followed: points made
 - Phoebe library requires cost to reserve, conflicts with afterschool care and requires permits, there's a cost associated and custodial staff must remain present until the meeting is over.
 - Sutter Lawn is free and open to whomever wants to attend a PTO Board meeting. There is no time limit or cost associated.
 - There is a concern about the optics of meeting at a private tennis club (Sutter), and how comfortable new PTO members might feel approaching that environment.
 - Sutter allows folks to bring their children as well.
 - A reminder that the purpose of the PTO is to fundraise for enrichment activities and other benefits for Phoebe Hearst students, teachers and staff. Where the Board meets is not important as long as they can conduct the business at hand.
 - Shared context: we have held PTO meetings at a number of various venues as alternatives to Sutter Lawn and each and every time it did not go well. No one can be on PH campus past 7 pm (our meetings are rarely done by 7 and we were actually locked on campus for the reason after a meeting ended). Campus use is also not free and requires janitorial staff to stay throughout. Breweries & restaurants are very loud, crowded and too many distractions - meetings take way longer at those. We tried the small meeting area at our local Raleys and even that was really loud and distracting and the table space is not conducive to a meeting format.
 - This discussion is tabled for the time being. PTO Board members will meet at Sutter as selected by the majority of board members.

- A suggestion to share a statement of clarification for PH families as to why the Board meets at Sutter was shared by three members.
 - Process for non-PTO Board members to share business at meetings: please contact the Secretary Nicole St Germaine and the outreach coordinator, Jason to let them know they have business to share so it can be added to the agenda.
- **Other non-elected positions with current or upcoming vacancies:**
 - Webmaster: Chad Lathe was just secured this week. Lorry's husband and PH parent to a 2nd and 5th grader. He will reach out to us as help and information is needed. He'll create a process to submit items for
 - We need folks to lead these roles:
 - Jog-A-Thon 2025
 - Skate Night
 - Science Night
 - Harvest Festival is in need of new coordinators for 2025
- **Enrichment/District Contract**
 - CLARA update from Becca
 - District-hired music teacher can only work two days a week so PTO provided funds for PH to hire CLARA to fill in the gaps.
 - It's been recently announced that the district and PH need to work through the SCTA to use CLARA and while that's worked out, a pause has been placed on CLARA music class at PH. We are hoping for a resolution so classes can resume in the spring.
- **Quick Info/Updates/Asks:** We ran out of meeting time to cover these items. Updates will be shared during the next regular PTO Board meeting.
 - **Room Parent info for Oct/early Nov - to Jen this weekend**
 - **Socializing Prior to Meetings**
 - **Costume Closet (Kim)**
 - **Boo Grams**
- **Adjournment**
 - Erica moved to adjourn meeting at 7:01 pm. Serra seconded. The ayes carried the motion.