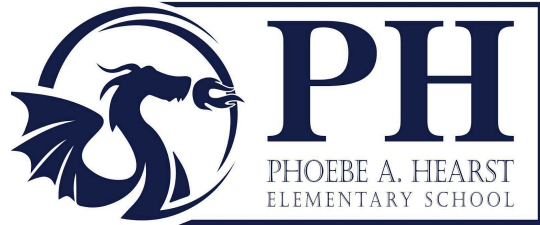


Phoebe A Hearst Elementary School  
Parent Teacher Organization

PTO Meeting  
March 12, 2024  
PHE Library - 6pm



**Attendance:**

Present:

President: Erica Clayton

VP: Lorry Marvin

Secretary: Nichole St.Germain

Treasurer: Anastasia Dolotov

Co Treasurer: Denae Pruner

Communications Chair : Amanda Panton

Fundraising Coordinator/Homerun Reader - Fonda Trimble

Hospitality Chair/Small Fundraising: Kearsten Shepherd

Parliamentarian: Isaac Gonzalez

MAL: Melissa Pennel, Jason Hechtkopf, and Allison Dorsey

Spelling Bee: Rachel Connor

Garden: Melissa Miller

Assistant/Permits: Sarah Zorn

Garden: Melissa Miller

Homerun Reader: Jenny Close

Assistant Principal: Kevin Nguyen

**March 2025 Agenda**

**Our Organizations Agreements:** Individuals agree to be respectful of others, engage in collaboration and communication, and listen to who is speaking without interrupting.

**Call to Order** - President called the meeting to order at 6:07pm.

- **Approval of Draft Agenda** - Kearsten motioned. Amanda seconded. Ayes carried the vote. The parliamentarian suggested we amend the agenda for voting. Lorry motioned we amend the agenda to push all voting until after board reports. Kearsten seconded. Ayes carried the vote.
- **Approval of February 12th Minutes** - Kearsten motioned. Allison seconded. Ayes carried the vote.

- **President Report:** Erica Clayton

- Welcome & Reflection

- General Updates

- Vote on financial requests - make sure we are following the framework guidelines within our decisions. Framework includes: 1) Is it within the scope of the PTO? 2) Is it financially feasible? 3) Is there admin/school site support? 4) Recent historical investment by PTO in an attempt to create equity (dependent on our financial flexibility)?

- Parking Lot Fence - Vote on whether or not we are going to fund this project or if Isaac is going to do his own fundraising efforts using our 501c3. Evaluate within framework guidelines - Parking lot fence fits under campus beautification, no long term financial impacts, does have admin school site support, and no recent historical investment from the PTO in that area. Lorry motioned to open the floor for discussion. Isaac would appreciate the board funding the fence, but is not asking. Isaac said he would be happy to fundraise for it independently and diligently make sure not to cross or pull away from any current fundraising. He said he could even have my fundraising efforts take place in the summer. If PTO does decide to fund the parking lot fence, Isaac said he would donate \$1k towards the project. Clarification question: Is there financial feasibility from the PTO to fund the parking lot fence? Answer from treasurer: Yes, we are financially ahead this year by \$15k due to spending less on the music program. Music is not happening this year due to the issue with Prop 28/Clara. If we allocate \$9k, then we have \$6k remaining for other asks and expenses. Lorry moved to vote to use PTO funds to fully cover the cost of the parking lot fence. Allison seconded. 11 voted Yes. Motion passed.

- Adam's Additional Asphalt - Vote on whether or not we will fund the request for asphalt to create an additional PE area. Evaluate within framework guidelines: it does fit under campus beautification, does not have admin/district support just yet/not sure when we would receive the okay for this project, there has been historical recent investment of \$3600 in this area. Discussion: Adam would prefer asphalt to turf, it is a harder surface, will provide an extra basketball court for second and third grade students, allow intermediate full ball court, and better for jumping/landing/gaga ball. Question: Are there weight restrictions in that area? At one point the school was a landfill. Answer: We do not know specifics about weight restrictions. This project will allow for much better PE routines for primary students, create an additional designated PE location, and can be used for extra periods. Amanda is on the ESLL board, ESLL would like to turn that area into turf and would cover the cost of implementing the entire project. ESLL would like to make it into turf so it could be a practice area for softball girls to warm up. ESLL has shown Adam the turf area near the batting cages, Adam prefers asphalt. Members discussed how turf can get hot, but so can asphalt. Question: Any information regarding Adam's request to replace the lego wall and implement a rock wall? Answer: We have no information regarding this request. Hold off on discussing this request until Adam provides more information. Member question: Do we have admin/district support and approval for the asphalt request? Answer: Member reached out to Adam and he said that we do not have approval from the district at this time. Member question: Do we have the financial ability to fund this project? Answer: We have \$6k

remaining in the PTO budget for additional asks and expenses. Anastasia moved to discuss allocating \$6k to help fund this ask. This ask does not have admin/district support and approval to move forward, it does not follow within the framework guidelines at this time. In regards to ESLL stepping in to fund the project, that would be between ESLL/admin and the district.

- Gifting Retirees - Vote whether we fund through the PTO budget. In the past, we have made gifts for retirees. Ms. Jane, Ms. Desiree, and Mr. Goul will be retiring this year. Lorrey motioned to approve \$500 for retiree gifts. Anastasia seconded. 13 voted Yes. Motion passed.
- Library Mural - Vote whether we fund through the PTO budget. Amanda feels confident she can keep this within The Event budget for now. Cost is \$1500 exactly. Lorrey motioned to allocate \$1500 from the PTO budget to the library mural. Kearsten seconded. 13 voted Yes. Motion passed.
- **Principal Report:** Doyal Martin - no report.
- **Teacher Report:** Jeanne Chasko - Arya Topcu was the winner of this year's Spelling Bee, and will advance to the Scripps Regional Bee this spring. Mr. Goul thanks PTO for all the support over the years. Since he's retiring this year, he is doing a yearbook of actual photos for each of his current students with his PTO funds. He is very grateful! Some of the staff wondered if there were any written comments regarding talent show tryouts that were shared with the kids so they would know how to do better next year. Also, huge thanks for the help with tryouts! The last one was an idea for having calming corners in some classrooms from a teacher.
- **Treasurer Report:** Anastasia Dolotov/Denae Pruner - Financial Summary Report: Garden received a donation of \$1k for the greenhouse and a \$300 grant as well. Skate night \$900 withdrawal, many classes are taking field trips right now so a lot of money is coming out, there are withdrawals for

The Event of \$11k, and the library wall is included with a \$1,500 withdrawal. Second page lists all transactions and will be available online, if you have any questions, please let us know.

- Denae - Last meeting, we talked about opening CDs to invest our money. We have a total of \$270k right now between the Schools Credit Union and Wells Fargo accounts. We are going Friday to transfer all money, from Schools Credit Union, to Wells Fargo. Right now, CD options are offered in variations of 3/7/11 months. Certain variations will have a better rate of return. The high time for expenses for us is Sept/Oct, net positive usually, but do want to have money that will not be tied up in a CD account. Money will be tied into those accounts during the duration of the time of the CD, there will be a penalty for pulling money out earlier. The money that is sitting in the Schools Federal Credit Union savings account is \$118k, with \$2k restricted. We can invest \$118K. We have one school year of operational cost sitting in savings, this is the prior year's money so we would not be using/investing money from this year. Wells Fargo is the account that holds our current operating costs. Minimum deposit is \$2500 for 3 months, others are \$5k, so we need to decide what we are comfortable putting into a CD. Do we decide this now, discuss amongst the treasurer and the board as a whole, or make a proposal and bring it to the board? The parliamentarian said that this magnitude of a decision would be a board decision. Deals and rates change every Friday and we do not want to wait another month to make our decision. Isaac motioned to give treasurer latitude to set funds for the CD investments. Lorry seconded. 14 voted Yes. Motion passed.

- **Committee Reports:**

- **Skate Night:** Allison Dorsey - We made just under \$1k. It was a good turn out! The Rink was not charging people appropriately at the window, something to note for next year. We have a lot of extra wristbands, we placed them in the PTO closet for use at other school events. The no line was a huge deal compared to years prior. It was a successful and fun night! You all did a great job!
- **Member Outreach/Volunteer Coordinator:** Jen Almaguer/Jason Hechtkopf - PTO has put together an informational document to

help draw parents in to volunteer and guide them to the website for more information about areas of need by the PTO and on campus. We will be working together to set a plan to get information out to families for next year. More to report on that next month.

- **The Event: Amanda Panton/Trevor Hinkley** - Tickets go on sale on Monday 3/17. Banners are hung up in front of the school and on the 60th street gate. Everything is plugging along and doing great! There is an early bird deal and 3 tables available, all listed on the website. Thank you to all who have brought in donations. Please look at the donation spreadsheet and add new companies not already listed and/or call to inquire about a donation request.
- **Enrichment Coordinator/Prop 28 - Lorry Marvin** - No real update. Becca reached out to Jasjit last week and hasn't heard back. He met with CLARA, we are not sure what the outcome was. We reached out to a handful of music places to fill the temp roles for this year. So far there is no interest.
- **Science Night** - Lorry - It's coming together! We have a good number of booths. We recently added a catapult table and an ambulance with a dummy to the mix. The STEM room will be set up with microscopes. The Nature Bowl team is practicing their presentations. Tons of good stuff. We have a food truck doing a limited menu for us to keep the line moving. Drewski's Hot Rod Cafe is doing chicken strips & grilled cheese baskets. The main thing that we need is volunteers and making sure people know about Science Night. The SignUp Genius: <https://www.signupgenius.com/go/30E0B4DA5AF2DA5FE3-55421837-science#/> went out in the March PTO newsletter and in the Friday announcements. Only a few people have signed up. We will push that out again through room parents and social media. Hopefully, Mr. Martin will talk about it during morning announcements. I sent him some talking points. We might need folding tables and coolers for the event. The snack bar is selling drinks. I'm hoping to clear out the PTO closet and sell all of the drinks there. We are asking people to bring their own tables if

possible, but this event uses a lot of tables. I'm sure we could use more if people are willing to let us borrow tables and coolers. Just make sure they are labeled. Tables and coolers can be dropped off and stored in the PTO closet the week of March 17th and then picked up the week of March 24.

- **Hospitality Chair/Small Fundraising** - Kearsten Shepherd - Teacher Appreciation Week starts the first week of May. We need to discuss teacher gifts, if personalized we need time to order. In the past, teacher gifts have been doormats, tumblers, totes, hats, t-shirts, and visors. The gift is really up to the committee. Thoughts on music festival theme, everyone thought this idea was great! Need to discuss the budget. Ideas for the week: kids could decorate doors, Mr. Martin and Mr. Nguyen could do a pushcart with coffee/treats/music for teachers, lanyards/vip passes for teachers, make their own trucker hat truck, and lounge area set up special for teachers. PTO paid for off campus luncheon in the past. Wonderful ideas, Kearsten! Discussion moved to committee.
- The Event on March 20th from 5-8pm at Threadeco Boutique in Old Sacramento. They will be donating 25% of all proceeds that night and through the weekend, ending on 3/23. All sustainable clothing, some new and some old and she does styling services as well.
- **Homerun Reader** - Fonda Trimble- Need to check the budget. I will verify the number of readers total for this year and discuss with Anastasia/Denae.
- **Adjournment** - Isaac motioned. Kearsten seconded. Meeting adjourned at 7:20pm.