

Phoebe A Hearst Elementary School  
Parent Teacher Organization

PTO Meeting  
February 12, 2025  
Sutter Lawn - 6pm



## February 2024 Agenda

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

### **Attendance:**

Present:

President: Erica Clayton

Vice President: Lorry Marvin

Treasurer: Anastasia Dolotov

Co Treasurer: Denae Pruner

Secretary: Nichole St Germain

Communications Coordinator: Amanda Panton

Fundraising Coordinator: Fonda Trimble

Special Events Coordinator: Kerry Sokol

Hospitality Coordinator: Kearsten Shepherd

Enrichment Coordinator: Becca Frazee

Parliamentarian: Isaac Gonzalez

Membership Coordinator: Jen Almaguer

Jog-A-Thon Co-Chair: Paige Brokaw

MAL: Trevor Hinkley, Jason Hechtkopf, Allison Dorsey, Mariana

Sandrock, and Melissa Pennel

Teacher Representative: Jeanne Chasko

**Call to Order** - President called the meeting to order at 6:05pm.

- **Approval of Draft Agenda** - Lorry motioned. Paige seconded. Ayes carried the vote.
- **Approval of January 8th Minutes** - Isaac motioned. Lorry seconded. Ayes carried the vote.
- **President Report:** Erica Clayton
  - Welcome & Reflection - Who was your celebrity crush? What

advice would you give your daughter before she gets married?  
Board reflected on questions.

○ General Updates

- Financial Support Requests- The executive board met and discussed the financial requests that have been brought to the PTO. These requests have been discussed in the monthly PTO meetings as well. We are trying to build a framework for supporting and prioritizing all financial requests so we are equitable in our giving. Link to Framework for Prioritizing Financial Requests: <https://docs.google.com/document/d/1-0a8gW6XrSaBzBPjipQyJJWn1EMeh5ObvTJCKWahGAM/edit?usp=sharing>  
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). In addition, the executive board talked about Cake versus Icing. Cake: These are fundamental things that we can lend our support to vocally and try to work with the district, as PTO/school representatives to accomplish our goals. Icing: These are things we can provide that fit within the framework described above. Ultimately, it is up to the decision of the board on how we proceed with all asks presented to the PTO. The Framework will not work every time. We will need to be flexible and not all of the boxes will be checked at all times. We reviewed the list of asks and assessed each one under this Framework (included in the document link above). We discussed having this document for the board to preview and have access to at all times, so it can be used to discuss and make decisions. We ask that you review the document link/Framework above and the asks that are listed.
- Parking Lot Fence - Issac will discuss later in the meeting.
- Greenhouse - Garden has the money in the budget to move forward with the greenhouse. This can be discussed between the Garden Committee and Anastasia.
- Asphalt for grassy area - Would Mr. Eisner prefer turf or asphalt in that area? If it can be turf, the way he wants it to be, then he is ok with turf especially if ESLL is open to

financially supporting this decision. District, facilities, and ESLL will discuss how to move forward. Did Mr. Heisner have a rock wall request? Kinder request? We will need to discuss with Mr. Eisner regarding his requests for this year.

- Do we want to try to fund the mural in the library without a free dress day, if we have the funds? Can the funds for the mural stay in The Event budget for now? If all of The Event budget is not used, then we can utilize those funds for the mural.
- Onhold - Mr. Henrikson does not want to move forward with the stage at this time.
- Sheava Shed - on hold for now.
- Please take a moment and look over the list of asks and the framework presented. This is all just an introduction, to review and process how the asks fit within the Framework. The idea is to create consistency and equity across these decisions. Of course, special circumstances will arise and we can address those as they come up.
- Member question: Should we take action on asks now, with the school year being so short? Answer: Yes, we should be making decisions here soon.
- Member question: Can we find grants to help fund the asks? Answer: As a 501c3, we have to consider how the grants will impact the PTO budget liability and impact the relationship with the district.
- PTO Roles- I want to impress upon all of us the value of attendance during PTO meetings, it is not always easy and I appreciate it when you contact me. I will always be okay and never want anyone to feel guilty, you come when you can. I appreciate you keeping me in the know, but understand completely. Roles that will be available, they are listed in the document above.
- How to best onboard people that are new - it is vital to the board to communicate if you do not intend to continue in your role. I will be working hard with Amanda and Jen to communicate that to the community. The executive board discussed simplifying and making the transition easier to handle the work that is involved in each role. Please let us know if you want to continue and/or if you want to nominate

yourself for a position.

- Spring Election - It is going to be really important to make it a requirement to be a member at large that you are on a volunteer committee or chair, join a committee to help out in places that you can. Does not have to be a heavy lift.
  - Member question: Is there a place to learn about what the responsibilities are for the various roles? Answer: Another task I have for the board will be to input the information/responsibilities on a document for each role. The election committee has done this for the roles on the board and will send over their documents (listed in the link above).
  - New PTO email on the website, the google drive associated with that will be filled with historical documents/current documents, so we have better access. Member question: Did we lose historical information from the previous drive? Answer: We still have access to that drive and we are migrating information over. If anyone wants to help with that, let me know. Member offered to help.
  - June Meeting - We will be bringing on new people and saying goodbye to others. The date is conflicting with the end of the school year. Erica moved to move the June meeting to June 4th. Lorry motioned. Any opposed? No. Motion passed. Should we move it to another location? We can discuss the location as we get closer to the date.
  - Rats found the candy from movie night in the PTO closet. They chewed up a lot of Harvest Festival decorations. Moving forward, food left over from an event will be donated to the staff lounge. Food cannot be stored in the PTO closet. All Harvest Festival decorations that were ruined are okay to get rid of. We will need to inform parents that we will not have the entirety of the decor for the Harvest Festival next year.
  - Kerry volunteered to co-chair the Jogathon.
- **Principal Report:** Doyal Martin  
Kindergarten screening will take place February 18<sup>th</sup>, 19<sup>th</sup>, and 22<sup>nd</sup>. All at the Serna Center. The screener used is a nationally normed screener called the Brackens Readiness (BSRA -4).

Young Actors Stage auditions begin March 3<sup>rd</sup>.

Trimester 2 ends on March 7 and begins March 10<sup>th</sup>.

6<sup>th</sup> graders are off to Sly Park on March 10<sup>th</sup> for a week

- **Teacher Report:** Jeanne Chasko - Teachers want me to say thank you to the PTO! We are thankful for all the help with the field trips. It really means a lot and gives us all such grace when we are educating the students at Phoebe. We need to find a way for the kids to not be in the PE space while Mr. Eisner is teaching. The teachers do Stride by the ball wall and it is dirty, but it is the only place that we are not getting hit with balls. Regarding turf vs. asphalt in the PE area: In staff discussions of safety during PE it was noted that turf might "look" good but would not work for Phoebe's needs. The need is to have a place to practice with balls that bounce as in basketballs, tennis balls, etc. Ms. Le wrote a wonderful, published book called Focus, Focus Little Moon! Thank you for the Spelling Bee, it was wonderful! Thank you for the 3rd grade concert. Parents were all so gracious and kind.
- **Enrichment Coordinator/Prop 28:** Becca Frazee - The music program at Phoebe costs \$30K and this cost is split between Prop 28 and the PTO. The music program fell apart and the money has become available in the PTO budget. There were changes made to the Clara contract so it needed additional review/approval. The director, at the district, is on a leave of absence so the music program is on hold and will not be happening this year. Jasjit Singh did not know there was an issue and is talking to Clara tomorrow. It is unlikely we will resolve this since the director will be out of the office until the end of the year. We do not have \$30k to spend on music without Prop 28. Phoebe gets \$80k total from the district for Prop 28. Funds expire at the end of year and go back to the state. We receive \$80k each year. We need to come up with a plan on how to get music on campus, this year, without the Prop 28 money. We have a plan that costs \$16k and will fit within our budget. We are looking to hire 4 different teachers with different specialties and music focus for each grade. 10 lessons, 45 min each, weekly in 4-6th grade, 3rd 4 hours, 10 lessons for each grade, each class. Recorder, 4th choir, 5th drums (or another option since we do not have the instruments), 6th ukulele. We have reached out

to Sac State, but have not heard back from them yet. If you know of any music teachers that would be interested, please let us know. This is a huge change to the budget. If this plan does not work, we have \$16k for one off asks to the board. Music should resume, per normal, with Clara next year.

- **Treasurer Report:** Anastasia Dolotov/Denae Pruner - Becca's update regarding Prop 28 funds/music program (above). If the music program does not take place this year, there will be \$16k available in the budget for one off asks to the board.

Anastasia - Budget phase 2 - Jogathon raised \$6k more than we planned for, money is still trickling in. Hearst Grant was \$15K, we received in August (this is not a guarantee each year) and should be used for one time items. Save Mart Cares Grant 5k (use it this year on a one time ask, not guaranteed each year). Zeroed out \$254K even without Prop 28, we are still within income budget (due to grants) just \$1k off. We are doing great! Checking on Dine and Donate to make sure money is coming in and/or need follow up with businesses.

- Expenses - No changes. 6th grade promotion was increased by \$2k so it is now \$13k. Campus beautification was bumped up as well, they have \$700 left bumped up \$2k, we want to let the remainder of the campus have funds for improvements as well.
- Added \$150 to the spelling bee for trophies.
- Garden - budget \$5k personal donation, \$200, and a new donation of \$1k. \$1300 remaining for greenhouse. Garden has enough to cover their ask.
- Music reduced the cost budget by \$16.5. Lion's Dance we took from the music budget which made sense.
- Bottom line - phase 2 column you will see net positive \$22k, so we are doing wonderful.
- I feel comfortable with \$15k for the PTO asks. Erica will include this in the document being sent to the board regarding the list of PTO asks for this year. The amount will change after The Event fundraiser. We do have funds for the asks so please review the document being sent by Erica.
- We are looking into putting some money into a CD. Possibly taking \$100k, money back in 3 month intervals (3,6,9,12). This way we have money

coming back versus sitting in a bank account. Considering Wells Fargo and looking at what they are offering, we are currently banking there now. We will be presenting and discussing this here soon. We have money sitting at Schools Credit Union as well. We need to make sure money makes money for us so we can set up for future success financially.

- **Comms Team Report:** Amanda Panton - No report. Members comment on how social media posts look so great, everyone loves the graphics and captions! The monthly PTO Newsletter is wonderful as well!
- **Committee Reports:**
  - **Skate Night:** Allison Dorsey - We have sold 51 tickets. My boss volunteered to pay for the posters and we put those up on campus. We purchased 1,000 wristbands because it was less expensive and they can be reused for future events. We will place the extra wristbands in the PTO closet, they have Phoebe Hearst Elementary written on them. Siblings can attend, the whole family is welcome. Please help spread the word about the event!
  - **The Event:** Amanda Panton - Donation request letter/spreadsheet have been sent to all members in PTO. Please review the spreadsheet and ask companies for donations, write your name down when you contact a company so we do not duplicate. We have everything booked: caterer, dj, etc. Member question: What is the best approach to asking for a donation for The Event? Answer: Can make a phone call, email, or submit a request online. Use the donation letter for information to put on forms and/or for what to say to the company. Discussed the idea of making packages so that there are fewer silent auction items. Amanda had the idea of experiences to donate.
  - **Science Night:** Kelly Hall/Becca Frazee - We need more vendors. We have 12 currently and we are ideally looking for 24 vendors. If you know somebody that might be interested, please let us know or have them fill out the Science Night Interest Form:  
[https://docs.google.com/forms/d/e/1FAIpQLScqvMk8uBPZNpFE-6B01EnDNOAVb77yi0yK3s-ys-J9Y1ptrA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScqvMk8uBPZNpFE-6B01EnDNOAVb77yi0yK3s-ys-J9Y1ptrA/viewform?usp=sf_link). If



you are a room parent, please send the interest form to your classroom.

- **Traffic Committee:** Isaac Gonzalez - Isaac gave a report regarding the installation of the Safety Fence at Phoebe Hearst. This critical piece of infrastructure was part of the parking lot redesign approved through the district, but was left uninstalled. The fence would be a 4 foot chain-link fence along the fire lane next to the two lanes.
- Member Question: Why is this not being funded by the district since it was already approved? Answer: District acknowledges that this is a need, but they prioritize funding for schools with fewer resources. This project will not receive funding in the foreseeable future. They have exhausted all efforts trying to receive funding/support through the district.
- The fence will cost \$10K. A district approved contractor, who is a former Phoebe alumni has provided a bid for the scope of the project.
- Isaac would like to secure funds for the fence, on his own, through donations that do not duplicate the fundraising efforts currently taking place at Phoebe. Isaac would like to utilize the PTO's 501c3 to keep the project in house in its entirety.
- Isaac is asking the board to consider approving his endeavor to move forward with this project with the support of their nonprofit status.
- The document Isaac provided detailing the funding and installation of the safety fence:

## **Proposal: Funding the Installation of a Critical Safety Fence at Phoebe Hearst**

### **I. Background**

- In 2022, a parent was tragically killed while picking up her sixth-grade daughter from Phoebe Hearst Elementary.
- Recognizing its limited resources, the **school district sought to improve safety** by reducing the number of parents waiting off-campus during pick-up and drop-off times.
- One of the key measures implemented was the **reconfiguration of the parking lot**, improving traffic flow and parking availability.

### **II. Parking Lot Redesign & Missing Safety Component**

- The parking lot redesign was developed in **direct consultation with the Traffic Safety Committee**, which provided meaningful input and improvements to the final design.



- However, one **critical piece of infrastructure was left uninstalled**—a **4-foot chain-link fence** along the fire lane next to the two entry lanes.
- **Safety Risk:** The absence of this fence presents a **serious liability**, as small children could inadvertently run into the flow of traffic, posing a **severe risk of injury or death**.

### III. Efforts to Secure District Funding

- Over the past **two years**, the Traffic Safety Committee has **exhausted all efforts** to secure district funding for this necessary safety measure.
- Advocacy efforts included:
  - Speaking with the **school board member**
  - Engaging directly with the **district's head of facilities**
- **District Response:** While they acknowledge the need, the district prioritizes funding for schools with far **fewer resources** than ours, meaning this project will not receive funding in the foreseeable future.

### IV. Request for PTO Support

Since all other avenues for funding have been exhausted, the Traffic Safety Committee is **formally requesting PTO assistance** with the following:

1. **Coordinating Fundraising Efforts**
  - Partnering with the PTO to organize **fundraising activities** to cover the **\$10,000 cost** of the fence.
  - A **district-approved contractor**, who is also a **former Phoebe Hearst alumni**, has provided the bid for the project.
2. **Utilizing PTO's Nonprofit Status**
  - Leveraging the PTO's **501(c)(3) nonprofit status** to facilitate **tax-deductible donations** for the fence project.
3. **Ensuring Fundraising Coordination**
  - Collaborating with PTO leadership to **strategically schedule fundraising efforts** so they do not create **opportunity loss** for other important school events and initiatives, such as:
    - **The Event**
    - **Jog-a-Thon**
    - **Other critical PTO-led programs**

### V. Conclusion

- This fence is a **vital safety measure** that must be completed to protect our students and community.
- We deeply appreciate the PTO's consideration and **are open to any suggestions or ideas** on how to move forward effectively.
- If you have any **questions or concerns**, I am happy to discuss further.

Thank you for your time and support.

- Homerun Reader - We picked a date, it is Saturday, May 31st.
- Thank you Fonda for coordinating the Lion's Dance.

- Erica commends the whole board for all of their hard work to make everything happen for our school and kids. She has a valentine for everyone. Happy Valentine's day!

**Adjournment:** Vice President adjourned the meeting at 7:50pm.