

PTO Board Meeting Minutes 12/7/2021

Attendees: Kelliann Seitz, Evalani Washington, Heather Sufuentes, Samantha Luger, Sabrina Bamlet, Gina McCammon, Anu Martone

Absent: Hildi Myers, Becky Heigl

Location: The Lab Bar & Grill, 250 Cohasset

Call to order – Evalani Washington, President

- Call to order: 6:12 pm
- Board change announcement: Becky Heigl submitted resignation letter for Communications Coordinator. Becky will be working at Parkview and due to other commitments, she is unable to continue in the role for the remainder of this school year.

Secretary's Report – Gina McCammon, Secretary

- Approval of Minutes from October 5, 2021 Board meeting – Motion by Kelliann, Second by Evalani. **Motion approved.**

Principal's Report – Heather Sufuentes, Principal

- Just had the last staff meeting for 2021.
- Students are finishing up projects. The STEM Showcase will be an opportunity for parents to come to school and view the students' projects. The students will showcase for the school this Friday. Parents will be invited to come see it in March.
- Heather will check with the Gateway Science Museum to see if we can partner on a science fair.
- Parkview hired a 5th grade teacher who will be starting in January.

Treasurer's Report – Samantha Luger, Treasurer

- Samantha presented the Treasurer's Report for November which was also emailed to the Board in advance of the meeting.
- Samantha provided a check for \$109.43 to Kelliann for PBIS reimbursement.
- Tax forms have been filed.

Events

- **Turkey Trot coffee tent – Evalani**
This was a great opportunity to engage with more Parkview parents. She visited with parents she had never seen before. It was a minimal expense to do this and recommends we do it again next year.
- **Teacher luncheons/moral support – Anu Martone**
In November she helped Heather to provide pie, cheesecake and coffee for the staff. It was delivered on a decorated cart to each person. Samantha provided a check to Heather for \$134.37 written to the school for reimbursement.
In December, staff will be given a special treat (details to be documented after it takes place). Plan is within approved budget.
- **Spring event idea – Scient Night? Is Kristine Mazzei still around?**
The school year before COVID Kristine Mazzei coordinated a Scient Night with guest scientists who came in to present to students and families. Their family is not in Chico right now. In Kristine's absence, we will continue to research doing a science fair in partnership with Gateway Science Museum.

- **Group discussion regarding coordination between Events Coordinator and people who volunteer lead each event.**

How do we maximize the opportunities for families to get involved? Parkview Pride Day may have a new name to help families new to the school understand what the event is all about. Even if people don't come to paint, prune rose bushes, or do hands on school improvements, we still want them to come and enjoy the Parkview community of families.

PBIS Update – Kelliann Seitz, PBIS Coordinator

- Sabrina, Anu and Hather Leveroni have been rotating to staff the Paw Bucks store. Two classrooms did a popsicle party. In addition to the cart, PTO has a table which they plan on using to lay out items from the Paw Bucks store so students can see things better.

New Business & Open Discussion – Evalani Washington, President

- **Review Fund Requests**

There was a disconnect regarding who was monitoring the PTO Gmail Inbox so we need to catch up on reviewing and responding to funding requests.

- Mallinger Art Cart - request for \$259.79. Motion to approve \$200 (max the Board can approve outside of a general meeting). Motion by Kelliann, Second by Evalani.

Motion approved.

Follow-up: The additional amount of \$59.79 will be brought to the General Meeting in January for review. Evalani will check with Mrs. Mallinger to see if she paid out of pocket and if she did, request a receipt. Check was not written at this meeting.

- Meyer – Book Farm field trip request for \$200.00. Motion to approve \$200. Motion by Kelliann, Second by Evalani.

Motion approved.

- Lansden – Book Farm field trip for \$250.00. Motion to approve \$200. Motion by Gina. Second by Kelliann.

Motion approved.

Follow-up: The additional amount of \$50.00 will be brought to the General Meeting in January for review.

- Second grade teachers – pumpkins for \$246.76. Motion to approve full amount because it covers funding for three classes (less than \$200 each). Motion by Gina. Second by Evalani.

Motion approved.

- Allspaugh – Roll up pianos for \$536.14. Review tabled for January General Meeting because they will be purchased all at once per Heather.

- Hoelzen - Whiteboard markers for \$25.09. Motion to approve full amount. Motion by Evalani. Second by Kelliann.

Motion approved.

Total of Funding Requests approved & check written to the school for \$671.85.

- Jeff Davis – 40th Birthday is December 18. FYI for the board members. The last day of school is December 17.
- PTO Email: Extreme Science Show. Evalani asked the company for more information and is waiting to hear back. Hoping to have more details to bring to the General Meeting in January.
- Board members roles & goals for Spring 2022

- PTO Gmail and announcement board – General discussion regarding how to cover the Communications Coordinator duties this Spring.
 - Monitoring and acting on Gmail account. Sabrina will do this. Per Kelliann, Parkview will loan a Chromebook to PTO if we need one for PTO business.
 - Weekly update to Jeff for STEM newsletter. Group likes the weekly designated PTO space.
 - Bulletin board – Sabrina will do this. When we post around the school site, try to include a QR code so people can scan it with their phones to access forms, etc. Jeff Davis knows how to create QR codes if we need help.
- Group brainstormed parents coordinating specific games/activities within each event similar to how this is done at other schools. For example, at the Harvest Festival, a 5th grade parent could coordinate food (since the proceeds go to the 5th graders), 2nd grade parent could coordinate games, 3rd grade parent (Nan) could coordinate the pumpkin display. This makes it less work for one single person and gains more family involvement.
- Thank you card for Becky for her service to the board.
- Anu proposed a Career Day. Bring in leaders for all different fields and have them share with the students what they do and how they got there. Board members support this idea and we will bring it to the general meeting for discussion.
- Sabrina is taking over Parkview Pride coordination. This is the next big event. She recommends rebranding so families know what the event is. When she surveyed other parents, they weren't clear on what the event is. Possible new names discussed were "Parkview Clean Up Day" and "Parkview Campus Work Day" including "show your school some love".
- In January (after the holidays) the Board will touch base with Tasha Cody regarding scheduling another restaurant takeover.
- Discussed PTO sponsoring an event in the spring: bowling, Cal Skate, or elsewhere. Bring to January meeting for further discussion.
- At the January meeting we will recruit for Board positions.

Adjourned at 8:22 pm