

## **Parkview PTO**

### **General Meeting Minutes – November 2, 2021**

**Attendees (in person):** Gina McCammon, Evalani Washington, Raquel Polivka, Sabrina Bamlet, Anu Martone, Kelliann Seitz, Nan Miner, Heather Sufuentes, Hildi Myers, Christine Bochi-Galli, Samantha Luger

**Location: STEM Lab**

- I. Call to order: Evalani Washington called the meeting to order at 6:06 pm
- II. Introductions by all present
- III. Mrs. Galli thanked the PTO for the supplies. Students are enjoying the extra room at their desks. The items from Lakeshore are working well and they seem durable.
- IV. Secretary's report: Gina McCammon  
Motion to approve September 7, 2021 General Meeting Minutes with correction to Hildi Myers' last name spelling. (Evalani Washington/Hildi Myers) Motion passed.
- V. Principal's report: Heather Sufuentes  
Trimester 1 is wrapping up. They are focusing on PBIS mini lessons each week focusing on a reteach of playground rules. Field trips are taking place. Thank you to Nan and all of the families who volunteered for Harvest Festival. They received so much positive feedback about the event. Thank you to PTO for the funding for staff appreciation. They had a staff lunch with pizza and cookies. Heather will coordinate the Laps for Learning top earner lunch for Christian Harris.
- VI. Treasurer's Report: Samantha Luger  
Printed report was presented. Group discussed the \$5,045.39 expense dated 10/12/21. The office manager thought the school was ordering 20 sets of headphones instead of just one sample set. When we voted at the Board Meeting last month, we approved a quantity of items, not a dollar amount total. Due to this discrepancy, PTO now has a credit with the school office of \$3,281.64 which may be used for future purchases approved by the PTO. This has been confirmed in an email exchange between Heather Sufuentes, Evalani Washington, and Samantha Luger. The group discussed how to simplify this process moving forward so we don't run into scenarios in which the office is holding funds for the PTO.  
Anu Martone has a receipt for soda for the staff luncheon last month. Heather Sufuentes confirmed that the school can't reimburse a parent or staff member.  
Motion to approve reimbursement to Anu Martone for \$23.80.  
(Kelliann Seitz/Sabrina Bamlet). Motion approved.
- VII. Staff Appreciation: Anu Martone  
Anu provided an overview of the discussion in a previous meeting. PTO is helping Heather Sufuentes via funding and coordination to implement a staff appreciation surprise each month. Last month (October) was pizza, cookies and soda.  
Motion to approve \$200/month for the remaining 7 months in the school year.  
(Nan Miner/ Raquel Polivka) Motion approved.  
Heather Sufuentes recommended we keep the money in the PTO bank account and then she will submit receipts for reimbursement as expenses occur. If anyone has suggestions for how to support staff appreciation in future months, contact Anu Martone at [anuc3@yahoo.com](mailto:anuc3@yahoo.com).

Hildi Myers requested reference to "Staff Appreciation" because it includes all teachers, aides, custodians, etc.

- VIII. Increase PTO presence and parent engagement with PTO: Evalani Washington  
Evalani suggested that PTO set up the PTO tent at Friday sing. Heather Sufuentes confirmed that during school hours there are restrictions to who can be on the school grounds. A recent example was the costume parade the Friday before Halloween. "Spectators" are allowed in designated areas. This would not allow for parent visitation at a PTO tent during Friday sing. The group discussed an alternate idea to set up the tent outside of school before school, maybe in January. How do we get people to sign up to get involved and volunteer? School is planning on the Turkey Trot this year. It would be okay for PTO to set up a tent with coffee to engage with parents.  
Motion to approve up to \$100.00 for coffee for this event.  
(Hildi Myers/Sabrina Bamlet) Motion approved.

IX. Events

Laps for Learning: Kelliann Seitz

The event raised over \$31,000. The 5th grade students raised over \$6,000 which is dedicated to Adventure Week and graduation. 68% of students in the school participated. If a student brought in anything, they received 5 Paw Bucks so they could get a prize from the Paw Bucks store. Kelliann is working on improvements to the Panther suit to keep it cooler inside.

Harvest Festival: Nan Miner

They received positive feedback having the pumpkin display in the courtyard instead of the STEM lab. People liked having more space on the basketball courts. Prizes for pumpkins were popular. Each student who brought a pumpkin received a raffle ticket for entry. \$772 was raised for 5th grade Adventure Week. Improvements noted for next year include setting up more parent volunteers for the food tables, bigger signs marking the entry and exit, and more light in the pumpkin display area. They learned you can rent hay bales for \$1/day. Nan will turn in receipts for reimbursement to Samantha Luger. Next year they want to use pie boxes again instead of plates. That worked well this year.

VIII. New Business & Open Discussion

Fund Requests:

- Evalani Washington presented a request from Mrs. Janos. The item requested is a purple air monitor for her classroom. The group discussed that since this request is to address a staff member's concern about air quality in their work space, this should be addressed by the school. Heather Sufuentes confirmed that the school has site funds that can be used for these types of requests. Evalani Washington will follow-up with Mrs. Janos to update her on next steps. PTO did not vote on this item due to the overlap with Maintenance & Operations with the school district.
- Anu Martone presented classroom items requested by staff. Staff were surveyed to determine what supplies were most needed to support learning. The PTO Board voted to approve one sample set of each item at the meeting in October. The items were received and have been tested in the classroom. Some worked. Some didn't. One item that was successful was a chair pocket that provides additional storage for each student's desk. To get enough for all students in the classrooms where the teachers want them we will need to

order 41 sets.

Motion to fund 41 sets of chair pockets for a total of \$2,961.84.  
(Kelliann Seitz/Evalani Washington). Motion approved.

The portable lap desk will be held for review later. Heather Sufuentes shared that the teachers have been busy with the end of Trimester 1 and may not have had time to reply to the survey. We want to make sure we have an accurate count of who is requesting this item.

Headphones are needed for all students. Hildi Myers requested that PTO identify headphones with sound limits to make sure we're protecting hearing.  
Motion to approve funding up to \$3,300 for headphones for the whole school.  
(Nan Miner/Gina McCammon) Motion approved.

Four sets of rolling carts are needed, as confirmed by the staff survey.  
Motion to fund purchase.  
(Hildi Myers/ Anu Martone) Motion approved.

The remainder of the funding suggestions will be reviewed at the next meeting.  
One item requested was a door mat. Please send concerns regarding door mats to Heather Sufuentes. This is a site responsibility and Safe School funds should be used. Heather Sufuentes will follow up with Mr. Swingle regarding his request.

The group discussed standardizing how much the child care provider should be paid for each general PTO meeting.  
Motion to pay \$50/meeting for this school year.  
(Evalani Washington/ Anu Martone) Motion approved.

#### Open Discussion

Raquel Polivka asked if there will be a holiday concert this year. Heather Sufuentes confirmed that this depends on each teacher and each class. Raquel offered to coordinate a talent show in the spring.

#### Reminder

There is a Chico Unified School District Board Meeting tomorrow night.

Meeting adjourned at 7:41 pm.