



El Granada PTO General Meeting Minutes

28 May 2025

(6:08-7:35pm, El Granada Elementary)

Board Members	Claire Conlon Frances Cooke Sabine Cummins Breanna Lafontaine	Nicole Lopes Doug Machado Melissa Majewski Joanna Narayanan	Haley Peterson Molly Stone Lauren Wilson
General Members	Avis Calhoun Olena Kravchenko	Lauren Labreque-Jessen Abbie Neff	Erin O'Connor-Brown

16/9 Required Members Present: **Quorum Achieved**

Decisions Made		
Decision	Proposed By	Vote
Minutes from May 7th	Motion: Melissa Majewski Second: Nicole Lopes	All in favor

Key Discussion Points	
Topic	Discussion
General & Administrative	<ul style="list-style-type: none"> ● 2025-2026 Budget Approvals <ul style="list-style-type: none"> ○ School Supplies - \$8,500 <ul style="list-style-type: none"> ■ Nicole Lopes motions to approve ■ Breanna Lafontaine seconds ■ All in favor ■ Order will be processed in August ○ Hospitality - \$3,000 <ul style="list-style-type: none"> ■ Nicole Lopes motions to approve ■ Avis Calhoun seconds ■ All in favor ○ General Operating Expenses - \$3,500 <ul style="list-style-type: none"> ■ Nicole Lopes motions to approve ■ Lauren Wilson seconds ■ All in favor ○ PE - up to \$20K <ul style="list-style-type: none"> ■ Breanna Lafontaine motions to approve ■ Lauren Wilson seconds ■ All in favor ● Discussion on 2025-2026 Leads and Committees <ul style="list-style-type: none"> ○ Current leads - <ul style="list-style-type: none"> ■ Family Fun Events - Nicole Lopes ■ Sweetheart Dance - Laura Butterfoss ■ Staff Appreciation Week - Breanna Lafontaine



	<ul style="list-style-type: none"> ■ Book Fair - Mel Foley ○ More leads are needed to host events <ul style="list-style-type: none"> ■ Learn about roles and responsibilities here ○ Email elgranada.pto@gmail.com to find out how you can help ● 2025-2026 Board Election <ul style="list-style-type: none"> ○ President <ul style="list-style-type: none"> ■ Breanna Lafontaine nominates Molly Stone ■ Nicole Lopes seconds ■ All in favor ○ Vice President 1 <ul style="list-style-type: none"> ■ Breanna Lafontaine nominates Joanna Narayanan ■ Doug Machado seconds ■ All in favor ○ Vice President 2 <ul style="list-style-type: none"> ■ Frances Cooke self nominates ■ Avis Calhoun seconds ■ All in favor ○ Fundraising Chair <ul style="list-style-type: none"> ■ Haley Peterson nominates Doug Machado ■ Nicole Lopes seconds ■ All in favor ○ Communications Director <ul style="list-style-type: none"> ■ Position is vacant ■ Lauren Wilson will support over summer ○ Financial Secretary <ul style="list-style-type: none"> ■ Melissa Majewski nominates Nicole Lopes ■ Lauren Wilson seconds ■ All in favor ○ Treasurer <ul style="list-style-type: none"> ■ Nicole Lopes nominates Melissa Majewski ■ Lauren Wilson seconds ■ All in favor ○ Secretary <ul style="list-style-type: none"> ■ Sabine Cummins self nominates ■ Abbie Neff will shadow ■ Doug Machado seconds ■ All in favor
Financial Report	<ul style="list-style-type: none"> ● An in-depth finance update is available here ● Highlights include - <ul style="list-style-type: none"> ○ \$189K in account at start of school year ○ Spend \$96K ○ Operating expenses are flat ○ \$89K from fundraising ○ Account has \$30K less balance than where we started at the beginning of the school year



Principals Report	<ul style="list-style-type: none"> ● MCC meeting is tonight <ul style="list-style-type: none"> ○ Feeling optimistic about the lighting plan ● Construction update <ul style="list-style-type: none"> ○ Should be ready by start of ○ Campus will be closed June 9 through August 8 ○ Request PTO share campus will be an active construction zone during this time ● Fifth grade promotion is Wednesday, June 4 at 1:30pm, seating will start at 1:15pm ● Lost and Found <ul style="list-style-type: none"> ○ Please collect your belongings before the last day of school ● Ms. Bruno and Ms. Shue are retiring. Please join us in wishing them well. ● Hiring for next year is going well <ul style="list-style-type: none"> ○ We have three new staff members coming on board - teacher (Ms. Rippe), counselor and school psychologist ● School office will be closed during the break <ul style="list-style-type: none"> ○ Nancy Arevalos will be working remotely from the Pilarcitos campus until the temporary office established ● 5th Grade Promotion will be Wednesday, 6/4 at 1:30pm in MU
Fundraisers & Events	<ul style="list-style-type: none"> ● Paws in the Park - 5/31 from 11am-2pm at Quarry Park <ul style="list-style-type: none"> ○ Signage, permits and obstacle course are completed ○ \$4,000 raised so far ○ 30 dogs registered ○ Rescue organization coming ○ Event will include a bounce house for children ○ Food and refreshments will be provided by Half Moon Bay Rotary Club and Half Moon Bay Lions Club ○ PTO will make cotton candy ○ Need day of volunteers ● Fifth Grade Field Trip - 6/2 at Santa Cruz Beach Boardwalk <ul style="list-style-type: none"> ○ Charter buses hired ○ Unlimited ride wristbands purchased ○ Students will be required to provide their own lunch and refreshments ● Fifth Grade Promotion - 6/4 1:30pm <ul style="list-style-type: none"> ○ Seating will be available starting at 1:15pm ○ Set up is all set ○ Still need volunteers for cleanup <ul style="list-style-type: none"> ■ Breanna Lafontaine will share Sign-Up Genius ○ Candy leis are being made ○ Avis Calhoun will bring in container for leis ○ Balloon arches planned for stage backdrop ● TK/K Summer Play Dates - 6/21, 7/19, 8/10 in Quarry Park



	<ul style="list-style-type: none">● August 13th - TK/K Welcome Social at El Granada Elementary
Open Forum	<ul style="list-style-type: none">● In response to Erin O'Connor-Brown sharing the CUSD website is being updated and Nancy Arevalos is updating the school website, Claire Conlon asked if EGE school events will now appear on the CUSD calendar like some other schools events do and who would be responsible for sharing/uploading that information● School Site Council needs 3-4 new members starting in August<ul style="list-style-type: none">○ Meetings are typically at 3pm, 6-8 times yearly● Avis Calhoun came to say thank you to the PTO and to remind us all that if there is not ample support, you don't have to do it all● Erin O'Connor-Brown shared all ELD fifth graders have been re-classified<ul style="list-style-type: none">○ This means they will not be required to take ELD courses at Cunha and will be able to enroll in elective classes

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