

PTSO Meeting

February 23rd, 2023 / 6:00-7:30 PM / In Person (with google link option for Sra. Marta)

ATTENDEES

English CoPresident- Angie Pena
Spanish CoPresident- Yesenia Barcenas
Secretary- Kate Gawron
Treasurer- Emily Overpeck
Volunteer Coordinator- Erin Hernandez
Web Director- Gina Collins
Teacher Representative- Eudoro Olivares
Fundraiser Chairman- Currently Vacant. Responsibilities being fulfilled by Erin Hernandez
Courtney Carrie
Brianna Darling
Nicole Pachon
Mary Magrisso
Elizabeth Medina
School Principal- Senora Marta, online
Sara Garcia, online

Meeting called to order by CoPresident Angie at 6:10pm.

AGENDA

Introductions

1. Name, your connection to RDLS

Last Meeting Follow-up

2. Volunteers needed for Conference Food donations and Book Fair cashiers, Presented by Erin
 - a. Sign ups are live on Parent Square (new district wide app) with SignUp Genius links
 - i. Carlos (in front office, RDLS outreach coordinator) currently uploading content on behalf of PTSO with links for families to sign up.
 - b. Anne Moorney (parent volunteer Team Lead for Scholastic Book Fair) needs volunteers to be cashiers during conferences.

- i. Yesenia Barcenas (PTSO board member and also Para Clerical at Richfield High School) will ask high schoolers for morning and evening support.
 - c. After book fair volunteer needs are met, can fill Spirit Wear volunteers to run booth during book fair.
 - i. Can we cross train volunteers to process transactions for both the book fair and spirit wear?
 - ii. Create flow chart with Standard Operating Procedure (SOP) with instructions about how to process Spirit Wear sales. Laminate resource and keep with items.
- 3. Food for teachers during conferences (taco dinner March 22nd and yogurt bar breakfast March 23rd)
 - a. Sign ups are also live on Parent Square with links to describe items needed and how to donate cash as well.
- 4. Nominations and voting for next year's board members will be at May meeting
 - a. Open positions, Presented by Angie and Yesenia
 - English Speaking CoPresident (2 years)
 - Volunteer Coordinator (2 years)
 - Fundraiser Chairman (2 years)
 - Discussion about adjusting position to 2 people
 - Secretary (2 years, current Secretary Kate can run for the full 2 year term since onboarded later in the current school year)
 - i. Description of each role will be uploaded on rdlsptso.org website. Currently listed on RDLs PTSO Friends and Family Facebook page, search for Bylaws.
 - 1. Gina will research how to update 2018 Bylaws as needed
- 5. Fiesta de las Monarcas- May 19th, 6pm-11pm. Presented by Angie and Yesenia
 - a. Team Volunteers: Angie, Courtney Carry, Sara Garcia, Kristie, Brianna Darling, Elizabeth Medina
 - b. Spreadsheet about what has been donated will be shared to avoid duplicate donation requests from local businesses
 - c. Currently collecting grade level donations in the office
 - i. Basket assembly date TBD
 - d. Will blast on FB to raise awareness and spread word amongst teachers to encourage involvement
 - e. Make letter of request for donations available on website to send via email
- 6. Buddy Bench Update
 - a. Purchased and stored with Pat, Lead Custodian
 - i. He requested that it be installed after the snow melts to determine best placement

- ii. Plaque/sign with description explaining bench?
- iii. Classroom curriculum including a book for each room?

New Business

1. Financial Update, Presented by Emily

- Account has about \$40k available
- Raised
 - \$261 at Chipotle restaurant night
 - \$2,060 during Read-a-thon
- Spent
 - Paid for all bussing used for field trips to date. Budget allows the remaining year's field trips.
 - 32 Pickleball paddles purchased for gym teacher Mr. T
 - Teacher Grants
 - Provided \$2,100 of resources to teachers to date
 - \$100 available for Veteran teachers and \$150 for new teachers
 - Teachers can request up to \$300 more under certain circumstances (information is available in the teacher's lounge/break room)
 - Deadline for reimbursements is Spring break
- Proposal to purchase display cabinet with lock for hallway (entire school, would not belong to one department or grade specific).
 - Cost including shipping \$3,800
 - Information shared by Erin Hernandez after speaking with Sra. Mack (art teacher). Recognized by CoPresident Angie. Motion by Courtney Carrie. Second by Mary Magrisso. Brought to vote and results unanimously in favor.
 - Would still keep existing display cabinet (without a lock) and possibly use in lunchroom (where there is more visibility and easier to monitor contents).
- Ideas for additional PTSO spending
 - Shade structure for playground
 - Garden area to have Outdoor Classroom
 - Enclosed storage (ex: rubbermaid cabinet with lock) to keep items such as whiteboards, picnic blankets, outdoor yard games for use when classes are outside.
 - Learning space (that can be enclosed) to ensure it is used only by RDLS vs accessible to the public and vulnerable to vandalism.

NOTES

1. Grade/Room Parent (similar to having a paraprofessional to assist teacher)

- Voluntary role to participate in a classroom to help support teachers with various tasks. Can be your own child's class or different classroom. Teachers may ask for help sharpening pencils/crayons, creating monthly newsletters describing what subjects are being taught that month, filling Friday folders...etc.
- This opportunity existed before the pandemic and was very helpful cultivating community and connection between families and school staff. It has been challenging to rebuild some of these programs due to several changes and important to re-establish.
- Steps to get involved
 - Forms (Parent name, their contact information, their child, grade and teacher) completed by parents during conferences
 - Also have sign up available online rdlsptso.org website year-round
 - Teachers turn into office
 - List is compiled and those interested will undergo a background check
 - Carlos (front office Outreach Coordinator) conducts a Volunteer training
 - Room parent assigned to class and connects with teacher
- Educate teachers about this resource
 - Have them determine what help is needed, when and how to connect with their Room Parent

ACTION ITEMS/Responsible Parties

1. **Edit Meeting Agenda notes** that lists Board Members and Roles to remove "(not elected)" by Volunteer Coordinator position, **Angie**
2. **Cross train volunteers** for book fair to also process Spiritwear table? **Question for Erin**
3. **Create SOP** instruction/guide to process Spiritwear sales? **Gina and Erin**
4. **Share working spreadsheet** of donated items (that have been collected to date) for Fiesta de las Monarchas online rdlsptso.org. **Team: Angie, Courtney Carry, Sara Garcia, Kristie, Brianna Darling, Elizabeth Medina**

5. **Upload** request for donations letter for Fiesta de las Monarchas, so it can be easily sent out via email.

Gina and Angie

6. **Buddy Bench** plaque/sign and classroom resources update? Question for Erin and Kelsey (parent that raised funds for bench)

7. **PTSO Goals- Increase awareness about committee and generate excitement to get involved**

- Reduce intimidation to join and be more transparent about the various levels of commitment
 - Post the descriptions of PTSO Board Member Roles and Responsibilities online rdlsptso.org, currently working on reviewing and updating with former and current PTSO board members, Lead by Gina
 - Review and Assess current Bylaws (from 2018) for next year, Gina
 - Create posters visible by Spring conferences, explaining what PTSO does for the school (with QR code directing to rdlsptso.org website), Kate
 - PTSO board members available for any questions? All Members

NEXT WEEK'S AGENDA

1. Important Dates coming up

- April (date TBA) next Restaurant night, more information to come
- April 18th, 8:00am-8:45am, Sra. Marta's Coffee with the Principal. Any PTSO updates provided at this time.
- April 21st during school (times to come), Fun Run! Funds raised support recess carts and Mr. T (gym teacher)
- April 28th, 5:00pm-8:00pm: All school Carnival, more information to come
- May 16th, 6:00pm-7:00pm: PTSO General Meeting in RDLS gym
- May 19th, 6:00pm-11:00pm: Fiesta de las Monarchas (in person adult only event, online auction items will be available).
- June (date TBA) Restaurant night, more information to come

Motion to adjourn meeting by CoPresident Angie. Seconded by Courtney Carrie. Present members agreed.
Time of adjournment 8:17pm.