

2020-2021 PTO Board Members			
X	PRINCIPAL	MELISSA MAISEN	X STAFF LIAISON SANDY DELUE
X	CO-PRESIDENT	JEN KWEE	CO-PRESIDENT OPEN 21/22
X	CO-TREASURER	GANG LIU	CO-TREASURER STEPHEN PICKENS
X	CO-VP FUNDRAISING	LAURELL GRAHAM	CO-VP FUNDRAISING OPEN 21/22
	CO-VP GRANTS	ARTHI RAJAN MAKHIJA	X CO-VP GRANTS STEPHANIE MILLER
X	CO-ROOM PARENT COORD	BECCA PARTRIDGE	X CO-ROOM PARENT COORD DEANNA WILLIAMS
X	CO-SECRETARY	AZADEH HAWKINSON	CO-SECRETARY OPEN 21/22
	DIR OF HEALTH & SAFETY	Optional	
COMMITTEES			
	COMMUNICATION	WEI LYNN ENG	
PARENT / STAFF MEMBERS			

Virtual Meeting (via Zoom)

Meetings are scheduled every 2nd Tuesday of the month, 7pm.

<https://us02web.zoom.us/j/81233577365?pwd=cnBCdTNtbGp4cUJQdUNrVkdSeINCZz09>

Meeting ID: 812 3357 7365

Passcode: 123123

Meeting Called to Order: 7:07 pm

Meeting Adjourned: 8:09 pm

NOTES:

ACTIONS called out in Blue

MOTIONS in green

1. President's Report

- Letter sent out a few weeks ago, and put into the Thursday folders
- Parking Spot winner has begun. Next Drawing will be for January.
- When we get back in January, pick up the pace for form completion and donations
 - Can use Room Parents to drive that in the new year
 - Maybe introduce inner-classroom competitions
- Jen looked into cost for a vinyl sign
 - @Arthi to share if we have any in the shed
 - @Az to share the file for the logo
- Q - with vax available to younger ages, can we consider having on-campus events?
 - Melissa has not heard any updates as of yet. Staff might be open to having volunteer system
 - Can we get some parent volunteers to plan a Spring event? *Jen recommending volunteers to lead some*
 - If it's during school, we'll have to make sure fingerprinting is done which can be a lengthy process.
 - If we're planning something off-site, maybe a package to pick up and do at-home
 - Some ideas, but no finalized decisions

2. Principal's Report

- Assembly Bill that has to do with layoff protections for classified employees. Any classified employee can be released with 60-days notice, but now with the new bill the layoff notification has to happen similar to certificated staff which is a March 15th deadline. Our HR department has to significantly move up our date for when employees need to be notified of position opportunities

- Relevance is that PTO pays for some of the grant for some of the employees
- Contracted employees that we have are Librarian and IAs
- We'll have to know by January, versus normally later in the year, whether we'll need to fund the roles for the next year.
- Wage increases are also being negotiated at the time, to consider for the cost. Avg 3-8%
- ~\$22k for library and ~\$34k total for IAs
- Melissa should have more detail this Friday 12/17, so we can discuss in January meeting
 - Dates TBD - may need to do votes in January meeting, or via email beforehand
- One of our IA's, Sagal, has resigned, and her last day is Friday. The position is currently posted.
Need to use this to fuel donations to come in so we don't lose these resources.

3. Staff/Teacher Report

- Teachers are excited for the winter break
- 1st Trimester is done and report cards are done
- Teachers were encouraged to Amazon Wishlists and shared out to the classes

4. Officers/Committee Report

- Room Champs
 - Reminders went to Book Fair, Donations, and encourage wishlists
 - Holiday parties are being planned between Teacher/Champs
 - January - will look into some more things that can be done for teachers/staff. I.e. Sweets Feast - bringing treats for the teachers? Maybe for Valentine's timeframe
 - Becca to follow up in the new year
- Treasurers
 - In the past 5 weeks, we have seen a good wave of money coming in.
 - October Benevity funds
 - @Gang to provide details to how we are compared to our Goal
 - This will help to understand January funding decisions
 - All monthly reports are going into Google Drive
<https://drive.google.com/drive/folders/1il58p3mJGAU23y3axXaTHoc0RXpeuwEa?usp=sharing>
 - Jen/Gang managing a Donation spreadsheet together
 - Benevity - @Az to follow up with Apple to deactivate Stevens Creek
- VP Grants
 - A few grants and allowances came in and have been approved
- Fundraising
 - Charleston Wrap
 - Food Fundraisers for January - Lazy Dog, Chipotle and Panda Express coming up
 - Farm Fresh To You and Pasta
 - Will look into Baskets, themed baskets
 - Already starting to think of fundraiser ideas next year! Holiday cards, pumpkin auction, etc
 - @Deanna has some great ideas and will connect with Laurell on ideas
 - @Az to look into Spiritwear

5. Open Forum

No items

Meeting closed at 8:09 pm Jen called meeting to close, Stephanie seconds.

NEXT MEETING: Second Tuesday is January 11 @ 7pm

Notes Approval

Tally of approvals, via email

Yay - 3

No -

Abstain -