

Attendees

| * PTO Executive Board Members | | | Yes | No | Abstain |
|-------------------------------------|---------------------------------|-----------------|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | President | Jennifer Kwee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Principal Staff Liaison | Melissa Maisen | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Staff Liaison | Sandy DeLue | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Co-Treasurer | Gang Liu | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Co-Treasurer | Jane Yang | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Co-VP Fundraising | Laurell Graham | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Co-VP Fundraising, Secretary | Wei Lynn Eng | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Co-VP Grants | Garima Jain | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Co-VP Grants | Monique Barakat | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Co-Room Champ Coord | Becca Partridge | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Co-Room Champ Coord | Melissa Baxter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vote Tally: | | | 4 | 0 | 0 |
| Special Committees | | | | | |
| <input checked="" type="checkbox"/> | Communications | Wei Lynn Eng | | | |
| <input type="checkbox"/> | | | | | |
| Community Members | | | | | |
| <input checked="" type="checkbox"/> | Jane Onorato | | | | |
| <input type="checkbox"/> | | | | | |
| | | | | | |
| | | | | | |

Meeting Called to Order by: 7:02pm, Jen Kwee

Agenda

Action items in pink.

President's Report

1. Walkathon
 - a. T-shirts in production. Should be delivered tomorrow.
 - b. Good number of entries for Walkathon design t-shirt contest.
 - c. Corporate sponsorship: \$4500, Family sponsorship: \$10,000 (includes donation from OMG through Square)
 - d. Need to continue to ask people to donate. Melissa will do another blast.
 - e. Structure will be the same as last year. Using the ipads and name badges to scan.

Principal's Report

1. Music program update will only be available after 5/15. CUSD looking to hire teachers for TK-3, instead of using CSMA. Hiring is a problem, so might still need to rely on contract help such as CSMA.
 - a. If funding comes from the state (Prop 28), PTO does not need to cover.
2. Preliminary numbers - looks like gaining a TK class.

Staff Liaison's Report

1. Thank you for Appreciation Week. It was a lot of fun.
2. Feedback for BookFair.
 - a. Prefer if Book Fair is not the same time Open House, can't use the GLC for Art Show.
 - b. More impactful if we can have the Art Show in the GLC.
3. Feedback for Grants/Teacher Allowance:
 - a. Would appreciate an email from PTO to let teachers know how much is left for them to spend, and to get receipts in.
 - b. Hopefully next year the system will be better now that there is a streamline system/spreadsheet.

Treasurers Reports

1. Fiscal year ends June 30th.
2. Jane just filed for previous tax.
3. June 1st deadline to submit expenses.
4. Cash should put in CD to get better interest rate for a few months until school starts.

Secretary Report

Last month's meeting not voted on. Will be sending this month's meeting notes together with last month's for voting.

Fundraising Report

1. School Spirit Day (one week push) \$407.87.
2. Popcorn Sprint profit \$198. 21 hours to go.
3. Yogurtland scheduled for last day of school
4. Panda Express mid-June (their nationwide fundraiser).

Grants Report

1. For late requests, do teachers need these items in the last month?
 - a. We need to be clear on the intention. Grants need to be spent on current year's students. Communicate this out.
 - b. We can put the cut-off date earlier. CUSD's deadline is Friday before Spring Break, with some exceptions.

Room Champion Coordinator Report

1. Appreciation Week went very well. PTO provided baskets for 4 SDC classes that didn't have room parents.
2. End of year gifts using remaining class funds.

Communications Committee

1. PTO slides for TK/K meeting is updated.

Open Forum

1. Book Fair:
 - a. Thank you for the feedback from Sandy.
 - b. Feedback from parents: Takes a lot of work for everyone involved to raise \$2500.

- c. From Jane's viewpoint: Not just to fundraise, but also providing an experience for the students.
 - d. Need to have access to main calendar of event ahead of time because BookFair scheduling occurs one year ahead.
 - i. From Melissa: BTSN, Open House dates have not been set yet.
 - ii. BTSN usually 10 days after enrollment.
 - e. Might have it with Walkathon next year. But a challenge because we're fighting for volunteers.
 - f. Wei Lynn and Jen will work on a PTO schedule of events.
2. STEM Week
- a. Need minimum 2 volunteers for each class for safety reasons.
 - b. Becca will send out to the Room Parent group to get more volunteers.
3. Dinner for PTO Board, plus Jane O. Spouses welcomed. Jane will let us know the date.
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Meeting Closed at 8:22, Jane Aw motioned, Garima second.

Last Meeting of the year: June 6th, 2023.

References

1. [Stevens Creek PTO Constitution and Bylaws](#)
2. [Stevens Creek PTO Policies](#)