AGENDA

Ortega Elementary PTO Executive Board Meeting
Date: November 10, 2026
Google Meet (link here) and In-Person at Ortega Elementary

Meeting Norms: According to Robert's Rules of Order
Participation: Respect time limits; let board members have their own time and present reports without interruption.
Expectations: One speaker at a time, no interruptions or cross talk when a speaker has the floor, write down and save your questions for appropriate time.

Time:	**Item:**	**Owner:**
6:30-6:30	Call to Order ● Consent for transcription tool use	Christina
6:30-6:35	Approval November Agenda, October Minutes	Christina
6:35-6:40	Guest Speaker/Committees/District Updates (s): ● (if any)	Christina
6:40-6:50	Principal's Report	Principal Koenigsberg
6:50-7:05	President's Report ● Update on plan for high yield account (partnered with Lila) ● Update on timing of OTN delivery (vs. Principal's Otter Splash newsletter) ● Update on request to Principal to add OTN subscription instructions to his newsletter ● Meal Train for Ortega Family ● Nourish the Community Food Drive ● Ruby Bridges Walk to School Day ● Sees Candy Fundraiser Now - 12/4 ● Holiday Shop 12/14-12/18 ● Upcoming Dates ○ November 4-20 – Nourish the Community Food Drive ○ November 10 – TK/Kinder Tour, Spirit Day, PTO Meeting ○ November 11 – No school (Veterans' Day) ○ November 12 – TK/Kinder Tour ○ November 18 – Ruby Bridges Walk to School Day ○ November 23-27 – No School (fall break) ○ December 1 – Giving Tuesday, Coffee with Principal (*need volunteers*) ○ December 3 – TK/Kinder Tour ○ December 4 - Sees Candy Fundraiser Ends ○ December 8 – PTO Meeting ○ December 14-18 - Holiday Shop ○ December (date TBD) – Giving Wall Tree, Hot Chocolate Sales,	Christina
7:05-7:15	Vice-President's Report ● BrainPop update (re request for PSD approval to share student rosters to provision services, consistent with prior years' usage)	Chris

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7:15-7:25	Treasurer's Report ● Link	Jenny
7:25-7:35	Fundraising Update ● Otter Fest Recap	Ashley
7:35-7:45	Parent Council Representative ● Creepy Coffee debrief ● Pacifica School Board Oct 21 meeting + Election Results (Measure T and Board) ● Day of Service recap; next one Jan 18 MLK Day ● Global Village update Jan 28	Casey
7:45-7:55	K-2nd / 3-5 Grade Rep Report	Nicole & Dani
7:55-8:05	After School Enrichment ● Review feedback on Fall's classes ● Present Ideas for Winter/Spring semester	Lila
8:00-8:05	Communications	Nicole & Avie
8:05-8:10	Tech Coordinator	Nitin
8:10 - 8:15	Recording Secretary ● Bylaws revision discussion	Bobbi