

Ortega PTO Executive Board Meeting Minutes

August 19, 2025 In-Person / Virtual Meeting

PTO Executive Board Voting Members

(X by the name of all in Attendance)

Attended	Position	Name
x	President	Andriana Antoniou
x	Vice President	Christina Stewart
x	Treasurer	Jenny Gadwah
x	Co-Secretary of Communications	Christina Stuart
	Co - Secretary of Communications	Avie Louie-Smith
x	Secretary of Recording Keeping	Casey Fromson
n/a	Activities	TBD
n/a	Volunteer Coordinator	Vacant
x	TK-2nd Grade Rep.	Korin Andreatta
x	3rd-5th Grade Rep.	Erin Levardo
x	Parent Council Rep.	Nicole Fletcher
n/a	Fundraising Coordinator	Vacant
x	Technology Coordinator	Gaby Osegueda

Advisors Present (*principal and teachers are non- voting members*): Principal, teachers, and parents

Quorum (place an X by yes or no): x **YES** **NO**

In addition to PTO members, parents and teachers were present

The president called the meeting to order at 6:35 pm.

Motions/Votes Approved:

- Approval June minutes and August agenda

Guest Speaker/Committees (s): Guest Speakers:

Laverne Villalobos, Board of Trustee Member

- Big priorities for this year: Hiring new superintendent and accountability. Interested in attending PTO meetings in the future. Will suggest more involvement with PTOs at the Board of Trustees meeting. Board members should go to PTO meetings. There is a difference between the PTOs funding. Sunset Ridge ~\$50K. Cabrillo, Vallemar, Ortega around ~\$120K. Ocean Shore more.
- Superintendent putting together a chart of who to go to with concerns. Principal Romo the first line for issue escalation.

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- In November or December, will have a discussion about selecting a superintendent. Will consider paying for recruitment services to find a new superintendent. Will likely be an open meeting on the topic. Likely to take 3 months before the Superintendent is selected. Hoping that survey will go out to the larger community asking for what they are looking for in this leader.
- Lawsuit public record: San Mateo County Superior website to find more. The judge denied the injunction (that would have stopped the plan from moving forward).
- Recall - don't know the official status. Early October when we will know about any potential recall.
- Budget - Positive position. 5% reserves now. Will hire a nurse. Have the first human resource position. Don't want to do deficit spending.
- Parent Council Rep (suggestion from PTO member): Maybe it would be good for the PCR to partner with the Board and report out on the site needs at the board meeting.

President's Report

- Welcome & Introductions
- [Robert's Rules of Order](#) (summary) & how we vote
- Fiduciaries of Ortega PTO
- Thank you's for TK/K Meet and Greet, Back to School Coffee, and Ice Cream Social
- Push for new board members or by individual events, also at Back to School Night
- Upcoming Events: [Calendar of Events](#)
 - 8/21 Back to School Night (Slide Show, Live Scan info, etc.) 5pm - 5:30pm (Intros by Romo and PTO presentation. Will send out the slide show again).
 - 8/27 First day of popsicle sales ([sign up](#))
 - 9/11 Coffee with the Principal Library Courtyard (school pictures that day as well)
 - 9/12 Movie Night and Live Scan Event - need suggestions for the Movie
 - 9/26 Fall Harvest Fest
 - 10/24 Color Walk
- Discussion: fewer families at Ortega - may need to adjust fundraising goals and volunteer expectations. 385 families vs over 400 families last year. Discussion about reaching out to a broader audience and posting things at places such as Pacifica Community Center
- PTO Board Meet-up 8/29 5:30-7:30pm Puerto 27
- PTO Room - try to keep it cleaner this year

Principal's Report

- Back to school night on Thursday. 5pm Teacher intros. Classrooms open at 5:30pm session 1. Session 2 at 6pm. Closed at 6:30pm.
- Summer - professional development days and participants got paid. New reading curriculum. Refreshers on other academic programs and materials.
- Tuesday will be the new Principal messaging day
- Sept 11 Picture day for the yearbook

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- Sept x Park Ranger assembly
- Sept 14 Music note assembly about safety
- PAWS assembly - talking about PAWS values
- Want everyone to fill out the alternate income form, even if you are likely not eligible
- Going to have .4 Reading support teacher
- Williams Act issue with the small playground. Rated for 5-12 year olds. Getting addressed so TK they can play on it. Need a smaller step.
- PTO suggestion: Back walkway is overgrown and has a poison oak bush that needs to be cut back. Will put in a request to get it taken care of.
- Librarian - in the process of hiring a new one. Hope to select someone soon.

Vice-President's Report

- Spirit Wear - will sell at back to school night. Need to have a sign-up sheet to split up the duties.

Treasurer's Report

- Holiday Bouquet - will bring a company in to run it. 85% of the items will be under \$5. Can choose how much to make as PTO. Need to discuss a date and time. Hanukkah starts December 14 so maybe earlier. Need to figure out how it would work for younger kids if it is during the day.
- Provided monthly update on financials

Activities

- 9/26 Harvest Fest - similar to last year. With the addition of a pie baking contest.
- Popsicle sales
- After School Programs - Discussion: Should we use a platform like Homerun. Vallamar uses it. Cons: Charges 6% fee on top of the class fee and stripe to volunteer. Pros: Manages rosters and attendance. One stop for parents and less back and forth on the backend. Can't do it in the fall but could do it in the spring. Action item - Technology Coordinator and After School rep will discuss options of vendors and / or doing more in-house through the PTO website. Will report back.

Fundraising Report

- Color Walk - next one. Will discuss at the next meeting.

Parent Council Representative

- Ruby Bridges Grant - will apply for it. November 14, 2025 event date.

K-2nd Grade Rep Report & 3rd-5th Grade Rep Report

- Room parents needed, will send a note out to the teachers to make sure they are asking for one.
- Trying to streamline some items.

Communications

- Get info to Communications at least 48 hours in advance. Prefer to write the newsletter on Thursday and send out on Friday.

Tech Coordinator

- Everyone is set-up with emails etc
- Working on website backend stuff
- Swag will be sold on the website in the future
- Will look into the afterschool ideas

Recording Secretary

- N/A

Meeting closed at approximately _____8:05 _____ PM.

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The next PTO meeting September via Google Meets and in-person

Submitted by Casey Fromson