

Attendees

* PTO Executive Board Members			Yes	No	Abstain
<input checked="" type="checkbox"/>	President	Jennifer Kwee	<input checked="" 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	Jane Yang	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Co-Treasurer	Sneha Khabiya	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Co-VP Fundraising		<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 type="checkbox"/>	Co-VP Grants	Garima Jain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Co-VP Grants	Monique Baraket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Co-Room Parent Coord	Bhavana Byreddy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Co-Room Parent Coord	Huru Mammadova	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Secretary	Veronica Ryan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vote Tally:			7	0	0
Special Committees					
<input checked="" type="checkbox"/>	Communications	Wei Lynn Eng			
<input type="checkbox"/>	Makerspace	Jane Onorato			
	Book Fair	Veronica Ryan & Jane Onorato			
Community Members					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Meeting Called to Order by: 7:03pm

Agenda

President's Report

1. Lunar new year party:
 - a. Space secured for event.
 - b. Jen will be out of town. Will try and fly back in time.
 - c. Working on the flier.
 - d. Ask: needs help.
 - e. Dim Sum King has decent catering prices.
 - f. Time of event: 5pm- with set up time prior. Refer to last meeting notes for set up and take down times.
 - g. Informal vote to change date due to super bowl sunday conflict. Will people show up to the party and be willing to come early and set up? Should we reschedule the event? 3 people voted for a potential reschedule.

Principal's Report

1. Sent out staffing billing estimate for 2024/25.
 - a. Will be asked this month if we can commit.
 - b. January 19th deadline?
 - i. 3 positions, 2 general education IA for 3 hours and librarian
 - ii. About \$74,152 last year, could increase this year.
 1. Jen proposes we project increased costs based on last year's increase then determine whether or not this is something that can be sustainable as funded by the PTO.
 2. CEEF is donating \$1000 from "whole child". Can be used toward assemblies, if needed.

Staff Liaison's Report

1. Ask: can we put the yearbook date cover contest date on the PTO website?
2. Jane O sent a spreadsheet for STEM week. Sent out to teachers.
 - a. Classrooms that have parents trained in Ozobots will be able to utilize them during STEM week.

Treasurer's Reports

1. [December 2023 Financial report](#)
2. Q3 - Q4, 2023 Expenses report (Preliminary)
 - a. Michelle Telstad requests the amount teachers have to utilize within the budget.

Fundraising Report

1. Spring Auction. Michelle Telstad will help. Will work on a date/week.
2. Lazy Dog Restaurant Fundraiser, Jan. 23, All Day. [Flyer](#)
3. Panda Express Fundraiser, Feb. 27. Online orders only. [Flyer](#).

Grants Report

1. No updates

Room Parent Coordinator Report

1. No updates

Communications Committee

1. [2023-24 Calendar of Events](#) This is a living document. Does not have any dates for class parties yet. Feel free to add the dates when you have them.
2. Waiting for current donations to update the thermometer.

Book Fair Committee

1. March 1,2,4 & 5
 - a. Linden Tree Books
 - i. Veronica will work on getting Chris and any other people who may come cleared.
 - b. Author visit on March 2. Theme of the book will have a STEM focus. Author tbd.
 - i. Follow up with Jane to see if GLC is booked on facilitron.
 - c. Seeking approval: Librarian added cost of around \$320 to participate in book fair.
 - i. Actual amount paid for the Fall Book fair was \$257.25. Funds taken from CUSD and PTO joint account. Discussion around how and where the funds come from.
 - ii. Remaining funds around \$40 to utilize for spring book fair.

Open Forum

When is Walkathon?

- a. Jen- discuss date(s) with the board.
 - i. May 3rd: Friday before no school monday.
 - ii. May 17th: could work.
 - iii. Kick off walkathon t-shirt contest sooner.

Festival of colors:

March 25th (actual date). We will need to pick a date that doesn't overlap with other festivities. Potential date- April 5th.

Movie night? No cost in using field. We will need to pay for bathrooms. Potential shift of lunar new year event to movie night in space already rented.

Meeting Closed: 8:14pm

Next meeting: February 13, 2023

References

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