

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 type="checkbox"/>	Co-Treasurer	Sneha Kabhiya	<input 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 checked="" type="checkbox"/>	Co-VP Grants	Garima Jain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" 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 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:			6	0	0
Special Committees					
<input type="checkbox"/>	Communications	Wei Lynn Eng			
<input type="checkbox"/>	Makerspace	Jane Onorato			
<input type="checkbox"/>	Book Fair	Veronica Ryan			
<input type="checkbox"/>	TSAW	Wei Lynn Eng, Bhavana Byreddy, Huru Mammadova			
Community Members					
<input type="checkbox"/>	Chloe Ortiz	Safe Routes to School			
<input type="checkbox"/>					
<input type="checkbox"/>					

Meeting Called to Order by: 7:03

Agenda

President's Report

1. Festival of Colors: all logistics in order for a new date.
2. Walkathon:
 - a. All corporate sponsorships deadline April 30, 2024 (t-shirt order date).
 - b. Jen will be out of town, but will ensure all logistics are in order for the event.
Volunteers are welcome (needed) for that day.
 - c. Pledges \$3,500 and \$1,000 in hand.
 - d. Think about a school vs. school competition for next year.
 - e. Allocation of resources next year. Need to review. Aware that it is due at the end of the month to Melissa.
 - f. 2024-25 will need to find another treasurer.

Principal's Report

1. Management Meeting: reviewing the role that PTO plays in communication at school. New disclosure would allow PTO access to parent emails. Student families would be allowed to opt out.
2. Seeking a new Art program. (Music program will remain)
3. Fixed assets (devices, furniture, etc.) need to be purchased through the district.
 - a. PTO to keep record of approved budgets for these things.
 - b. System to ensure how grants are being used.

Staff Liaison's Report

1. n/a

Treasurer's Reports

1. Financial report ending 3/31/2024
2. 2024 Q1 Expenses overview:
3. Need receipts for reimbursements to be turned in for Fall Festival and other past events.

4. From Helen as of 4/10: PTO has \$2,713.75 in account number 9505-9160 (managed by the district)

Fundraising Report

1. Tasty Pizza raised \$435.35. Donation of \$500 (rounded up by business).
2. Spring Auction ready to go- April 22 - 28.

Grants Report

1. 23-24 Final wrap up & review
 - a. Around \$2,600 left in the budget.
 - b. Teacher grant receipt deadline.

Room Parent Coordinator Report

1. n/a

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.

Open Forum

1. Linden Tree Check for \$717.88 received? -Veronica R. received.
2. The Feast India Company Food truck at Walkathon or Festival of Colors. -Wei Lynn/Jane Yang. **Jen to review the budget to see if it is possible to include.**
3. Teacher & Staff Appreciation Week
 - a. Run down of the week
 - i. Wed is not a lunch (maybe teachers & staff want to bring their lunch that day).
 - ii. Treat day: Room parents to coordinate.
 - b. Set up:
 - i. Friday (minimum day) - Ok to set up after school? Set up tables, bring in supplies.
 - ii. Tuesday (Breakfast theme) - 7:45am set up to be ready for 8am. Helen arrives at 7:30am.
 - iii. Thursday & Friday (Lunch theme) - 11:30am to 2pm?
 - c. Project for each grade/class
 - i. Each grade gets a "person". E.g.: Gr.1 = Rene (Lunch Lady), Gr.2 = Custodian (Manuel), etc.
 1. Students can draw/write a note. I collect and hang up on a string that I will put up around lunch tables. Sort of [like this](#).

2. Requires teacher involvement. Would this be something they can do?

Meeting Closed: 8:46pm

Next meeting: May 14, 2024

References

1. [Stevens Creek PTO Constitution and Bylaws](#)
2. [Stevens Creek PTO Policies](#)
3. [Treasurer's Report](#)