

## Agenda

Knob Hill Elementary PTO Meeting

August 17, 2022

**Board Members:** Nicole, Vicki, Liz, Laura, Laurie, Summer, Alea

**Admins:** Amy Sannella

**Teachers:** Rachelle Brown, Donna Yee

### Call to Order – All

- July meeting minutes approved

### Welcome and Overview of PTO's Mission/2022 Activities – Nicole

- PTO supports KH in funding and school community-building activities
  - Examples of activities we have undertaken include funding to renovate the library, funding and starting up an art program, funding the new STEAM Lab; holding fundraising/school community events, e.g., ice cream social, Halloween Night, movie night, ornament decorating night, etc.
- Main projects for this year are fundraising to support the STEAM Lab and the school counselor
- Last year we had a record-breaking fundraising year and committed \$45K to the STEAM Lab. Then funding for the counselor fell through and we had an emergency meeting to allocate funds to bridge the gap
- We are all volunteers and need additional help!
- Board members commit to helping out with events, attending monthly PTO meetings, and taking leadership/ownership of one event (e.g., leading but with support from other Board members and volunteers), voting, helping with communications (e.g., social media, creating/reviewing flyers, translating flyers, etc.), helping with Spirit Wear inventory, etc.

### Board Vote for 2022-2023 School Year:

**President:** Nicole Orsini

**VP:** Open

**Secretary:** Laura Waldman

**Treasurer:** Vicki Landry

**Communications:** Summer Harris

**Members at Large:** Rachel Flores (provisional), Sarika Saxena (provisional), Liz Teigan, Alea Ferrier, Emily Shoots, Laurie Amador

- **2022-2023 Board approved** (provisional candidates to be fully approved after attending their second PTO meeting)

### **Principal/Vice Principal Report – Amy Sanella**

- General updates
  - This is Mrs. Sanella's 12<sup>th</sup> year at KH
  - New AP begins Aug 29<sup>th</sup> – Stephanie Higginbotham, who is currently an AP at Rincon Middle School and was a teacher previously; she knows a lot about our school and culture and is excited to join us
  - Lots of work has been done on campus this summer; we repainted the whole school, redid the hallway structures with new beam, replaced ramp to portable restroom, redid mulch, will have new signage on rooms, which were renumbered, did some classroom painting, and painted the new STEAM Lab
  - STEAM Lab will be filled with equipment and activities for the students to enjoy
  - Lunch: every student eats for free; however, we are a Title 1 school, which provides us with \$250,000 a year that pays for part of our counselor and reading intervention teacher salaries
    - If your kids qualify for free lunch by income that helps secure our funding; also students who qualify for free lunch by income qualify for other programs such as free after school care, free AP testing, etc.
    - => We need as many families as possible to fill out the application to help keep our funding
  - Sept 2<sup>nd</sup> – 1<sup>st</sup> Pep Rally at 8:45 am
  - Sept 9<sup>th</sup> Principals' chat
    - Join Mrs. Sannella for coffee, informal chat, and tour of school including the library, the new STEAM Lab, etc.
  - One of Mrs. Sannella's top 3 goals is parent involvement and strengthening relationships between parents and staff; this has been undermined by the pandemic and lack of campus events during that time

- Please bring a friend next time to keep up the attendance at our PTO meetings!

### **Faculty/Staff Report – Ms. Yee, Ms. Brown**

- Ms. Yee is in her 26<sup>th</sup> year at KH!
  - She taught 3 years before that in LA; has never left KH because of the staff and parents here; her daughter attended KH and just graduated college
  - She has taught grades 3-5, and reading intervention K-5;
  - This year Ms. Yee will share the teacher PTO liaison role with Rachelle Brown
- Ms. Brown is an Education Specialist for TK-2<sup>nd</sup> grades
  - She also has a 1<sup>st</sup> grader attending KH and a new one on the way
  - This is her 7<sup>th</sup> year at KH,
  - She is excited to participate more on this side in the teacher liaison role
  - She is also excited for STEAM Lab, excited by turnout for meet the teachers
  - Thank you to parents for bringing your kids, and thank you PTO for the staff breakfasts
- Nicole: teachers help out with a lot of our events too – they don't get paid to stay but they still volunteer their time anyway

### **Budget Discussion & Approval - Nicole Orsini & Vicki Landry**

- **Total budget:** \$124K in checking account - \$85K committed = \$39K true total
- **Committed (\$85K)**
  - \$34K – counselor (committed to this to avoid losing the position when the remainder of the funding from the District fell through)
  - \$45K – STEAM Lab (e.g., ipads, stools, supplies, etc.)
  - \$4K – sound system (for school events)
  - \$1K – sensory path
  - \$1K – misc. (e.g., library, undies, vests for student safety patrol, snacks for kids, band aids, etc.)
- **Additional details**
  - Sensory paths: Art program was already paid for but part of this plan also included sensory paths – led by Alea, this

will entail a little circle of activities for kids to get their wiggles out; research shows that *all* kids benefit from it; will have one for TK-2, one for 2-4<sup>th</sup> grade, and one for 4-5<sup>th</sup> grade, and one for special ed students that can be adaptable for kids with disabilities

- We'd also like to fundraise an additional \$45K for the STEAM Lab. An amazing group of teachers has worked with Amy to come up with the plans for the STEAM Lab, to be on a par with the STEAM Labs at other schools in the District;
  - 75% of jobs are in STEAM fields, so this helps prepare students for the future; jobs in the STEM fields in particular are the fastest growing; our teachers and staff are not trained in these fields, e.g., how to build a robot, so setting up these labs also helps with training teachers to work with the students for these fields
  - The STEAM Lab has tables, shelving, donated items, and have ordered things, e.g., 20 ipads, stools, robot-building kits – goal is to have 40 ipads total which will connect to teacher-recommended sites; everything kids do in STEAM Lab is supplemental to class curriculum; everything will also be put on mobile carts so that the materials can still be used in the classrooms and can continue to be used whenever the school gets rebuilt; this will keep us competitive with Labs on other campuses, e.g., DoublePeak and Discovery; the teachers at those Labs have been very supportive; anyone interested can join the STEAM PTO group too
- Operating and fundraising expenses
  - We have \$39K left, but \$26K will end up going costs to fund the events we want to do this year, including overhead costs for fundraisers; with no fundraising we'd end up with only \$13K left for next year; then we couldn't fund the counselor or meet other expenses for next year
- Fundraising activities and events
  - Ice cream social – last year we didn't charge for it but will this year because of budget needs; still need to front the costs for the ice cream and supplies
  - Kid's first catalog – huge fundraiser for us – no committee needed, a company sends out the catalog and we get 45-50% of the profit generated

- Fun Run is the other big fundraiser that is run by another company so not a lot of effort for us; last year we made \$30K on it; just need volunteers to help out that day
- General fundraising (annual donation drive)
- Mardi Gras ball – a dance with a committee, hosted in gym, sell tickets
- Art Walk – last time this event was held was the week before COVID in 2020; we have a robust Art program now so we can display students' work along with donated items for auction
- Spirit Wear – we have to reinvest to replenish our inventory – we have sold \$2000 this week but will be putting that back into purchasing more
- Restaurant nights – that is the only committee that is actually full
- Movie Night – will be free – everyone brings lawn chairs; we fundraise by bringing in food trucks; 5<sup>th</sup> grade can also do their own sales there; need volunteers to coordinate
- STEAM Lab: Goal is to get total of \$90K in first year (\$45K already committed, want another \$45K)
- Hawk tickets – we fund the prizes – motivates kids and helps the teachers
- Gap funding for field trips: teachers ask donations for families that can't afford the field trip bus fee
- Big assemblies, e.g., BMX bikers – not a moneymaker but fun for the students
- PE & playground equipment – typically these need to be replaced part way through the school year
- Music program gap funding
- Principal fund – there may be things the principal needs to provide to help students in a discretionary manner, or things like raffle prizes such as books for the summer slide program, or to purchase gym shoes for a student participating in a track meet, or students who need warm clothing, etc.
- Teacher supplies and staff support – things that aren't covered by the district
- Teacher appreciation – e.g., welcome back breakfast, end of year teacher appreciation week – Summer heads up this committee and could use extra volunteers
- 5<sup>th</sup> grade expenses, e.g., graduation activities like the WP pool day
- Kind Club

- Track meet (e.g., if shirts, shoes needed for students who can't afford to purchase their own)
- Library supplies (not typically in our budget but could come up)
- General donations – would like to identify and pursue more opportunities for revenue streams such as corporate donations, promotion of advertising space via school signage, etc. – we could use a lot of help with this, and you could do it on your own time rather than on campus
- Passive fundraising: Amazon Smile, Ralph's checks, Benevoti (corporate matching donation program) – we just have to spread the word
- Grant funding: last year we got a \$17K grant from the Leichtag Foundation for the Art Program; we need a point person to pursue this; there are a ton of them that are STEAM-specific, just need someone to help go after them
- **Projected fundraising targets:** We'd like to raise close to \$60K this year to help fund committed plus overhead costs and leave next year's PTO in a good place to start out the year
- **Vote to pass the budget:** Approved

#### **Committee Assignments/Calendar of PTO Events-** Nicole Orsini

- **August:** Donation drive kicks off on the 22<sup>nd</sup> – need help getting the word out/promoting (Rachel can help)
- Corporate donations: Sarika will look into matching donations and also see if her company (Walmart) can apply her associate discount
- **Ice Cream social:** teachers do the scooping; need volunteers to purchase supplies and help out that day – 2 socials are planned for the year – Candi, Rachel, Kris (second one), Martha
- **Flag Salute spirit wear** – Laurie is already doing it but could use some help: Liz, Annette Gan, Etani, Martha,
- **Sensory Paths:** People who can help Alea – Annette
- **School beautification day (parents only)** – Amy needs help to coordinate to get word out for volunteers – Rachel, Annette
- **Halloween:** Liz, Annette, Laurie, Veronica, Kris, Megan, Martha, Carissa
- **Movie Night:** Candi, Kris, Etani, Martha, Annette
- **Ornament Decorating:** Carissa, Veronica, Sarika, Candi, Annette, Megan, Etani
- **Mardi Gras Ball/Carnival:** Sarika, Jennifer, Megan, Rachel, Carissa, Veonica, Bernice

- **Art Walk and Silent Auction:** Nicole, Emily, Sarika, Megan, Carissa, Veronica, Etani, Lauren, Candi, Kris, Rachel
- **Teacher Appreciation Week:** Summer, Jennifer, Laurie, Sarika, Liz, Vicki, Annette, Veronica, Carissa, Etani
- **Communications:** Summer, Carissa, Kris, Bernice, Martha, Etani
- **Promotions:** will try to seek 4<sup>th</sup> grade families to help support the 5<sup>th</sup> grade events so that the 5<sup>th</sup> grade parents can participate
- **Assistant Treasurer:** Vicki could use additional help

### Summary of events and committee sign-ups:

Event/Committee	Event Date	Event/Committee Lead	Event Planners/Committee Members
Communications	Ongoing	Summer	Carissa, Kris, Bernice, Martha, Etani
Corporate donations (ongoing)	Ongoing	Nicole	Sarika
Treasurer responsibilities	Ongoing	Vicki	1-2 needed :)
Spirit wear (staff table at flag salute, monthly inventory, etc.)	Ongoing	Laurie	Liz, Annette Gan, Etani, Martha
Annual Donation Drive	Starts Aug 22	Nicole	Rachel
Ice cream socials	Aug 26, May 31	Open	Candi, Rachel, Kris (end of year social only), Martha
Sensory paths	17-Sep	Alea	Annette
School Beautification Day	17-Sep	Amy Sannella	Rachel, Annette
Halloween	21-Oct	Liz	Annette, Laurie, Veronica, Kris, Megan, Martha, Carissa
Movie Night	10-Nov	Open	Candi, Kris, Etani, Martha, Annette
Art Night Ornament Decorating Night	9-Dec	Nicole	Carissa, Veronica, Sarika, Candi, Annette, Megan, Etani
Football Friday	10-Feb	Open	
School Dance (Mardi Gras or Carnival)	24-Feb	Open	Sarika, Jennifer, Megan, Rachel, Carissa, Veonica, Bernice
March Madness Assembly	March (TBD)	Open	
Art Walk/Cultural Night/Silent Auction	12-Apr	Nicole, Emily	Sarika, Megan, Carissa, Veronica, Etani, Lauren, Candi, Kris, Rachel
Teacher Appreciation Week	May 1-5	Summer	Jennifer, Laurie, Sarika, Liz, Vicki, Annette, Veronica, Carissa, Etani

### Adjournment