

**GRDC PTO Meeting Minutes
October 25, 2018**

Meeting called to order by Jennifer Weber, PTO President, at 7:32 A.M.

Minutes: Old business and approval of last meeting's minutes without discussion.

Member Attendance: Jennifer Weber, Victoria Kopitske, Teresa Cummings, Crystal Masley, Laini Manley, Zack Borges, Brita Salt, Susan Elder, Susan Na, Molly Varanini, Natalie Davis

Officer Reports

Treasurer: Given by Susan Na

1. Total Income for the month of September: \$31,933.36
2. Total Expenses for the month of September: \$5,468.95
3. Ratify Check Numbers: 3249-3283
4. Documents Included:
 - a. Cash Flow Report: September 2018
 - b. Register Report: September 2018
5. Migration of Banking to American River Bank
6. Current Bank Balances as of October 24, 2018
 - a. Checking:
 - i. First Community: \$75,585.55
 - ii. American River Bank: \$29,296.00
 - b. Savings Reserve: \$25,034.75
7. Tax Update
 - a. On track to file taxes for 2017 for July of 2017 to June 2018 fiscal year.
 - b. Need to file with Attorney General for 2015, 2016 and 2017 which will incur a \$50 fee for each filing. Total of \$150 to bring PTO up to date.

Motion to approve Treasurer Report by Susan Na. Seconded by Natalie Davis. The motion was approved and accepted.

Bylaws Revisions

General:

1. All PTO board members and Chairpersons must be members in good standing of the organization.
2. The principal and 2 teacher reps shall be considered part of the Executive Board.
3. Board Positions shall be President, Vice-President, Treasurer, Recording Secretary, Auditor, Parliamentarian and Financial Secretary. (Remove 2nd Vice President)

Finances:

1. Check Signers will never sign their own reimbursement checks.
2. All Reimbursement forms must be reviewed by the president or vice-president for accuracy prior to any checks being signed.
3. All expenditures not related to a fundraising event or program, over \$100, will be brought before the membership for discussion. If there is no discussion, the purchase can be made. If there is discussion, a vote will be taken to determine if the purchase will be made.
4. Funds raised by students in any PTO fundraisers for a direct cause must be spent on items that impact the students directly. (Because of the coach's uniform purchases)
5. Receipts for reimbursement must clearly identify individuals in receipts if they are different from the person requesting the reimbursement. Individuals cannot be reimbursed out of the teacher prep funds without written consent of the teacher. (Because of reimbursements made to parents from teacher prep funds)
6. Audit presented at September & January Meetings
7. Section 2 b. A date record of filing shall be provided at the General Membership meeting after the November 15th filing deadline.
8. All required filing fees to maintain our Non Profit Status must be filed on the following schedule:
 - a. Franchise Tax Board/ Secretary of State: \$20 fee every odd year in October.
 - b. Annual Registration Renewal for the Office of the Attorney General: Fee's Vary based on income - due Nov 15 every year.

Meeting Minutes:

1. Minutes should capture all questions and answers posed to the board/membership regarding finances, events, procedures, or any other business operations related issues.
2. The minutes should contain a list of speakers on each side of a question or debate.
3. Any motion to table/postpone a vote will be voted upon by the members present, any tabled items will be voted on at the next general meeting.

Voting:

1. During Elections or major expenditure voting, the executive board, along with the principal can set up a time for ballot voting to allow members flexibility in casting their votes. A membership list and valid ID must be shown, prior to being allowed to receive a ballot. All ballots will be numbered.
2. Nominations are closed for all positions 1 week prior to the March meeting when the slate. No candidate can be opposed after the slate has been presented. Open positions can be nominated from the floor or written in.
3. Quorum shall be the number of board members plus 1.

Bylaws/Rules

1. Standing Rules should not be in conflict with the bylaws
2. Standing Rules will be adopted with a majority vote at a general meeting.

Executive/Special Meetings:

1. Notes will be taken and posted within 14 days after the meeting.

Principal's Report by Teresa Cummings

Last year, the Lexia pilot was voted on and paid for by the PTO. Due to the pilot's success, the Lexia was accepted to be implemented at the school from grades K-3. However, instead of the PTO paying for the additional costs to have unlimited users for Lexia, the school paid for them. Since the funds set aside for those additional costs are not needed, it was suggested by Teresa that the PTO use those funds to pilot a math program called IReady to be used as an intervention program for the lower performing students. We have received 50 licenses for our school to use from SJUSD. After giving these licenses out to the students who need it most (SSD, EL, foster youth, etc), there is a need for about 50 more licenses for the kids that are still testing way below standards. If we pilot the program and find it successful, it is possible for the district to fund it, school-wide, the following year. Jennifer Weber asked if we can do a site license instead if that was cheaper than individual licenses, and Teresa said that she will look into that. Currently, the cost is about \$33 per license, and she is not sure what the difference in price is if we go site-wide.

1. Laini Manely asked if there will be other licenses available from the licenses given to other schools that will not be used. Teresa said there might be an opportunity to receive licenses that other schools do not need them but we would have to show a measurable improvement that the program is working in order for additional needs based students to get them. In order to do that, the PTO would need to fund the additional licenses this year.
2. Crystal Masley asked if any teachers have used this program before. Teresa said it is a program new to San Juan. It is a program comparable to Lexia for reading but for math.
3. Susan Na wanted to know if grades K-2 can ask for it on a needs basis. Teresa said it would be a program for 3rd-8th graders that need the holes filled in. As far as K-2nd, it is getting to be too much work for them at home. Starting with 3rd graders makes sense because this is the year they start the State Testing.
4. Brita Salt mentioned 3rd graders working on and loving Prodigy which is free. Laini Manley wanted to know if Brita has seen what iReady looks like, and Brita has not seen it yet.
5. Jennifer Weber asked if there are other forms of assistance we can provide like in class tutors. Teresa said we cannot have tutors come in.

6. Laini Manley wanted to make sure that the teacher's day is still spent teaching and that these programs are not replacing time in front of the class. Everyone agreed that these programs should mainly be done at home. Susan Elder mentioned that with Lexia, the students that need it the most, are not the ones working on it at home. But she would still fight for programs like this because it still benefits the other kids who choose to utilize it. Jennifer Weber agreed that this program should be reinforcing what is being taught in the classroom instead of replacing it.

7. Jennifer Weber asked if this program proved to be helpful, if the district pay for a site- wide license. Teresa said they will not. We are not a Title 1 school, so we will not receive that type of funding. Jennifer Weber asked if we should go back to the teachers to find out how many licenses we need for our under proficient students. Teresa said she has already done this. Crystal Masley asked how many we would need, and Teresa answered that we need about 50 additional licenses in addition to the 50 we received from the district. Teresa said she can only use funds from the district/school budget if she can show that it is impacting the SSD, EL, foster youth, etc.

8. Jennifer Weber stated we have the \$3000 budgeted for software piloting, and the question is if we want to use those funds for the excess 50 kids that need it, since it will not be supplied from the district. Jennifer thinks we should vote on it at the next meeting. But since this is a needs based program, and not teacher based, we can vote on whether we want to allocate these funds for the iReady.

9. Zach Borges asked if there is another software program that we possibly need to purchase with these funds. Jennifer Weber replied not that we know of.

10. Teresa stated that the additional 50 licenses would go to the children who scored 2's and the teachers who will utilize it. Then it would go to the 1's.

Motion by Susan Na to pilot iReady on a needs basis. Laini Manley Seconded. Approved without opposition.

Teacher's Report by Laini Manley

Nothing to report

New Business

Auction- We no longer have an official crab feed chairperson. Instead of a chair, there will be a committee for this year's auction event. There is a meeting Thursday, November 8 at Mountain Mike's from 7p-8p in the party room. We are looking for new volunteers so that we can keep this event going in the future. It makes up about 30% of our annual fundraising. Laini Manley

asked if it will still be a crab feed, and Jennifer confirmed since we had already advertised it that way. The auction event can be changed in the future based on who steps up to chair it.

Carnival- A new chair is needed

Committee Events Reports

Carnival cleared \$6k, which is in line with our budget expectations.

Dine to Donate is doing really well. Crazy for Yogurt let us fundraise for the entire month of October. Rubio's and Mountain Mike's have also been very helpful in setting up these events. Mountain Mike's will be available at Science Night for dinner.

Science Night is November 13th. Flyers will be coming home and food will be provided.

Red Ribbon Week-we planted red tulips in the garden to bloom in the spring. We asked for donations of tulips and ribbon. We might need to use discretionary funds to help make cover the cost of stickers and bracelets, not to exceed \$150. Laini Manley asked if there were student body funds for this. Teresa is going to see if we need it or what funds we have available for that.

Zack Borges stated he would be going to get an estimate for some siding to fix the dry rot in the garden. If they won't donate the siding the cost will be covered by the garden line item which has funds set aside for repairs.

Next meeting November 29th, 2018 at 7:30am, Room 19

Meeting Adjourned at 8:34am by Jennifer Weber PTO President.