

## **SAHS PTO, January General Assembly Meeting**

**SAHS Media Center**

**May 9, 2022, 6:00**

**Meeting Called to Order: 6:08**

**Members in Attendance:** Jen Stevenson, Jo Ellen Parkey, Brent Bechtold, Shannon Harris, Cathi Rivera, Cathy Newman, Jennifer Sartiano, Naz Kayan, A. Martine Smith, Karen Spitzer

### **A. Welcome/Approval of Minutes**

Jen Stevenson welcomed all members and asked for approval of the April Minutes.

**Motion to approve minutes: Brent Bechtold**

**Second: Cathi Rivera**

**Motion passed.**

### **B. Principal Report/SAHS Updates - Dr. Graham**

Dr. Graham was absent. Reached via text, he let us know that he had forgotten about the meeting.

**Action:**

None.

### **C: Treasurer Report - Jen Stevenson**

Jen Stevenson went over our budget, line by line, and answering questions.

We went over our budgeted amount on Teacher Grants this year, but we also raised more than our expected budget in Business Partners. There was discussion regarding increasing the Teacher Grant line item for next school year.

**Action:**

✓ The Board will meet over the summer to discuss ways that unallocated funds may be put to the best use for the school.

### **D: INK! Investing in Kids - Cathy Newmann, INK!**

Cathy Newman explained the ways INK! raises money and the ways it distributes funds and merchandise to the teachers/schools. INK! provides funding for both Student Facing projects and for Teacher Facing projects. Next year, a portion of the funds raised will be donated using the Donor's Choice Platform with the goal of expanding the public face of the grants and encouraging families and community members to participate in the funding of projects.

Responding to a question regarding the difficulty of using the new platform for teachers requesting school supplies, Cathy let us know that they are working to make the new platform more user friendly.

INK! donated more than \$85,000 in school supplies this year, filling more than 14,000 orders.

Cathy's presentation sparked a conversation regarding the lack of participation by teachers in the SAHS PTO Grant Program. Jo Ellen Parkey said that she believes that the word "grant" is daunting, bringing up thoughts of late nights writing long request and checking every single box. She suggested that we think of another name. The current placeholder name is PTO Rapid Funding. This would lead to requests being known as RFRs instead of Grant Requests.

Brett Bechtold agreed to lead in the creation of a video to be shown to the teachers explaining Rapid Funding and encouraging them to complete their RFR.

Another suggestion was made for the PTO to have “office hours”. These could just be a few times a week for an hour or so during which the teachers would know that we would be in the building and available to answer questions and receive requests for help.

Cathy told us about the new summer reading program being piloted this summer. This program will encourage summer reading by having students pick a subject to read about and then present what they learned at the end of the summer. They hope to have 20 students involved in the pilot program, with each student being assigned a mentor to see them through the summer.

INK! is hosting CASE (Community Appreciation for Student Employees), a community picnic, on Saturday, June 11, from 4-8pm. Tickets are available on the INK! website.

**Action:**

- ✓ The Board will finalize a name change for Teacher Grants.
- ✓ The Board will discuss the feasibility and logistics of PTO “Office Hours”
- ✓ Brett Bechtold will let us know how to help with the movie.

**E: Membership Outreach / Power of an Hour - Jennifer Sartiano**

**Power of an Hour.** Both Power of an Hour events were extremely successful this year. Another Power of an Hour event is being planned for September with the hopes that Ebb Tide/Ocean Grove will donate space. Members in attendance will be on the lookout for other options as we want to make Power of an Hour a SAHS tradition.

**Teacher Support Request.** Naz Kayan told us that she, and other teachers, are in need of assistance cleaning out their classrooms. We will post that request on our social media to let parents know to contact their teachers directly to offer assistance.

**PTO Meeting Attendance / Member Participation.** A discussion was had regarding the possibility of moving the time of our meetings to better support the attendance of teachers and staff. We will be requesting that our meetings be moved to 4:20 so that we are before, instead of after the SAC meetings on Mondays.

**Teacher Liaison to the Board.** Kathy Spitzer has graciously volunteered to be the Teacher Liaison to the Board. She will ensure that all faculty and staff are kept informed of PTO activities and opportunities. Cathi Rivera jumped right in, offering to work with Kathy to make sure this process is seamless.

**Action:**

- ✓ Members will spread the word to parents that the teachers are in need of assistance.
- ✓ The Board will create a job description for Teacher Liaison.
- ✓ Jen Stevenson will request a change to our meeting times.

**F: Arrive Alive - Jen Stevenson**

**Recap.** The event was a huge success. The target audience was reached, kids were engaged. The Sheriff showed up with 17 Deputies to support and lend credence to the event. There was a nice report about the event on the evening news. The Sheriff was so impressed that the SJCSO is going to begin raising funds to purchase their own “Arrive Alive” events. There was no official schedule for students to attend, however. PTO volunteers had to go round up kids to come out when the Sheriff arrived.

**Future Plans:** The PTO will be hosting this event again next year. We would like to host the event right before Homecoming and again during the lead-up to PROM. We will be looking for community

partners to share the cost. Before we agree to sponsor the event next year, we will be requesting the power to schedule student visits.

**Action:**

- ✓ Jen Stevenson will talk to Dr. Graham about scheduling.
- ✓ The Board will reach out to local insurance companies to find a community partner.

**G. Graduation - Jen Stevenson**

**Seating Selection:** Jen and Dana are handling this task.

**Yard Signs/Coolers/Fans:** All have been ordered. Jen will confirm the date for Yard Sign distribution.

**Rehearsal:** Rehearsal will be Monday, May 23<sup>rd</sup>. Very few volunteers are needed for this day.

**Graduation Day: May 26<sup>th</sup>. Set up 9:00am. Students arrive: 5:00pm. Ceremony: 7:00pm.** Volunteers are needed for set up in the morning and ushering in the evening. We will not make a wide request. Board members are asked to get a few volunteers each for the event.

**Action**

- ✓ Board members will round up volunteers for the event.

**H: Hospitality - Shannon Harris**

**Teacher and Staff Appreciation Week.** TAW was a huge success! The Teachers and Staff felt very appreciated. Shannon is looking for ideas so that we aren't doing the same thing every year.

**Taking TAW to the Honorees.** A suggestion was made that we create stations in other parts of the building to serve teachers who might not want to take the long walk to the lounge. We will be working to try and fit this into 2 or 3 days of TAW next year. TAW is a week of service to the Teachers and Staff and we want them to feel appreciated. Adding the Coffee Cart back to TAW was one suggestion.

**Teacher Drawings.** Teacher drawings for TAW are limited to no more than 60 gifts. That is the absolute most we can do in the time allowed.

**Action:**

- ✓ Shannon Harris will take suggestions and continue to lead the charge for next TAW.
- ✓ Jo Ellen Parkey will solicit local businesses for drawing donations.

**I. PTO Needs for 2022-2023**

**Communication Chair:** Someone to schedule regular communication to the faculty/staff and families. This role falls under the role of Secretary, so Jo Ellen Parkey will create and manage a communication calendar.

**Social Media Chair:** This role will be filled by Elyse Berenthal. Elyse has been vetted by Jennifer Sartiano and comes with resounding recommendations from Brent Bechtold and Jo Ellen Parkey. Elyse's job will fall under the supervision of the Communication Chair.

**Business Partner Liaison:** We are still in need of a Business Partner Liaison.

**Hospitality:** Shannon cannot do this job alone, people! She deserves someone to share the joys of planning the amazing things she does.

**J. New/Old Business**

**Teacher Request.** Picnic Tables for teachers to eat together.

**Bottle Filler Filters:** Water from some water bottle fillers tastes bad.

**Action:**

- ✓ Jen Stevenson will check with Dr. Graham regarding these requests.

**K. Meeting Adjournment**

**Motion to Adjourn:** Brent Bechtel

**Second:** Naz Kayan

**Meeting adjourned:** 8:45pm

**Next Meeting:** SAHS PTO Board Summer Calendar Meeting, Date, Time, and Location TBA.