

OVO PTSO Annual General Meeting Minutes

08/21/2023 - 6:30 PM 5630 Illinois Ave Fair Oaks, CA – Orangevale Open Multi-Purpose Room

- I. Call to Order and Introductions 6:40
 - ✗ Chair: Brianna Hewitt ✗ Vice Chair: Tiffany Nolan ✗ Treasurer: Angela Rios
 - Secretary: Angela Sherren ✗ Head Grade Treasurer: Kayla Chelton
 - Shannon Powell Becky Milton ✗ Alana Klingman ✗ Rachel Turcott ✗ Stephanie Turnbull
 - ✗ Megan Davidson Ex-officio member (Teacher)
- 7 - Total members in attendance - See attached sign in sheet
- II. Secretary's Report
 - a. [Approval of minutes from General Meeting 05/22/23](#)
 - i. No notable changes except spelling of names and or items of clarification. Motion to approve the minutes made by Stephanie Turnbull seconded by Angela Rios all in favor motion passes.
- III. Principal's Report
 - a. We no longer have an Art teacher, we have moved to a more Music focused program. Rick is working with Rebecca Soltesz (IA) to revive the Art Docent program. Please contact Rebecca Soltesz or Rick Boster for more information on how to get involved.
 - b. The school has nearly 600 approved volunteers, nearly 400 more than this time last year. Please continue to encourage OVO community members to get approved to volunteer and also sign up to be on campus.
 - c. There are plans to increase campus security, this is a SJUSD project. The projects could include but are not limited to; 6 foot high no climb fences & single point entry. This change may be difficult for some of the community members since they would be closed on the weekends, however they are hopeful it will reduce vandalism on campus.
 - d. The school and surrounding neighbors are working with the district to have additional speed tables installed along the Illinois side of the school to reduce speeding.
 - e. The district is opening a position for a Campus Recreation Aide this position would be in addition to our current Campus Monitor staff member Deb. Please be on the lookout for hiring for this position.
 - f. Our school is also hiring for a new School Clerk, please contact the district if you are anyone you know is interested in this position. The school clerk has many duties including Field Trip paperwork which is being processed in the meantime by Rick & Jen, and they appreciate your patience.
- IV. Teacher & Staff Update
 - a. The teachers and staff would like to thank the PTSO and its members for the "Team OVO" shirts. They are a big hit and have really provided a sense of comradery among the staff at the school. The PTSO is working to get shirts for the IAs and remaining staff members.
- V. School Programs Clubs Updates: Drama, Student Council
 - a. No club members are present. Brianna provided a small update.
 - i. Student Council - reminder that Juleah is now the Student Council Mentor. The PTSO would like to be sure the Student Council knows about the changes to Self Help projects. That the Buddy Bench could now be considered a Capital Improvement Project.
- VI. PTSO Officers Update
 - a. Teacher role with PTSO
 - i. Brianna spoke with Angela Fulton about her acceptance of the role of Ex-Officio member of the PTSO on behalf of the PTSO teachers. She is strongly considering the role and will let the board know as soon as possible whether she will take on that role.
 - b. Who we are what we do

- i. Brianna shared the role of the PTSO with the school. The PTSO’s goal is to support the school program and its students. The program, while it does need the help of the community members through participation and volunteering, it is equally important that the funding for the PTSO organization and the class expenses so that the program can continue to happen.
 - ii. We want to help the community to better understand that there are 5 categories of fundraisers; School wide, grade level fundraisers, direct donations, and class invoices _____.
 - iii. The PTSO is responsible for the fiscal responsibility of the school program donations and monies. We have to make sure that responsible decisions are made so that students can continue to experience the very unique opportunities that are created by the teachers at our school. Our teachers create a learning environment and experience that is unlike any other in the district. So along with the support for the PTSO the teachers need your support as well.
 - c. How to get involved with the PTSO
 - 1. Tiffany shared ways to get involved. Like and follow us on social media, subscribe to our newsletter. PTSO posts all our information on our website and on facebook. Attend the meetings, run for a role on the board. Sign up for a committee to help plan an event, or sign up to help work the day of.
 - 2. We are doing what we can to find community members to start a school program or club to share their skills, knowledge and time with the students on campus either during school or after. The PTSO is really asking for community support so that these programs can be revived.
 - 3. Jogathon - We could use help with planning and with day of help. Sign up on our website under “Get Involved”
 - 4. Carnival - We need carnival reps from each grade/class for your class booth. Please select these at your next parent meeting in September and share their contact information with Rachel at events@ovoptso.org.
 - 5. Invite family and friends to our school events like Carnival. This can bring in more of the community and will boost our proceeds for the students and the program.
 - 6. Brianna added if anyone has a topic to be added to the agenda please contact Brianna at chair@ovoptso.org. Or email a board member with a question or request so the board can share it at the meetings.
 - ii. Building connection, community and support for the program
 - 1. Creating Community - This is a group that formed last year and they have meetings scheduled for this year. They are looking for input from the Community members on our to create community and connection at OVO. Please contact Tara & August for more information on this group.
- d. New Family Welcome
 - i. Tiffany has matched mentors and mentees that have signed up for the New Family Welcome program. There were a lot of new Kinder parents so some families were matched with a mentor that may not have a kinder student but that has a child with a similar age.

VII. Treasury Reports

- a. PTSO Treasury
 - i. Year in Numbers, Funding Distributions, 2023-2024 budget
 - 1. “A Year in Numbers” flier provided that is also listed on our website shows what money was brought and where it went. Please check this out online.
 - 2. “Grant Funding Distribution” handout was reviewed. Funds from School Wide fundraisers are the only funds that go to this rubric. The Board would like everyone to know that the proceeds from Jogathon & Carnival are distributed through this rubric so that each grade receives an equal percentage of students funded per grade.

Funding is not equal for the amount of students. If you have any questions regarding how this rubric works please contact Angela Rios or Brianna for more information. The members may want to consider the cost of purchasing T-shirts for Jogathon. The cost for 2022 was nearly \$4000.

3. Brianna clarified that the Board is looking to add new fundraisers to the funding rubric to boost the amount of funding each grade receives. This could also include that Jogathon is replaced by a new fundraiser that fits more with school wide fundraiser models; less individual students soliciting donations and rather a participation based fundraiser which is more like the Carnival event model
4. PTSO 2023-2024 Budget reviewed.
 - a. 8th grade legacy gift was given as follows; \$13,620.03 was divided between Middle School Classrooms and PE, \$500 was given to Kinder as a starter fund for their account (the PTSO has covered the shortfall of \$100 that brings Kinder to the standard seed funding of \$600).
 - b. The budget will be posted monthly for member viewing. All funds on this budget with the exception of the passthrough funds are all PTSO operating budget line items. These are the funds the PTSO has to use for expenses and program funding. The discretionary line item is what we like to call our "savings" ; this is the minimum amount that we need to operate.
 - c. AR Books for teachers; we are working to get the word out about funding for classroom libraries. There are classrooms that have no libraries, the PTSO is asking for the teachers to notify the PTSO Treasury as soon as possible of the amount they expect to need and if we could up the amount of available money to those rooms for this year.
 - d. The PTSO proceeds from the BTS picnic were not high but we normally would not have had any proceeds at this event.
 - e. Grades that would like to start a fundraiser need to contact Megan fundraising@ovoptso.org or treasury@ovoptso.org to begin the process of signing up for fundraisers. No one other than a PTSO board member should be using the PTSO EIN/Tax ID number when signing up for a fundraiser without the consent of a board member.
 - f. Fundraising needs to begin now the PTSO is encouraging each grade to have a fundraising coordinator. Please notify the PTSO if your grade has selected a person for this role. Fundraising needs to be spread out and not all at once. And more coordinated with other grades so we don't experience burnout. Grades should be fundraising this year for next year.
 - g. Voting in the 2023-2024 budget. Motion to approve by Tiffany Nolan seconded by Kayla Chelton seconded, all in favor, motion passes.

ii. Fundraising Categories

1. School Wide: All grades participate
2. Grade Level: All grades can vote in a grade level fundraiser that their group is agreeing to participate in. These fundraisers will be led by the grade that is requesting to run a fundraiser.
3. Direct Donation: These are donations from the community at large directly to a grade or the PTSO.
4. Student Invoices: These invoices are suggested payments for each student to cover the expenses of on campus and off campus experiences.

5. PTSO Fundraiser: These are fundraisers that are funded by and run by the PTSO. All proceeds go to the PTSO general ledger to fund the operating expenses of the PTSO and school program.
- b. Grade Treasury
- i. Budget projections for 2023-2024
 1. Quickbook Fees
 - a. ACH is not free there is a 1% processing fee
 - b. Credit Card is 2.9%
 - c. 2022-2023 \$4600 paid in fees through Quickbook payments. We average paying 2.2% per each payment made through quickbooks. These fees have been paid for by the PTSO.
 - d. We will accept cash and check payments. There are small banking fees for deposits however much less overall than online payment processing fees.
 2. The PTSO may need to discuss passing the cost of these fees onto the grades, \$4600 was nearly half of what the PTSO raised through their fundraising efforts. We don't want to discourage payment of invoices but we may not be able to cover these fees long term. We can explore options on how to collect those fees. Brianna will add this to the next General meeting agenda for the membership to consider and vote on.
 3. Each grade should have voted in their budgets for the year by their first parent meeting in September. No payments can be made without first voting in the expenses listed on the budget.
 4. Grade Treasurers will be providing more thorough and consistent information and reporting.

VIII. Committee Reports

- a. Fundraising, Events & Sponsors – Megan, Rachel & Alana
 - i. Creating and working on new fundraisers, Grade level fundraising coordination
 1. Sponsors: Angela Rios presents for Alana; 2 grants are pending they can take 90 days to process. We have \$300 in cash and \$550 in gift cards.
 2. Fundraising: Megan presented an extensive list of fundraising ideas some would work well as additions to Carnival; pie in the face, or other events. This list will be organized and posted to the PTSO website for grades to research fundraising ideas.
 3. Jogathon: Student Council has selected a theme "Super Hero" "Super OVO Jogathon". Rachel has created 2 designs for the Jogathon swag. If we do not have the sponsors for the shirts we will have to consider other options. Brianna has spoken with many members of the community regarding the history around the shirts, the value and the connection. Student council was asked for a suggestion of a cheaper option, they suggested bandanas. The PTSO will send out a survey to the members regarding shirts and how they would like to handle the cost of the shirts if the sponsor dollars are not enough to cover the cost. The PTSO needs the run time schedule for the Jogathon.
 4. Carnival: The PTSO needs to know who has signed up to be their grade or class Carnival booth lead. These persons need to be selected by the Parent Meeting in September. The PTSO is seeking Carnival Planning Committee members. Look for more information on the time of the event. It will be sometime between 11:00 - 4:00. This is to take advantage of light and not have to rent lighting that cost \$300 for two lights which was not enough.
 - a. Brianna shared the feedback and questions that came up surrounding the food booth at Carnival. There is no written historical information that states

that the grade that runs the food booths receives all the proceeds from the food booths. The PTSO is going to present options for guidelines on the Carnival food booths, who runs this booth and how the proceeds for food sales are distributed. The PTSO does not provide funding for the event beyond permitting and insurance. And historically a small budget toward the purchase of food for the Food Booth.

- ii. Event List for 2023-2024 & How to get involved
 - 1. The PTSO is seeking Carnival Planning Committee members. Look for more information on the time of the event. It will be sometime between 11:00 - 4:00. This is to take advantage of light and not have to rent lighting that cost \$300 for two lights which was not enough.
 - 2. Please sign up online to help with the Jogathon day of help. The PTSO needs the run time schedule for the Jogathon.
- b. Programs - Becky
 - i. How to start a program on campus
 - 1. We would like to see after school programs revived. Please contact Becky at programs@ovoptso.org for more information on how to begin.
- c. Hospitality & Outreach – Stephanie & Shannon
 - i. Staff Appreciation how to get involved
 - 1. Be sure to get cleared to volunteer. Turn in and or update your insurance declaration with the office. Volunteer for a class officer position.
 - 2. Stephanie is working with the student council to come up with ideas to involve the students more for teacher staff appreciation.
 - ii. School Carpool/Rideshare making connections
 - 1. The PTSO will post to our facebook page a link to a band page for community members to connect for carpool and rideshare needs. The PTSO will not be running this program but it will rather be a parent led process.
- d. Audit and Compliance – Aimee Lord
- e. Beautification – Andrew
 - i. Wine Barrels, Tree planting project & Summer Plans
 - 1. Rick has submitted the Tree Planting proposal to the District. This had to be submitted by the school, not the PTSO.
- IX. Old Business
 - a. Lunch Table Repair & Wine Barrels
 - i. The tables need to be repaired. The company that makes tables and the repair product states the repair product needs to be for the tables made by that company. That if the repairs are severe it may not work. Brianna will contact Colin to discuss the repair and or replacement of the tables.
- X. New Business
 - a. Visit from Zima Creason
 - i. The group doesn't see a drawback to having Zima attend our meeting. Brianna will follow up with an invite.
- XI. Proposals for Vote
 - a. [Funding Request from Beautification](#)
 - i. Motion to approve made by Gina Tubbs in the amount of not to exceed \$550 seconded by Shannon Murere, all in favor, motion passes
- XII. Adjournment 8:45 pm

[Sign in sheet](#)

[Funding Request - Irrigation](#)

Summary for PTSO Liaisons:

- Art Docent - Please contact Rebecca Soltesz (I.A.) or Rick Boster or more information on becoming an Art Docent for the school
- Open Positions on campus - Recreation Aide & School Clerk
- Teacher Update - Thank you for the shirts, we will have a Ex Officio Member role that will be for a teacher.
- Creating Community - Meeting dates please go to our website for meeting dates or contact Tara Franks or August Patterson for more information.
- PTSO needs contact information for your class officers, coordinator and PTSO liaison.
- Treasury
 - 8th grade gifted \$500 to kinder and \$13,620.03 split between classroom improvements and pe.
 - Teachers please notify Angela of your AR funding needs and whether you would like to gift your balance to new classrooms or teachers that have to build their libraries.
 - The membership will need to decide on how best to cover the cost of quickbook payment processing fees. This will be on the agenda for PTSO general meeting 09/18/23.
 - The PTSO will be asking for input and ideas for swag for jogathon instead of shirts
 - The PTSO will be providing different options to the grades to codify the assignment of and proceeds benefit for food booths at the Carnival & Open house.
 - The 2023-2024 budget was passed it will be posted monthly to the PTSO website
- The funding proposal for replacement and repair of garden and orchard irrigation was passed.
- Vote in grade budgets at your September parent meeting - no checks can be written without the budget being voted in.