John F. Kennedy Middle School PTO

Meeting Minutes – September 26, 2017

**Location:** Kennedy Library

**Attendees:** Michele Haussler, Debbi Jansen, Andre Bobo, Christine Castro, Merrily Robinson, Inez Jackson, Cathy Ammenti, Zulma Gonzalez, Julia Chalios, Yvonne Schwab, Karen Jamison, Casey Teague, Eva Weppner, Oneida Morataya

**Meeting Opened:** 7:02 pm

**Approved Agenda (Michele Haussler):**

Yvonne Schwab motioned to approve the agenda. Debbi second the motion. All in favor.

**Approved August Minutes (Michele Haussler):**

Minutes were not distributed prior to meeting – Debbi Jansen will send for approval and post to website once approved.

**New Business: Bookkeeper Interview (Karen Jamison):**

As discussed during the August PTO meeting, the treasurer position is too big and the responsibilities need to be managed by more than one person. The PTO is looking to hire an outside 3rd party Bookkeeper who can work with the PTO Treasurer to free the treasurer from managing the legal issues that come with being a 501(c). The PTO will pay for this bookkeeping service. Hiring an outside 3rd party provides much needed continuity across the PTO as board positions change year over year. The treasurer becomes a coordinator position that manages the in/out of funds, communications around funds, and deposits to the Bank. Oscar Ordonez, of ABT+ Finance, presented his firm’s services and how the PTO can benefit. Karen Jamison is the acting treasurer and would like to work with a new Treasurer this year to begin transitioning the responsibilities. Cathy Ammenti made a motion to hire a bookkeeper. Inez Jackson second the motion. All in favor.

**2017-18 Budget Approval (Karen Jamison):**

PTO is still looking for a Music Accountant. Bookkeeping budget may be higher than actual cost of services. Proposed 2017/18 budget is $40,000. Cathy moved to approve the budget. Yvonne second the motion. All in favor.

**Parent Volunteer Update (Michele Haussler):**

Andre Bobo offered to put a committee together to begin working on the Spring Auction.

Still looking for Book Fair (October 10-13), Dance Chaperones (October 27th), Teacher Appreciation Coordinator, Music Coordinator (one per grade), 8th Grade Graduation Coordinator volunteers.

**Annual Drive (Karen Jamison):**

We have raised $5,450 in direct donations to date.

**Book Fair (Inez Jackson):**

Inez Jackson will have Book Fair flyers to distribute at Back-to-School Night. The book fair takes place on Tuesday, Oct 10 through Friday, October 13. Books will be delivered on Tuesday, Oct 3rd, set-up on Wednesday, Teacher Walkthrough on Thursday, student preview on Friday. Inez will post an announcement for the fair on Nextdoor to invite the greater Redwood City community.

Additional events around the book fair include:

* Ben Krause agreed to shave his beard in a public event if 51% of the students come to the book fair (color coded tickets will be used to track student attendance).
* A Guess the Number of Marshmallows in the Jar game will be played to win a party for winning student and friends.
* Downtown library will be signing kids up for library cards.
* Online book fair is open 24 hours per day starting on September 28th.

**2017/2018 Events (Michele Haussler):**

* **Dine Outs** – Habit Burger Grill is monthly, Patxi’s in San Carlos is on Oct 25th. Galeotti’s is on November 1st and December 6th.
* **School Dance** – October 27th 6 to 8 pm. Chaperones are needed. Sign up genius will be sent.
* **School Fall Conferences** – Nov 20th (11 to 7pm) and 21st (8 to 3 pm). Volunteers are needed to provide snacks for staff. Teachers are asking for more substantial food on Monday. Coffee cart for Tuesday morning is a possibility. Current sign up genius needs to be updated and sent via email. PTO is looking for a coordinator for this event. Zulma Gonzalez offered to manage clean-up for both days.
* **School Play** – Committee members were not at the meeting; no official update was provided.
* **Music: Volunteers, Field Trips, Winter Music Concert (Dec 7th)** – Mr. Villa is the new music teacher at Kennedy. He has someone who can help organize events/fundraisers. Need to determine if we can move the Winter Concert to a larger venue.
* **Graduation Committee** – Committee will determine theme, decorations, food, photo booth, DJ/live band, etc. Committee needs to be in place by end of November. For details on past events, committee can talk to Jen Feri, Sonia Gonzales, Evro King, Komal Segal, and Lisa Deal.
* **STEAM Fair** – Scheduled for Spring, around Open House. Need more parent involvement to lead groups of kids in various projects. Looking for someone to coordinate event. Interested parents should talk to Michele Haussler.

**Meeting Adjourned:** 8:25 pm

**Next Meeting:** Tuesday, October 24th at the Canyon Inn (Julia Chalios will book the event)