

Ocean Avenue PTO

Engaging People. Building Community.

OAPTO Board Meeting Minutes

Date: December 11, 2014

Time: 6pm-8:30pm

Called by: Nanette Dyer Blake, OAPTO President

Directors in Attendance: Allison Ayan, Nanette Dyer Blake, Chip Gavin, John Gordon, Lisa Hicks, Julie Lannon, Katharine O'Neill, Erica Sabatino, Tobin Scipione, Jeannette Wycoff

Guests: Dr. Coursey

Location: Home of Nanette Dyer Blake

I. Welcome/Updates (Nanette Dyer Blake)

- PTO/A Leadership Meeting:
 - Superintendent Caulk held a Leadership Meeting for PTO/A Presidents and Vice Presidents to look at the new district-wide website which is slated to launch in Feb.
 - The website will include a link to the OAPTO website and each school can choose their own template
 - They are looking to hire a webmaster who will be available to share his/her knowledge

- Annual Appeal:
 - Goal is to raise \$2,000
 - In 2013, 16 donors gave to the annual appeal raising a total of \$1060
 - Board decided not to do a backpack mailer at this time
 - The appeal will be in the form of an email solicitation and will feature a "Give" button that will be sent to everyone on our email distribution list
 - It will include the following payment options: mailing a check, emailing your square payment, clicking the give button through the OAPTO website which uses PayPal, dropping off a check at the front office with Attn: PTO
 - Nanette, Tobin and Katharine will work on the language for the appeal and sending it out
 - The appeal will highlight some of tangible ways the funds may be used (i.e., helping to fill the library with books, paying for a scholarship, funding transportation for field trips, etc.)
 - Ask people if their employer has a corporate giving program so that the PTO can receive matching funds for both the annual appeal and call banking

- Strategic Plan:
 - Nanette plans to write a first draft of the new three-year strategic plan in Jan.

- Nov. PTO Meeting Debrief:
 - Dr. McGovern's presentation was a lot of fun, got people moving and broke down some barriers
 - Members really liked being able to participate and having the opportunity to experience the music curriculum first-hand
 - Board is interested in having more teachers as speakers with hands-on activities

- Dec. PTO Meeting:
 - Dec. 18th at 7:30am – no speaker at this meeting as we will be celebrating the staff
 - Erica to pick-up Panera donation at 9:15pm on Wed. night
 - There is money in the budget to provide coffee – Jeannette to pick-up
 - Americorps Vista volunteers to serve as babysitters – the child-care sign-in sheet will be kept with the sitters

- Jan. PTO Meeting:
 - In lieu of having Neighborhood Meetings like we've done in the past, Nanette suggested a "PTO Social Night" at school where people can network and learn more about the various board positions
 - Ideas included having an ice breaker such as "people bingo" to learn about each other's talents, interests, hobbies, etc.
 - It was suggested that we look at some new outreach strategies to generate interest in the PTO meetings
 - For this meeting we can focus on the "Bring A Friend" approach and promoting the opportunity to socialize to draw people in

II. Acceptance of Minutes (Erica Sabatino)

- Board voted to accept the Nov. 2014 board meeting minutes

III. Director's Updates

1. Budget (Chip Gavin)

- Net revenue from the Auction will likely be \$18,000; sponsorships are still coming in
- Total revenue for the month of Nov. was \$19,210
- Revenue is at 60%
- Operating account has \$24,057 in it
- We have a total of \$31,000 in the bank
- After Lisa and Chip meet to discuss the enrichment budget, the board is interested in re-visiting a \$600 funding request from Dr. McGovern to purchase a world drumming set
 - The total cost of the drum set is \$2600
 - Dr. McGovern received a \$1000 grant from the Portland Education Fund and \$1000 in district funds have been "unfrozen"
 - The \$600 he requested from the PTO would allow him to purchase the drums
- Board also discussed the possibility of funding Dr. McGovern's teaching time for an afterschool Ukulele Club:
 - Dr. McGovern purchased 20 ukuleles using grant money he got last year and the school paid for his time; this year the funds to pay

Dr. McGovern were redirected towards other programs so the Ukulele Club didn't run

- Dr. McGovern is interested in starting up the program again this winter if the PTO is able to fund his time; Lisa will contact him to discuss what his pay expectations are

2. Fundraising (John Gordon)

- Grants:
 - Lisa, Dr. McGovern and Ms. Mitchell will provide the information needed to write any arts grants
 - John will schedule a meeting for early Jan. with the grant writing team
 - John to check-in with Gibson Fay-Leblanc to see if he is submitting a King Foundation grant in Dec.
 - Grant making process needs to be year-round because there are grants that can be applied for in the summer
- Designing Women:
 - Event is on Sat. Dec. 13th from 9am-4pm; set-up is on Fri. night and Sat. morning at 7am, breakfast is from 8am-9am, lunch starts at 11am and clean-up is from 4pm-5pm
 - John still needs to do signage for food pricing and registration
 - Goal is to raise \$2000
 - It's posted as an event on Facebook and also went out in the weekly blast
 - Original Artwork orders will be picked-up at Designing Women event
 - Look into coffee donation from Coffee by Design for future events
 - Possibly purchase a coffee urn and large water jug for events

3. Volunteers (Tobin Scipione)

- Tobin is focusing her efforts on coordinating volunteers for the Designing Women Craft Fair and helping at the event

4. Community Building (Jeannette Wycoff)

- Teacher Appreciation:
 - PTO delivered 6 dozen bagels with cream cheese to the staff on Dec. 5th, the last day of parent/teacher conferences in recognition of their hard work and dedication
- Walk and Roll:
 - Rob to be present at every event but the board will manage the promotion of the event
 - Need to have a confirmed board member in attendance every month

5. Enrichment (Lisa Hicks)

- Afterschool Classes:
 - Fall enrichment classes are wrapping up
 - Lisa is still attending all enrichment sessions to ensure things run smoothly
 - Hip hop and yoga are continuing and maybe Artists for Social Change; Dolphin Press will also start up
 - Lisa is interested in exploring a partnership with Learning Works:
 - Learning Works is a free afterschool program that runs until 5:30pm and includes transportation
 - Part of a \$5MM grant that primarily targets kids who are performing just below grade level and offers some STEM activities
 - We may be able to pool our resources (i.e., enrichment offerings, transportation, joint enrichment celebration night, co-writing a grant, etc.)
 - Lisa wants to ensure we are not offering the same activities at the same time
- MLK Celebration:
 - Event will be hosted at OAES
 - Dr. McGovern would like the choir to perform
 - There will be African drumming, Artists for Social Change will hold a workshop and 2nd graders are writing poetry with Mrs. McGhie
- In-school Enrichment:
 - Two artists from Portland are leading West African dance and drumming workshops for 5th graders as part of an in-school enrichment offering
- Other Enrichment Ideas:
 - Getting students involved in the radio program "Chickens Are People Too"
 - Open gym, soccer program
 - Lego Robotics, snap circuits, coding, etc. – OAES parent Molly Anderson came in and worked with the whole first grade on coding (check out code.org)
 - We may be able to partner with Portland Rec or Learning Works to offer a Lego Club
- Misc.:
 - Lisa managed to secure a bus donation from Waynflete School for the Nutcracker field trip and they would be willing to donate again – thank you Lisa!
 - Chip and Lisa need to meet to talk about the enrichment budget

6. Nominating (Julie Lannon)

- Staff of the Month Award will be given to the 5th grade team: Mr. Copeland is leading the Civil Rights Club, Mrs. Gurney is leading the Math Team and Ms. Lapin is a new teacher who has stepped right into her position
- Julie has requested that board members look at their work plans to determine what kind of support is needed for next year
- By-laws indicate that we should have a 30% retention rate for the board – serving on the board should be a “fun, fill your cup” kind of experience

7. Communication (Katharine O’Neill)

- Nothing to report

IV. Working Session – continued from last meeting (All Directors)

- Board did not have time for the working session

V. Adjourn