



**PTO Board Meeting Minutes**  
**Tuesday, April 21, 2020**  
**6:00 pm via Zoom**

**Board Members in Attendance:**

Michael Paskin  
Anna Stump  
Tara King  
Shannon Schroeder  
Anne-Marie Matthews  
Dustin Todd  
Kim Kotnik  
Cari Menchaca  
Jamie Crystal  
Lilia Hine  
Kelly Milazzo  
Elizabeth Wagner  
Kristie Chapman

**Parents in Attendance:**

Gjis Euverman  
Timothy Lee  
Fatima Lopez-Orozco  
Sarah Matheson  
Maria Miller (parent and staff)  
Petra McPhee  
Holly Parker  
Stephanie Poole  
Maya Singer (parent and staff)  
Flor M  
Nurleyz  
Sandra  
Alicia

**Staff Members in Attendance:**

Christina Giguere  
Denise Granger  
Ali Angeloupolos  
Frida Blum  
Anelix Diaz  
Nancy Lusk  
Justin Mack  
Elizabeth Mortensen  
Samantha Prendergast

1. Mrs. Giguere introduced interpreters Anelix and Frida, and explained how interpretation will work.
2. Michael called meeting to order at 6:04pm We are in a different place from when we met last month, hope all is well and appreciate everyone showing up. Full agenda tonight. Need to do strategic / succession planning. Regarding succession, slate is at least 7 directors, plus teacher representatives. Self-nomination forms will be distributed via Parent Square.  
We need to anticipate what our “new normal” will be. Will 2020-2021 be back to normal or will we continue to distance learn? We must plan as best we can. Our



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scheduled May 19 meeting will be our Annual Meeting of the Board of Directors,” where we approve all who are interested in joining board. Then elections will take place at June meeting.

CIMI funding and 6<sup>th</sup> Grade promotion are on the docket for this evening. 6<sup>th</sup> grade sendoff will look different. Board needs to schedule annual retreat and upcoming meetings.

3. Christina Giguere, Principal. Mrs. Giguere is also available to take questions via phone outside PTO call. Proud of parents, students, staff...keep up the good work, and we’ll continue to adjust based on feedback and make it work for everyone. We are doing pretty well with 90-100% participation from students on class Zooms. Good level of engagement compared to other schools. 60-100% of students are completing all of their work. Staff are providing attendance / participation updates every Friday, with follow-up to the families of those who aren’t participating. Pretty good on tech / wifi but still working on that. Half of the families surveyed say everything is just right in terms of workload; some say too much / some say too little. A lot of screentime and technology is being used; do what works for your family. Specials can be considered optional. Breakfast and lunch still served daily at participating sites, and social / emotional support still being provided to families who need it. Upcoming special events – to be discussed later. Mrs. Giguere introduced Samantha Prendergast, who is currently a 5<sup>th</sup> grade teacher at Franklin and will be joining Washington for the 2020-2021 school year.
4. Maria Miller, Lead Curriculum Specialist. Curriculum Specialist team is seeing where they can best support teachers, utilizing online webinars, getting used to using Zoom and Google Classroom, Seesaw, etc. to present lessons to students. Attending classroom Zooms and reaching out to reading intervention groups; 1 lesson / activity per group plus Zoom and small group activities. Small math and reading groups. English Language Development groups as well. Also trying to push out enrichment activities for fun (not graded) for students who have completed their other work or just need a break.
5. Justin Mack, STEM teacher. His highlight is working with students virtually from the STEM lab. Big picture: weekly Zoom live opportunity, ongoing codebreak assignments. This week Mr. Mack will kick off Thursday night tinker time to build community, add some joy at home; families can participate together.
6. Anna Stump, Vice President. This is our biggest PTO meeting ever! How can we continue to help families in need? Do we need a call-support system to check in our families in need and find out what resources are lacking / where support is needed? Mrs. Giguere indicated that another round of pick ups of school supplies and items will happen before the end of the school year. Staff are currently OK with call support; Lilia and others have been helping with tech support for our Spanish-speaking community.



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Perhaps in the future we could need some parent-to-parent support; Mrs. Giguere will advise. Gift Cards for groceries and essentials can always be used.

Allocating time for sixth grade promotion ideas?

Move-a-Thon team will meet via Zoom this week to discuss options for a virtual MAT.

Some teachers have already distributed MAT t-shirts; the rest can go home in the next packet pick-up. Backyard / Front yard challenges?

How can we facilitate some face time between students / parents and teachers / staff.

We want families to continue to feel connected to Washington. Parking lot drive by?

Teachers park, families drive by? Mrs. Giguere indicated that staff have been discussing this as well.

7. Communications, Shannon Schroeder. Michael reported on behalf of Shannon that she is trying to be very deliberate about communications, in light of the amount of email and Parent Square info that is being pushed out to families.
8. Tara King, Treasurer. We have just enough money to get us through to the end of the year considering upcoming bills. This will put us in a position in which we would need to pull from our reserves next year. We will need to make hard decisions going into next year, as families will have less to give, etc. BUT we can meet this year's commitments. There may be MAT money at school, Tara will check. Michael commented that while our fundraising sources have been cancelled, our financial commitments remain the same. We need to start strategizing about what 2020-2021 will look like, and make decisions based on best info available to us now.

Lilia indicated that there was some talk in the Zoom chat about teachers meeting / not meeting with students every day. What is protocol? Can they do every day? Parents want that. Mrs. Giguere responded that the number of Zoom calls is at each teacher's discretion based on need and feedback. The district guidance was for each teacher to have a Zoom call with his or her class 1-2 times per week.

9. Sarah Matheson, Party Book – No updates. All tickets from cancelled events have been refunded if the attendee requested a refund. We have a \$1500 deposit with the Yacht Club for the end of year party. We should be able to get that back but have not gotten any communication from them as they have been closed.
10. IT, Dustin Todd – no IT needs right now outside of facilitating Party Book ticket refunds. Should we use a corner of our website as a resource for tips on Zoom, etc? Mrs. Granger responded that the district website does have that information. She can forward to Dustin and he can put a link to it on our website.
11. Open Discussion:  
6<sup>th</sup> Grade Promotion – there has been some district chatter at all school levels. Some direction / guidance from the district will be forthcoming. Mrs. Giguere believes that



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we want and must do something recognize these students, and the 6<sup>th</sup> grade teaching team is fully supportive of doing something, just not clear on format yet. Brainstorming ideas: some kind of virtual promotion on June 2<sup>nd</sup> as planned, and will attempt to recreate the traditional ceremony as best as possible, including speeches, etc. Staff will reach out to 6<sup>th</sup> grade families for input. Waiting to see about rules on social distancing / gathering; would be nice to do in-person celebration later in the summer. There is money in the budget for a celebration (\$7k). If we can't do a big party, do we buy a brick? Community donation? Pride / next class donation? Decision doesn't need to be made right away. Promotion committee has ordered beach towels so needs to be some kind of delivery / distribution. There wasn't going to be a pick-up until the end of the year for all grades...BUT with talk of virtual MAT etc. there might be an additional need.

CIMI funding: deposit due September, Santa Barbara Airbus payment due in October. Elizabeth asked: could expenses be reallocated from such areas as campus grass mowing, etc? Mrs. Giguere said not possible. Michael reminded us that our foundation's mission statement is to support the educational opportunities of our school, but tough decisions must be made. We have \$100k in reserves; could possibly make a short term loan to the class of 2022 for the money needed for deposits. Are we going to get anywhere near \$400k fundraising budget that we've hit historically? Anna suggested that we could move a big event like MAT to front of year, and let it fuel what needs to be secured in September. Kickoff that looks different than PRIDE and has an element of bringing in enough to provide to these events for our students. We were reminded that PTO doesn't fund CIMI but in partnership with 5<sup>th</sup> grade parents could make small short-term loan. Would have to be repaid. Reserve money was previously set aside for "rainy day" / capital improvements / unclear what it was earmarked for.

Going forward we are going to have to tighten our purse straps and be deliberate about how we spend our money. Anna: we need to preserve as much as we can, knowing that we are not likely to bring in as much for the next several years. Need to prioritize funding the programs that make our students successful. Dustin: does emergency state allow us to reconsider how to allocate funds. Do we stay the course on commitments we've made through the balance of the year? Specifically Curriculum Specialists. Half of all funds (parent funds) raised goes to fund CS. CS are laid off at end of year and will receive layoff at end of this year as usual. May be rehired at beginning. Nancy Lusk: Could we compromise? Reduce the reimbursement amount? Mortensen: Kinder team very grateful for CS LaPaglia throughout the year. Michael summarized: District employs CS. They have committed to pay them though end of year. Our question is whether or not foundation will reimburse district for said funding. We have enough funds to pay, but will put us on a bad start for next year. A. we honor reimbursement commitment (how do we get most value of CS through end of year?) B. we have to choose to give ourselves a more solid start to next year and decide NOT to reimburse district. Kim commented: We reimburse / preserve fundraising abilities future; we fulfill commitment as planned. Relative to a vote, Michael will clarify – will / can the district pay? What



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does this mean, Cari questioned: What does it mean that “the district might not work with us?” Michael responded: They give us leeway in terms of hiring these CS and other fundraising opportunities. We have a history of a good working partnership with district, in making decisions to put additional educators in our classrooms. We are funding 7 CS; other schools are lucky to get one. District signs the contracts and is financially bound (not the foundation). District has money but in our best interest to be mindful of preserving our relationship with district. Kelly commented that we want to make sure we’re not leaving anyone high and dry for services rendered to date. The value-add is tremendous, and we want CS to return next year. Kim commented that we as a board can raise the money to fund CS but cannot contract with them directly so we depend on district to do us a “favor” of making hires on our behalf. It would be great to understand district’s “risk” factor if we do not reimburse...what would impact be on partnership and ability to do this in the future? As of this moment, contracts are funded through June 3<sup>rd</sup>. As is requires no vote; if we change anything (decide not to reimburse district) then a vote will be required. In the event we are unable to fund, how does that potentially impact our future ability to fund / use CS? Mrs. Lusk asked: what if we don’t use CS in May? Response is that it is too late to lay them off at this point. They either resign or get paid by someone. Table discussion for May or possibly June? Lilia asked: can we negotiate with district re: maybe we pay percentage? Michael thinks rather than negotiate or express grievance...let’s talk about the future of our foundation / CS. Talk options, our ability to continue to fund due to pandemic. Tara asked Mrs. Giguiere to remind us when we hire CS for coming year? Response: Last year, we brought everyone back in August, added one later in year. Hiring of Curriculum Specialists can be quick if they’re being re-hired, but new hires can take several weeks.

Succession planning: Self nomination forms to be distributed by Michael or Anne-Marie this week. We are mandated by bylaws; minimum of 7 board members (can be combo 5 parents / 2 teacher reps). This coming year our foundation will need us more than ever. We need motivated parents on board since we will have a different fundraising and educational climate moving forward. We will need self-nomination forms back by May 4<sup>th</sup>. Slate to be presented at May 19<sup>th</sup> meeting. Kim commented: For parents who are participating on this call, we always extend a warm welcome to parents who want to participate, whether on the board or in another capacity. Parents are encouraged to reach each out to any board member if you’re thinking about it and have questions. The more diverse of a board we have, the better off our foundation will be.

Board commitment letter – should we include / omit anything / adjust in any way?

Board members can respond to Michael with suggested edits.

Reach out if you are interested in a leadership position – President / VP?

Communications? Secretary. Treasurer / Financial Secretary. Also many committee positions (Pride, etc.) available.

Elizabeth thanked everyone for showing up. Kelly thanked all of the teachers who joined the call!



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Stephanie Poole – Yearbook update: more candid photos being shared. More info coming in next weeks. Order deadline has been extended and shipments will be sent directly to students' homes. Stephanie would like to include opportunities for additional possible event photos (virtual MAT, etc.) Yearbook Order deadline 6/2 delivery by July 6/7.

In conclusion, Michael expects to have new information in a day or two, and will convene special meeting as necessary to deal with any actionable item. Last meeting of the year will be officer elections. Should we form a committee for some sort of teacher teacher parade? Mrs. Giguere indicated that discussion was started, then paused, as we need to be careful of encouraging gatherings. Need to do it carefully and thoughtfully.

Anna thanked Mrs. Giguere, Mrs. Granger and Michael for being such strong leaders: organized, positive and communicative.

Meeting Adjourned: 8:02

Next Meeting: 5/19/21/2020, 6-8pm, via Zoom