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## **Rancho Romero Elementary PTA Association Meeting- Minutes**

Friday, August 27, 2021 - [started: 8:20am](#)

***Meeting held outdoors at Rancho Romero Elementary***

**\*\* Note order of agenda items may change to accommodate Mrs. Bali's and Mrs. Abbott's schedules\*\***

**Attendees:** [Annalisa Graham](#), [Roopali Bali](#), [Jen Abbott](#), [Veronica Menta](#), [Jackie Waters](#), [Melissa Barale](#), [Kyra Barale](#), [Sonia Barnoff](#), [Amy Skryja](#), [Jessica Brooks](#), [Qali Vartanian](#), [Elizabeth Yuan](#), [Karen Halm](#), [Bridget Bradford](#), [Miranda Kane](#), [Nicole Dunn](#), [Unnar Gretarsdottir](#), [Mary Molerovich](#), [Lindsay Graves](#), [Katie Hejna](#), [Natalie Kriegel](#), [Lorie Edam](#), [Bridget Monahan](#), [Katherine Wade](#)

### **Call to Order**

Do we have a quorum of at least 16 PTA Association Members? ([yes 24 - see attendance above](#))

Remember that ANY PTA member can vote or make motions at PTA Association meetings; they do not have to be Officers or Executive Board members.

### **2021-2022 Board**

- Presentation of candidates for the following positions:
  - VP of Hospitality ~ Veronica Menta (2nd 1-year term)
  - VP of Programs ~ Bridget Bradford (1st 1-year term)
  - **\*\* Motion to elect the above officers for the 2021-2022 term? Jackie motioned/ Melissa seconds/motion passed**
- President to appoint parliamentarian ~ Karen Halm
- Open positions are:
  - VP of Ways & Means
  - VP of Legislative
  - Historian
  - Auditor for 2020-2021 records (just a one-time project to review prior year records)
  - Additional details on these positions are [linked here](#)

### **Celebrations & Reviews**

- Thank you to:
  - Teachers and staff ~ continuing to be flexible and patient while providing excellent instruction during the pandemic
  - Christine Brashear ~ online registration
  - Karen Halm ~ new families
  - Melissa Barale, Veronica Menta, Sandra Wilman, those that donated tents, ice for the Meet & Greet - [very successful, more info to follow](#)
  - Gina Halow ~ organizing 1st day of school teacher appreciation lunch
  - Hanh Estep ~ room parent coordination
  - Bridget Bradford ~ Ice Cream Social

- Room parents
- Review of events and notes for next year:
  - Online registration ~ Christine Brashear - looking for a replacement for next year
  - Meet & Greet ~ Annalisa Graham - held on the upper playground blacktop, good feed-back given and well attended. Next year's thoughts would be to have pop up tents for the teachers and have them separated out by grade level so it's easier to find teachers and they have some shade because it's always very hot at this event.
  - Staff appreciation lunch ~ Gina Halow - went well, teachers were very grateful. Gina used platters to present the food.
  - New family coordination ~ Karen Halm - hopes new families are feeling welcome, there was a very successful park playdate before school started - attended by 25 new families as well as the new 5th grade teacher and principal. Everyone likes Roopali's emails and her calendar of upcoming events. Having the new family coordinator gives new families a point of contact to lean on/ask questions.
  - Ice cream social ~ Bridget Bradford - the social was planned, 15 gallons of ice cream were purchased and are being held in the office freezer. PTA thought to postpone the event with the rising # of Covid cases; we want to align with the school if they're trying to keep kids separated by class, we don't want to give families the wrong message to all come together. Will reschedule when cases drop again.

### Follow Up from Prior Meeting

- Minutes
  - Draft minutes from our last meeting are [linked here](#)
  - Any amendments?
  - **\*\* Motion to approve minutes? - Melissa motions/Bridget seconds/motion passes**
- 2021-2022 PTA Budget
  - Proposed budget is [linked here](#) - Budget is done yearly and is a best guess of our income and expenses, based on our prior year's income, which Amy updated.
  - Any questions?
  - **\*\* Motion to ratify budget for 2021-2022? - Jackie motions/Amy seconds/motion passes**

**Teacher Representative Report** ~ Jen Abbott - teachers were very thankful for the staff luncheon. She recommended putting together an online link vs a paper flyer for teachers to purchase a staff PTA memberships, it's much easier to use a link to pay, rather than writing a check or bringing cash. Annalisa to Jen - "We all (parents) want to be here and help, there are lots of new families as well, please let teachers know that and to reach out at anytime."

**Principal's Report** ~ Mrs. Bali - thanked PTA for our support, especially grateful for postponing the ice cream social since we had rising case #s. Roopali wants to get to a place where families can safely be back on campus and involved. Recognized that everyone has been so flexible with the changes. There was a fire drill yesterday and the school beat the previous record of 7 min with a 6 min finish time. Mentioned the principal's coffee that will be held on 9/1 from 9-10am via zoom, a link will be sent out. Tatiana resigned last night, she has been so helpful w/Roopali's transition and will be greatly missed.

**Financial Secretary's Report ~ Liz Yuan**

- May 2021 Financial Secretary Report is [linked here](#) \$35 deposit
- June 2021 Financial Secretary Report is [linked here](#) \$3400 deposit - yearbooks
- July 2021 Financial Secretary Report is [linked here](#) \$0 deposit
- Membership
  - Update on membership income and number of members thus far for 2021-2022 school year - So far, we've sold 150 families PTA memberships. \$6k in income, after we pass on our dues to the District, \$4300 net for us. \$7k in yearbook sales. Amy noted that you can submit receipts for PTA membership if your company does corporate matching.
  - 2 memberships refunded - 2 families moved schools and asked to be refunded for their PTA memberships and yearbooks. \$70 to the Geiser family and \$70 to the Young family. Liz motions/ Karen seconds/motion passes.

**Treasurer's Report / Ratify Checks ~ Sonia Barnoff**

- May 2021 Financial Secretary Report is [linked here](#)
- June 2021 Financial Secretary Report is [linked here](#)
- July 2021 Financial Secretary Report is [linked here](#)
- Budget to Actuals YTD is [linked here](#)
- Ratification of checks - #4125 for \$412.39 to Gina Halow for the staff luncheon - Sonia motions/Amy seconds/motion passes
- Release of any funds necessary for checks to be written before next meeting in October? - Sonia motioned to release all funds in the budget for the school year/Jackie seconds/motion passes
  - Insurance
  - Pass Through Membership Dues
  - Zoom membership \$75 (invoice not yet received)
  - PTAEZ fee \$99
- Have we remitted payment for the PTA insurance due by 9/30?
- Any other payments due? - \$324 extra to Jen Harrington for garden expenses; she went over budget, provided receipts. Sonia motions/Jackie seconds/motion passes

**Parliamentarian's Report ~ Karen Halm**

- Bylaws to be updated this year - Bylaws need to be updated this year. Karen passed out a copy of our current bylaws for review. Bylaws are to be updated every 5 years. Dec 31 is the deadline. Most rules won't change, Karen noted some small changes, such as adding zoom meetings. Once we finalize changes, we approve them, then pass them to the district and then the state to get approved. Committee formed is Karen, Annalisa and Amy.

**President's Report ~ Annalisa Graham**

- Possible "chair" position(s) for 2021-2022
  - Communications: maintain PTA's page on Rancho Romero website, social media - [looking for someone to help with content](#)
  - Anything else?
- Membership
  - All Executive Board members are required to purchase a Family Membership for the 2021-2022 school year - [can be planned on FF and will get a link for teachers to use](#)

- Has teacher membership form been circulated to teachers?
- Music position funds - there was a long discussion about this topic. There are a couple of important facts to note - 1) the District is having issues filling any part-time positions, such as paras and subs. There are many unfilled para positions right now. 2) This position hasn't been filled at Rancho is years, as it's very "part-time." The position was posted on May 1 over Edjoin. The position was posted again last week. Anyone w/alternative ideas on how to bring music to Rancho - perhaps outdoor "concerts"/assemblies? Other parents offered to reach out to former music teachers (Teri, Qali and Katie.) Maybe word of mouth? The position is 16 hours/wk. Music is different from band because band is a certificated teacher, whereas music would be more of an instructional assistant, so music isn't a prep period for the teacher, teachers have to stay with their class during music. Band is only offered to 4th/5th graders. Parent groups are not allowed to be involved with hiring or firing staff. For now, we agreed to leave the \$17,000 with the school.
  - PTA donated \$17,000 to school to fund a music position for 2021-2022 school year
  - No one has applied for the position >> school willing to return the funds to PTA
  - Do we want to utilize the returned funds for another music program? >> would need to be parent-organized
  - Funds could also be used for another project at Rancho
- Run Club as of now will not be in place for, at least, fall of 2021 - no volunteers, plus with an 8am start time, Run Club would have to start too early in the morning.
- Still significant need for noon duty volunteers >> sign up using [this link](#)
- Future PTA meetings for 2020-21 (see dates below)
- Other needs/concerns?

### Other Updates

- RREF update (shade structure, annual giving, auction, etc.) ~ Ally Krueger - Ally is looking for a replacement for herself (as President.) Have received a lot of donations already, especially for the shade structure, working with the District to get it ordered and installed. In the meantime, some dads were going to volunteer to set up temporary shade structure over the picnic tables.
- Spirit wear store ~ Julie Rossing - Will be live on the online store in Sept. Info to go out via email. They'll be adding a water bottle, hat and tie dye apparel. Working with a new vendor. This is not a money maker for the school, PTA is just helping facilitate for the school.

### Upcoming Events

- Harvest of the Month (HOM) & garden volunteers info meeting with Mrs. Harrington ~ 9/1 at 8:05am in Room 8 - Each month there is a new produce item w/curriculum from the District, parent volunteer will present to the class; can also make item into a food. Ask teacher or room parent about volunteering.
- Principal's Zoom coffee ~ 9/1 at 9:00am
- Run for Education - this is a District fundraiser; Event will be virtual. If we have a parent volunteer, it can be a bigger money maker for our school if someone helps push it and we get a lot of sign-ups. Rancho has no parent volunteer to help lead any fundraising this year. If anyone is interested, contact Annalisa.
  - Final day to register 10/10/21 >> register at [www.srvef.org/the-run](http://www.srvef.org/the-run)
  - 5K and 10K are virtual >> complete (or not) on your own schedule and course

- Mini Run and Friendship Run - optional in person on Saturday and Sunday, 10/9 - 10/10, as space allows
- Donations are accepted until 10/31
- Without significant school participation, Rancho does not receive a great deal of direct funds
  - School receives 30% of \$25 registration fee
  - School receives 70% of school's fundraising
- May coincide with fall fundraiser from RREF
- Fall PTA-sponsored family event >> thoughts on this?
- Rancho outreach to sister school - [our sister school is Coronado School in Richmond. We need a new parent coordinator. Garrett Krueger used to do it and Shams would organize the food drive for Rancho Gives Back in Nov. We need to reach out to the school to see what their needs are this year and how we can help; also can work with student council on this.](#)

### Committee Updates & Standing Events

\*\* Indicates most relevant to current meeting's discussion but all are welcome to provide any updates

### WAYS & MEANS ~ **VP POSITION OPEN**

- \*\* Online Registration ~ Christine Brashear
- \*\* Membership ~ **OPEN**
- \*\* Run Club ~ **OPEN** (discussed above)
- \*\* Spirit Wear ~ Julie Rossing (discussed above)
- Eat Out for School ~ currently under RREF
- \*\* Yearbook ~ Kyra Barale
- \*\* Run for Education ~ **OPEN** (discussed above)

### HOSPITALITY ~ Veronica Menta

- New Families ~ Karen Halm (discussed above)
- Welcome Back Coffee ~ Veronica Menta (discussed above)
- Rancho Community Meet & Greet ~ Annalisa Graham (discussed above)
- August Staff Lunch / Staff Appreciation ~ Gina Halow (discussed above)
- Principal's Coffees ~ Mrs. Bali (discussed above)
- Holiday Cookie Exchange for Staff ~ Amy Skryja & Julie Rossing
- Teacher/Staff Appreciation Week ~ TBD
- Parent Mixers ~ TBD

### PROGRAMS ~ Bridget Bradford

- Ice Cream Social ~ Bridget Bradford (discussed above)
- Family Fun Nights ~ TBD
- Talent Show (spring) ~TBD
- Carnival (last day of school) ~ Anna Matte & Ally Krueger
- PTA Art Reflections ~ TBD

### HEALTH & WELLNESS

- Garden / Harvest of the Month ~ Jennifer Harrington (teacher)

- Red Ribbon Week (10/23 - 10/31) ~ TBD

### **RANCHO OUTREACH**

- Fall Event ~ TBD
- Pledge to Humanity ~ TBD
- Sister School Clothing Donations ~ Rotary Club of Alamo

**DIVERSITY, EQUITY & INCLUSION COMMITTEE (DEIC)** ~ Sandra Willman - Sandra is looking for someone to replace her position for next year. PTA is trying to make this position an executive position when we finalize our bylaws. Committee meets every other month and Sept meeting will be over Zoom; date/time TBD.

- Bullying Prevention Week
- Words Matter Week
- International Festival
- Calendar Observances
- No Place for Hate Campaign

### **SCHOOL SUPPORT**

- \*\*Room Parent Coordinator ~ Hanh Estep
- Book Fair ~ TBD
- Lunch/Recess/Yard Duty ~ Office staff
- \*\*School Pictures ~ Veronica Menta
- Kindergarten Welcome Day ~ TBD
- Kindergarten Info Night ~ Annalisa Graham

### **Pulse Check**

Are all families and children being positively impacted at Rancho? If yes, what's working? If not, what can we do to fulfill our mission to positively impact all children and families?

**Any other business?** Someone asked about enrichment classes. Kids Country is not sure they'll offer enrichment classes this year, due to Covid protocols as well as not enough staffing.

**Adjournment - Adjourned at 9:51am**

*PTA Association meeting dates for the academic year are as follows.*

Friday, August 27, 2021 - 8:15am  
Friday, October 22, 2021 - 8:15am  
Friday, December 10, 2021 - 8:15am  
Friday, March 4, 2022 - 8:15am  
Friday, May 13, 2022 - 8:15am