

# December General Meeting

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**Start:** 12/5/23 5 PM

**Board Member Attendees:** Alaina Allen, Pamela Essex, Jenn Hua-Jamison, Azirae Jaquez and Andrea Finkbiner

**Other Attendees:** 11 in person 2 online

**Board Absentees:** N/A

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## Update Tasks Due From Last Meeting

Task	Owner	Status
Fall Dance Planning	Azirae chairing the event	The dance was successful

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## Topics

### 1. Introduction

- Brief Introduction
  - Approve November Meeting Minutes
    - Andrea motioned to approve
    - Azirae seconded
    - None opposed. **Motion approved.**
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### 2. New Business

- Parents' Council Meeting
  - February
  - Last Meeting: CCSF gala and district planning
- Treasurer's Report
  - Available on the PTO website
- Grants, Budget, Bylaws, and Fiscal Policy
  - Budget
    - Can be found on the PTO website (peakviewpto.com - under documents)
    - The funds will all be used or earmarked by end of year (PTO can carry over \$5,000)

- Provide all grant cycle information to the teachers through school communication.
      - Julie will introduce the first grant cycle at the January 8th teacher meeting.
    - Keeping money earmarked for 24/25 for Para/Library Tech
      - No need for a staffing meeting at the end of the 23/24 school year
    - Approved that September requests are grandfathered in - we just need the paperwork for all items in order to document the money being pulled
    - Andrea motioned to approve
    - Azirae seconded
    - None opposed. **Motion approved.**
  - Bylaws
    - Can be found on the PTO website (peakviewpto.com - under documents)
    - Pam motioned to approve
    - Andrea seconded
    - None opposed. **Motion approved.**
  - Fiscal Policy
    - Can be found on the PTO website (peakviewpto.com - under documents)
    - Pam motioned to approve
    - Andrea seconded
    - None opposed. **Motion approved.**
  - Grant Cycles
    - Hold a cycle at the end of February
      - Grant requests due to Julie January 30th. Grant requests made public February 6th.
      - Julie to introduce grant process on January 8th during the staff meeting.
    - Hold a cycle at the beginning of April
      - Grant requests due to Julie Tuesday, March 5th. Grant requests made public March 12th
- Board Openings
  - Pamela Essex and Alaina Allen are coming to the end of their terms
  - Need a President, Treasurer and Secretary to keep the PTO open
    - For 24/25 PTO will need to fill the President and Treasurer positions and would also like to try to fill the Vice President position (but not necessary to keep the PTO up and running).

### 3. Principal's Report

- December to remember
  - Building energy and moral for teachers and students
- Wreath project
  - Sold 22
- Parents' night out
  - December 15th - \$30 a kid

- Birthday on the marquee
  - \$20 a kid to be on the marquee
- Nest project
  - December 8th - inviting the author of Revolutionary School Culture
- Leadership team joining adaptive school trainings
  - Impactful for the leadership team to go. This way they know what they are doing well with and what they can improve on.

#### 4. Report on Events

- Fall Ball
  - Should list a cutoff time for presale tickets
  - Should put that we do cards only
  - Should keep tickets at the front office after school for clubs

#### 5. Upcoming Events

- December
  - 12th: Skatecity 6-8pm
- January
  - **PTO meeting: February 27, 2024 - 5 pm**

**End:**

### Task Summary

#### New Tasks

Task	Owner	Due
Introduce grant process to teachers	Julie	January 8th
Work on a way to communicate better with teachers ~ there was a volunteer to be the teacher liaison		

**End: 7:25pm**

### Next Meetings

General Meeting

Date: Tuesday, February 27, 2024

Start: 5:00 PM

Location: Peakview Library