



NEIL CUMMINS ELEMENTARY

**Neil Cummins PTO
Meeting Minutes
September 2, 2020**

Call to Order: ZOOM Call: 9:03 a.m.

PTO Representatives:

Patty Elliot, Principal
Kyle Shaw, NC Counselor
Jessica Edelen, NC PTO President
Amanda Dickerman, NC PTO VP
Whitney Robinson Creutz, Treasurer
Mindy Sagemeister, Auditor
Kate Lowe, Secretary
Kristen Scales, Spirit Wear Fundraiser
Corinne Golden, Spirit Wear Fundraiser
Leigh Denbo, Class Coordinator Lead
Jennifer Shaumbroom, Campus Conservation
Lisa Griffin, NC Newsweek Editor
Karen Emmons, Teacher Representative
Katherine Chan, Board of Trustees Representative
Beth Mitchell, SPARK Representative
Angela Movafaghi, NC Assembly Coordinator
Sara Esslinger, NC Yearbook
Lyn Everly, School Administrator
Nathelle Belloni, School Administrator

Jennifer Ginsburg, Measure M Representative

- **Welcome & Introductions**
 - Welcome to the team. We're excited to begin the new school year and hope we have a fabulous year.
- **Gratitude & Questions:**
 - Huge amounts of gratitude to the administration, staff, support staff, parents & students as we engage in an unprecedented year. We are looking forward to all having a growth mindset and exercising our greatest skills in flexibility as we approach this unique year together.
 - Thank you to our PTO President, Jessica Edelen and our PTO VP, Amanda Dickerman, for all their work behind the scenes in preparing for this school year.
 - Huge thanks to Kim Jones for all her efforts over the summer in revamping the PTO website and creating the NC Spirit Wear website.
- **Principal Update, Patty Elliot:**
 - Thank you for all of your support, patience and flexibility as we started this very different school year!
 - Thank you to PTO for Alan Scofield contract and (possibly) Musical Moments (Joni DeGabriele) SEL for kindergarten and 1st grade.
 - Equity Workshop and Staff Training - September and October
 - October 16th - professional development day (no school for students)
 - September 28th- no school for students, teacher work day
 - Positive emails and gratitude to teachers means so very much!
 - They are all working harder than ever to meet the individual needs of students, as well as respond to the large array of family/parent needs during this challenging time.
 - 5th Grade Leadership....coming later in the school year. Stay Tuned!
 - 5th Grade Outdoor Education - not happening this Fall and we currently are uncertain if we'll be able to host it in the Spring, covid conditions pending.
 - 5th Grade Music - currently K-5 general music
 - Possibly adding 5th grade music special options starting in January- stay tuned!
 - Art Teacher Update
 - Ms. Lipiansky left the district
 - Ms. Liza Mathews will be covering the art position for the entire year via distance learning.
 - SPARK is funding art supplies for the schools.

- At this time, Art, Music and PE will all be taught virtually throughout the school year.
- Specialists- student support
 - Live Zooms optional - why? Some of these classes are large and overwhelming for some students, and some families have conflicts in schedules, thus these classes are optional. Families can decide what works best for their students and make them mandatory, but the school, based on feedback, is maintaining them as optional.
 - Nancy Wilson (prior reading specialist) is teaching 2nd grade this year.
 - English/Language reading support is being provided by Kristie Martinez
 - For those children who need reading support, it is provided by each students' teachers and supplemental support by staff if necessary.
- Enrollment is low!
 - Currently NC has 550 students versus 600 (typical enrollment)
 - TK class has been closed
 - TK students have been offered to be absorbed in Kinder classes at Cove and NC
- Staffing Updates
 - Colette Macgowan (2nd grade, room A9)
 - Nancy Wilson (2nd grade, room A10)
 - Erin Alcala (paraprofessional)
 - Gail Hurwitz (nurse)
 - To be hired - two campus support positions are open 3.75 hours/day
 - Ms. Hutchison is currently teaching Ms. Fletcher's class while she's on maternity leave.
 - Stephanie Fletcher will be returning from maternity leave in January.
 - Ms. Hutchison will be moving to Kindergarten in January to cover Ms. Harris' maternity leave.
 - Distance Learning Teachers (August - December):
 - Ms. Harris - Kindergarten
 - Ms. Shawn - 1st Grade
 - Ms. Wilson - 2nd Grade
 - Ms. Mathews - 3rd Grade
 - Mr. Arrow - 4th Grade
 - Mr. Reiter - 5th Grade
- **PTO President Update, Jessica Edelen:**

- PTO Monthly Meetings: Jessica will be providing the Zoom link and bullet points for the PTO Monthly Meeting agenda in the NC Weekly to encourage the NC Community to join the meetings and get involved.
 - Kim Jones revamped the PTO Website as well as created an online Spirit Wear website over the summer.
 - Events - PTO no longer has an Events Coordinator or a Health & Safety Coordinator. Specific events will be led by individuals, though this year will be different due to covid. Health & Safety will be covered by the district administration to stay consistent throughout the district.
 - Events for this year will vary based on covid conditions and what is deemed to be safe and feasible.
- Chair of NC Yearbook, Sara Esslinger
 - Sara Esslinger will be chairing the NC Yearbook alone this year.
 - Discussing the changes in format for yearbook due to covid. There will be fewer activities due to the conditions.
 - Sara will create Google Photo Albums for families to submit photos for different events, ie. First Day of School, Spirit Days, at-home art, at-home music, at-home PE, etc. so that she has access to some pictures for the yearbook.
- Photo Day, Dorian Photos:
 - Dina Harrison is in touch with Dorian to discuss the details of photo day.
 - Any plans for Photo Day must cover all three schools: NC, Cove & Hall.
 - Lyn Everly will be the NC contact person for NC with Dorian. We are uncertain exactly how picture day will happen but we will work out details with Dina, Lyn, the other schools and Dorian.
- PTO Vice President Update, Amanda Dickerman:
 - Ms. Klaubert had delivery of supplies for the Music Room that never arrived. There is a need for these supplies to be replenished. Approach will be to deplete the music budget prior to requesting these funds from PTO. PTO's funds are tighter this year.
- Measure M, Jennifer Ginsburg
 - Parcel Tax for Tam-Union High School District (TUHSD): San Andreas, Tamiscal, Drake, Tamalpais and Redwood High Schools.
 - We are up for parcel tax again.
 - Since 1989, TUHSD has maintained its schools in part with locally controlled parcel tax funding, providing \$16.8 million per year, or approximately 17% of the school district budget, this funding will expire soon.
 - If the parcel tax funding is not renewed, the District would be required to make cuts equivalent to laying off 115 teachers.

- To help avoid cuts, the TUHSD Board of Trustees recently placed Measure M, a local parcel tax renewal measure, on the November 3, 2020 ballot.
- Measure M would renew the existing parcel tax at the current rate of \$469 per parcel, with annual 3% inflation adjustments, for nine years.
- Measure M would continue local funding to maintain science, technology engineering, math, reading & writing instruction; help attract and retain highly qualified teachers; and support art and music programs.
- Measure M requires fiscal accountability including: all funds would continue to be controlled locally, go to local schools and could not be taken away by the State; none of the money raised by the measure would be used for administrators' salaries, independent oversight and audits would continue to be required; senior citizens aged 65 and over would continue to be eligible for an exemption from the measure.
- This measure is a straight renewal, no new tax hikes with this new parcel tax. This will cover the enrollment bubble, but due to the fact that the district is basic aid - the more students that are enrolled in the school does not equate to more financial support.
- Two ways schools get funded: bonds and parcel taxes - Bonds are for buildings and Parcel Taxes are for People and Projects. Bonds do not need $\frac{2}{3}$ to pass, but parcel taxes must pass by $\frac{2}{3}$. This is a very difficult feat considering the majority of the families in this area do not have students in the district.
- Redwood Foundation, Tam Foundation and Drake Foundation have already supported this measure with contributions. The Cove and Hall Middle School have already supported this measure.
- The Measure M team is asking \$500 from elementary schools.
- Senior exemptions are available: homeowners age 65 and older who can demonstrate ownership and residency will qualify for an exemption from the cost of Measure M. Any senior already qualified for the parcel tax exemption need not reapply for another exemption, as the exemption would automatically carry forward to this renewal measure.
- Teacher Representative Update, Karen Emmons:
 - 5th Grade
 - Last Friday was Bring Your Pet (or Stuffie) to zoom day :)
 - This Friday is pajama day
 - Library
 - Please thank PTO for their support of the library and literacy and for managing the Birthday Book program.
 - Kindergarten

- Many of the teachers would like to thank all the parents who are supporting us and making this Zoom such a successful time.
 - A great big thank you for all the supplies that we're providing our students!!!
- 4th Grade
 - 4th grade welcomed 6 new students to Neil Cummins this Fall! We are looking forward to celebrating California's Statehood birthday next week!
- Board of Trustees Update, Katherine Chan:
 - Approved MOU's with LCMEA and CSEA
 - Summer Update:
 - Color-coded plan for school reopening
 - Facilities upgrades including measuring out classroom spaces for various scenarios, wall sanitizers and soap dispensers, outdoor washing stations, upgrading HVAC filters, completed installing security cameras, re-keying district, refinished NC gym floor
 - Obtained PPE for all classrooms, electrostatic sprayers, pop-up tents, furniture upgrades
 - Professional Development Days on 8/13-14 focused on in-person safety protocols, and distance learning training and planning
 - 3. 14% of school opted for Distance Learning Only, drop in enrollment by about 100 students
 - 4. 45 Day Budget Revision - slightly better than our worst case scenario, but still lots of uncertainty about economic outlook
 - Exploring Waiver Option -- will require input from all stakeholders including teachers and parents. Communication will be sent shortly on this. We are considering a phased-in approach to the waiver process, looking first at high-needs students (ELL, special ed students, children of essential workers). Then looking at K-2 only. All of this will be part of a stakeholder discussion.
 - Open Seat on the Board of Trustees - Sasha Morozoff will not be returning. The individual will be nominated by the board. This position needs to be filled by November 2. This position will be appointed for a 4-year term starting Jan 2021.

- SPARK Update, Beth Mitchell:
 - Annual Giving has kicked off - brochures will be arriving shortly.
 - Some specialists are being supported by SPARK.
 - SPARK is helping to fund aspects of distance learning.
 - NC Co-VPs will be in place soon. SPARK will reach out to classrooms to find two representatives per classroom.
 - SPARK will be sponsoring a Drive-In Movie event in place of the Fun Run in order to foster community as safely as possible.

- Treasurer Update, Whitney Robinson Creutz:
 - PTO Budget needs to be approved by the PTO
 - Current budget: \$91,000
 - Jessica Edelen moved to approve the budget, Amanda seconded the motion.
 - Budget approved by PTO.

- Neil Cummins PTO Reimbursements Directions
 - Currently we do not have a reimbursement form.
 - Email Whitney directly with PTO Reimbursement as the Subject. Please provide all details in this email in order to expedite your reimbursement.
 - Beginning 9/4, she will begin writing checks every two weeks.
 - Turn-around time will be approximately two weeks after submission.

- Auditor and SPARK Update, Mindy Sagemeister:
 - Audit is complete.
 - Carey did a fantastic job and the audit is sound.
 - Mindy will need to begin recruiting a new auditor for the upcoming school year as her student will be graduating from NC. Timing will be for June 2021.

- Spirit Wear Update, Kristen Scales & Corinne Golden:
 - Kim Jones set up a great new website over the summer for purchasing spirit wear online.
 - 60 orders have been placed thus far and \$2900 has been raised.
 - Kristen and Corinne would like to bring back Spirit Wear Fridays for the assemblies.
 - Announcement will be submitted this week to encourage spirit wear for the following Friday's assembly.
 - Promote Spirit Wear via the Newsweek as well as encouraging photos for the NC Yearbook
 - NC has an instagram account
 - A stipend has been approved for the Social Media position.

- Daniel Norbutus will be posting for the Social Media position - to be filled by a teacher.
- Classroom Coordinator Lead Update, Leigh Denbo:
 - One Classroom Coordinator has been identified for each class.
 - CC has reached out to each teacher to find out their needs and potential support they will be needing this year.
 - Currently the position will entail forwarding emails to their classrooms.
- NC Newsweek Editor, Lisa Griffin
 - The Neil Cummins Weekly is a digital bulletin that is sent out every Sunday morning to NC families.
 - The NC Weekly Editor, Lisa Griffin, and Principal Patty Elliot, work together to produce the weekly.
 - Deadline for announcements to be submitted into the NC Weekly: Wednesday by 3 pm each week.
 - For anyone interested in submitting an announcement, please email Lisa Griffin directly at nchawksweekly@gmail.com. All of this information can be found at the bottom of the NC Weekly.
 - Lisa is available to help with submissions if people need help with verbiage, formatting, etc. Please contact her directly at the above email address.
- Measure M Vote:
 - PTO to vote on Measure M based on Jennifer Ginsburg's presentation:
 - PTO to Endorse Measure M - Whitney Robinson Creutz moved to approve and Amanda Dickerman seconded the motion.
 - PTO Pledged \$500 for Measure M, which aligns with the Cove donation and past donations to different measures - Lisa Griffin moved to approve, Kyle Shaw seconded the motion.
- Adjourn: 10:53 a.m.

