



Five Oaks PTO Meeting Minutes

Thursday, November 16th, 2023

7:00 - 8:00pm via Zoom

Those in attendance:

Board Members - Katie Hickenbottom, LeAnn Gentry, Kimberly Hawk

Staff - Kelly Laverne, Oday Vega Alvarez, Allison Schrader, Luke Martin

Parents - Ashlee Richards, Jennifer Brinkerhoff

Call To Order - 7:02pm

Welcome and Introductions: Board members and school staff introduced themselves.

Review of October Meeting Minutes (approval required) - Motion to approve by Katie and seconded by LeAnn. Minutes approved.

Principal's Report - Kelly Laverne

Some students have needed a little more discipline since the start of the month. The general population did a great job evacuating this week secondary to the gas leak in the boiler room after a pilot light went out. The administration plans to launch a new initiative for Advisory classes linked to privileges to participate in the Snow Ball festivities on 12/15. Chronically tardy students will instead spend time engaging with Kelly that day with the hope that this will incentivize students to be on time. They will also seek to increase student engagement in community service activities around the school during Advisory classes and hold a competition in the gym the third week. The room where there is an existing Clothes Closet will be a good storage area for our future food pantry.

President's Report - Katie Hickenbottom

We anticipate being able to open a school food pantry towards the end of the year. Alliy Schrader will ask to partner with the Beaverton Resource Center and donations will also be sought through ParentSquare messaging. She will create a Google Doc form to identify families in need of food assistance. We discussed holding a canned food drive in December and linking it to the students' community service activities. Alliy mentioned there will be 50 Thanksgiving food boxes given out next week. Staff will be treated to a Pacific Perks Coffee Cart with a free upgrade of eggnog and cider as well as three Nothing Bundt Cakes (one of which was donated) on 12/15.

Vice President's Report - LeAnn Gentry

We are awaiting the results of our November events at Papa Murphy's and Mapel Boutique. The next fundraisers are at Burgerville on 11/29 and Papa Murphy's on 12/9. Requests have been made for future events at McDonald's and McMenamin's. Please contribute to our BottleDrop account! Blue bags are available through Kim at treasurer@fiveoakspto.org - we have \$649 in our BottleDrop account right now with a goal for the year of \$1500. BottleDrop is offering a 20% match for bags turned in by 12/2/23. Also consider using the Box Tops app and linking a Kroger Rewards account to FOPTO. We are still collecting sneakers for GotSneakers in the school lobby.

Treasurer's Report - Kimberly Hawk

October Budget Report: The ending bank balance for October was \$13,924. We earned \$110 from Jamba Juice cards, \$14 in a PayPal donation for conference meals (Staff Appreciation fund) and \$75 from a PayPal donation meant for the school-sponsored Fall fundraiser. This will be given to the school. Expenditures included reimbursements of \$130 to Michael Price for RFF #01 and \$145 to Katrina Flasch for RRF #02. There is still \$1540 available for school administration to use in the Cafeteria Fund, which they are planning to use towards snacks for students during after school clubs in January.

Requests For Funds: Luke Martin submitted a request for \$1500 for supplies for the Culinary Club, a popular after school club that the PTO has funded for several years. There are currently 160 students interested in joining, which will be split into several sessions. BEF is providing a \$10,000 grant for school busses. Mr. Martin is also willing to ask for donations from participating families, which has been successful in the past.

Motion to approve up to \$1000 by Kimberly and seconded by Jennifer. Motion was approved with the understanding that he can request further funds if needed without completing a new RFF form.

Volunteer Coordinator's Report - Kimberly Hawk for Christina Griffith

Volunteers who like to organize and decorate are needed to set up for the December Staff Appreciation event on 12/15 and help is wanted to organize the staff break room and PTO supply cabinets in December. The steps to apply to volunteer with BSD can be found on fiveoakspto.org.

Open Forum

Ashlee asked how families access the Clothing Closet at FO, which has historically been through teacher or counselor referrals. A Google Doc form will be created and shared with all families through various means, such as the FO website and newsletter. Kelly mentioned she would like to have parent volunteers help monitor students in the hallways during passing times in the future.

The meeting was adjourned at 7:46 pm.

The next meeting will be on Thursday, December 14th at 7pm via Zoom.

Minutes taken and submitted by Kimberly Hawk for Kellie Slee.

