



# FIVE OAKS PTO MEETING AGENDA

Thursday, September 23rd, 2021  
7:00pm - 8:00pm via Zoom

## Those in Attendance:

Board Members - Kimberly Hawk, Elizabeth Staly, Katie Hickenbottom, Rachel Woody  
Parents - Nyla Roberts, Page Beedy, Jenny Sawyer, Jamie Speck, Sarah Widmer, Jodi Bean, Enas Mashtoub, Nina Horrell, Daniel Johnson, JD Batbold, Diana Flores, Jennifer Brinkerhoff, Holly, Arturo, Sara Johnson, Carrie Stoller, Christian Salazar, Kathy Coxwell  
Staff: Kelly Laverne, Allyson Dubuque, Kristy Brady, Michelle (Chelle) Meyers, Brian Foren

Call To Order: Kimberly Hawk at 7:02pm

Welcome and Introductions: Kimberly introduced the new board.

Review of June Meeting Minutes (Approval required): Kimberly reviewed the June 17th meeting minutes. Katie motioned to pass the minutes. Elizabeth seconded. Minutes passed.

## Principal's Report - Kelly Laverne

Students are adapting well to wearing masks and distancing measures such as sitting apart during lunch, etc. Back to School Night went well. Fall Conferences will be held virtually on October 13th and 14th and plans for that are being finalized. Hopefully more information will be released next week. There will be no school Oct 14th and 15th because of conferences. No need for staff appreciation meals as staff can conduct conferences from home. Volunteers are needed for help daily at school with lunch. Students must raise their hand to ask for ketchup, etc. and the staff could use assistance. Allyson will be putting together time shifts, likely three shifts by grade level, and the FOPTO agreed to initiate a sign up in Better Impact in the coming week.

## President's Report - River Hemken (Presented by Kimberly in River's Absence)

Election of Vice President's Position for 2021-22: Katie Hickenbottom agreed to assume this

position temporarily during elections in May 2021 so a permanent VP has been sought. **Kimberly nominated Jenny Sawyer and Elizabeth seconded. Jenny accepted and was voted in unanimously.**

Proposed Changes to Bylaws: The FOPTO bylaws are in need of revisions given that Rachel Carson is no longer associated with Five Oaks. Several changes are being suggested, including that the Secretary be added as a signatory on the bank account and that two people need to authorize checks; a maximum two year board term can be served in one position with a third year being voted in if no one opposes; and two members from one household may not hold Executive Board positions simultaneously. The existing bylaws and proposed changes are posted on the FOPTO website (fiveoakspto.org) and questions or comments are encouraged. The proposed changes will be voted on at the next PTO meeting after having been posted for 30 days for review.

Student Representatives: The Board would like to invite student representatives to attend meetings in the future. Jamie Speck suggested one student from each grade level be selected. Kelly will solicit the teachers for nominations and hopefully have students attend the next meeting.

Helping Struggling Students: River and the Board want to explore how the PTO can help students with food insecurities and financial struggles. Gift cards are being given for clothing from the school already and the office has stocked up on school supplies for students in need, so they are not lacking in that area. We have to be careful about donated food needing to be pre-packaged. Gift cards are very efficient due to the lack of storage at the school. Katie suggested donating through PayPal so people don't have to go into the building (Covid precautions). Clothes For Kids through BSD is available and advertised by the school, but it is difficult for kids to get there. Walmart and Fred Meyer gift cards work very well because students and families can walk there.

#### Vice President's Report - Jenny Sawyer

Several fundraising opportunities are being offered, the details of which are or will be posted in the school newsletter and on the FOPTO website, Facebook site and Instagram account. This includes the Thirsty Lion in Tanasbourne, who will donate 15% of dine-in orders from Monday - Thursday during the month of September. Papa Murphy's in Tanasbourne is offering an opportunity on the second Friday of every month this school year - enter code GIVE30 and FOPTO will receive 30% of each order. There will also be a fundraiser on October 28th at Mapel Boutique in Bethany Village, the details of which will be advertised later.

FOPTO has a Bottledrop collection - save cans and bottles and Kimberly will pick them up and can also provide blue bags if people would rather process the bags themselves. Email her at [treasurer@fiveoakspto.org](mailto:treasurer@fiveoakspto.org) if interested. Blue bags are being provided in the staff break room as well. Staff raised \$80 for FOPTO over the summer!

There will be no Fall PTO fundraiser because the school plans to hold one to bolster the Student Body fund. A large PTO fundraiser will be held in the Spring.

### Treasurer's Report - Kimberly Hawk

2020-21 Audit results: Only one 10 cent discrepancy was noted between the Treasurer's ledger and the Bank of America accounting, which was attributed to a bank error. Process improvement issues were noted that include missing Request for Reimbursement paperwork and missing receipts. A new Request for Reimbursement form was created as well as a deposit form specifying that two people need to count cash. It was noted that teacher grants were given, but no paperwork was submitted providing details about the projects and costs. A Request for Funds form has been created for staff to use. Further details of the audit and recommendations are available on our website.

Bank Change: Bank of America charged \$16 in August for our balance falling below \$5000. The Board subsequently agreed to close that account and open one at OnPoint Community Credit Union at Elizabeth's suggestion. They do not have a minimum balance and have no monthly fees.

August Financial Report: Our starting balance was \$4,220. The \$16 charge from BOA was the only debit. There were three deposits, including \$16 from Amazonsmile, \$96 from Fred Meyer/Kroger Rewards and a PayPal donation of \$20. The ending balance was \$4,336.

Proposed Budget for 2021-22 (Approval required): The proposed budget for this school year was presented, which includes raising \$6800 in funds and spending \$8855 for administrative costs and school activities, including teacher grants, Art Lit, 8th grade BBQ at the end of the year, Staff Appreciation and fundraising costs. The proposed revised bylaws specify that an \$800 minimum balance will need to be kept by the end of FY.

**Elizabeth made a motion to approve the budget and Jenny seconded. Budget passed unanimously.** See the website for more details.

### Volunteer Coordinator's Report - Rachel Woody

Volunteer Opportunities: Parents who are approved by BSD are encouraged to volunteer to assist at lunchtime. Be sure to upload your Covid vaccine record or religious/health

exemption form in the Better Impact system first.

It is anticipated that parents and students will be able to volunteer to work in the garden that is on school property. The Oregon Food Bank actually operates the garden right now and produce goes to the OFB. Plans are for 8th graders to help in the future. Any parent who wishes to volunteer will need to go through the OFB. Kelly will get more detailed information and provide an update.

Staff Appreciation is an excellent opportunity to volunteer. We will need volunteers possibly during Spring conferences and certainly during Staff Appreciation Week in early May. We may need assistance with meals, funds and/or decorations. Opportunities will be posted as they arise.

There may be a future need for an Art Lit Coordinator and classroom instructors if the in-school restrictions are lifted.

#### Comms Coordinator's Report - Katie Hickenbottom

Stay informed and connected to FOPTO with our new website, Facebook page and Instagram account. Text **@5oakspto to 81010** to start receiving text messages with fundraising and meeting reminders. Please donate at any time by going to [www.fiveoakspto.org/donate](http://www.fiveoakspto.org/donate).

#### Open Forum

The FOPTO will hold regular meetings at 7:00pm the third Thursday of every month with the exception of February due to conferences. Meetings will be held by Zoom until further notice. Please attend to support our students and staff!

The meeting was adjourned by Kimberly at 7:53pm.

Minutes taken and submitted by Elizabeth Staly.