



## FIVE OAKS PTO MEETING AGENDA

Thursday, November 18th, 2021  
7:00pm - 8:00pm via Zoom

Those in attendance:

Board Members - Jenny Sawyer, Kimberly Hawk, Elizabeth Staly, Katie Hickenbottom, Rachel Woody

Staff - Kelly Laverne, Kristy Brady, Chelle Myers, Oday Vega Alvarez, Brian Foren, Luke Martin

Parents - Wendy Bennion, Jennifer Brinkerhoff, Arturo, Mudsir

Call To Order - 7:03pm

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

Review of October Meeting Minutes (approval required) - Motion to approve by Elizabeth and seconded by Luke Martin. Minutes approved.

### Principal's Report - Kelly Laverne

There were two confirmed positive cases of Covid at Five Oaks today but rates continue to be low. The school is looking to expand opportunities for volunteers in the building, including more help in the cafeteria and future help in the library. There are two students from the Community Transition Program helping for a few hours a week now. The Scholastic Book Fair is coming December 6-10th and the librarian will be seeking assistance with that.

When students return on November 29th after Thanksgiving break, they will be on a special schedule focusing on community building. Volunteers are needed that morning from 9:15 - 11:15am to help design and create a "Grateful Tree" in the windows of E101 using paper acorns and leaves with positive messages from students. This activity is designed to help students connect, as many have had difficulty adjusting following a year of Comprehensive Distance Learning. Staff are also in the process of determining how best to offer the Art Literacy program at Five Oaks now that it's implementation has been approved by the District.

### President's Report - Kimberly Hawk

Election of a New President: The President's position became available in October and the vacancy has been advertised in the school newsletter, on FOPTO social media accounts and on the website. No one in the general population expressed an interest in committing to the position. **Kimberly nominated Katie Hickenbottom and Elizabeth seconded. Katie accepted and was unanimously approved.**

December Staff Appreciation Event: The FOPTO wants to acknowledge how much our amazing school staff do every day for our students and send them off on the holiday break with a special treat! Pacific Perks will be providing an Espresso Cart for staff on December 17th from 8-10am. Options include lattes, mochas, chai tea, hot chocolate and fruit smoothies. The total cost is \$335 and no volunteers or other supplies are needed.

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

The event held at Papa Murphy's pizza on November 12th raised \$27 as only three orders were placed for the fundraiser. This event will be offered the second Friday of every month for the entirety of the school year. Order online for the Tanasbourne location on December 10th and enter code GIVE30.

The Mapel Boutique fundraiser on October 28th raised \$157.

Menchie's Frozen Yogurt in Tanasbourne is holding a fundraiser all day on Friday, December 17th. Mention Five Oaks with your order and 20% of sales will go to FOPTO.

Panda Express in Tanasbourne will donate 20% of sales on Monday, January 3rd. The event is all day - just mention Five Oaks with your order!

Ongoing opportunities to donate include linking AmazonSmile and Fred Meyer/QFC Rewards Cards to FOPTO, the Box Tops app and Bottledrop. Collect cans and bottles and FOPTO will pick them up and turn them in for you! Email [treasurer@fiveoakspto.org](mailto:treasurer@fiveoakspto.org) if interested. There is a Bottledrop bag in the staff break room already and students are encouraged to recycle their cans and bottles in the cafeteria. Luke Martin suggested placing more blue bags around the school and Kimberly agreed to bring more in.

#### Treasurer's Report - Kimberly Hawk

October Financial Report: The ending bank balance was \$4726. \$193 was deposited in funds from Papa Murphy's and \$200 was deposited from Bottledrop donations. On Point Community Credit Union credited our account with \$8 after checks we ordered were never received and new ones had to be ordered. No funds were spent in October.

Requests For Funds/Teacher Grants (Vote Required): Luke Martin presented a request for \$900 for the Culinary Club, which meets after school and had 120 students request to join. The club will be broken into three sessions and he is requesting \$300 per session to purchase groceries and kitchen staples with which students will make various dishes such as corn salsa and chicken quesadillas. There was discussion of food options such as non-dairy and vegetarian and Mr. Martin is attuned to any students' special dietary needs. He has already obtained a grant from the Beaverton Education Foundation for \$1000. The group agreed to vote on funds for the second session of the Culinary Club at January's meeting. **A motion was made by Kimberly to approve \$300 for the first session and was seconded by Elizabeth. The motion was approved.**

### Volunteer Coordinator's Report - Rachel Woody

Volunteers at Five Oaks must be approved by the district after a background check. Proof of a Covid vaccine or a medical/religious exemption is also required. A link to getting approved for volunteering through Better Impact is available at [fiveoakspto.org](http://fiveoakspto.org) under the Volunteer tab.

Cafeteria Assistance: There are currently seven volunteers assisting students and staff during lunch on various days and times, which has been so helpful! Many shifts are available through [myimpactpage.com](http://myimpactpage.com). BSD is paying \$10 to the PTO for every volunteer shift in the school cafeteria. First time volunteers need to sign a confidentiality form with Jenny Shields, the lead in Nutrition Services at Five Oaks. She also has a yellow sheet for volunteers to sign and log hours so BSD will compensate us.

The District has approved the Art Literacy program in schools as soon as January. At least 10 volunteers are needed as classroom presenters and one will need to serve as Art Lit Coordinator. The District Art Lit Coordinator, Cathy Lamb, reports that Five Oaks hasn't offered Art Lit in fifteen years and is offering to provide 1:1 training and support to our school. For more information, go to [fiveoakspto.org](http://fiveoakspto.org) under the Volunteer tab. Then head to [myimpactpage.com](http://myimpactpage.com) to get signed up!

Shifts for volunteers to assist with the Scholastic Book Fair and library on a daily basis will be created in Better Impact once details are provided by the librarian.

### Comms Coordinator's Report - Katie Hickenbottom

Stay informed and connected to the FOPTO with our website, Facebook page and Instagram account. The website now has a Google Translate button! Text **@5oakspto to 81010** to receive text messages with fundraising and meeting reminders. Donate at any time by going to [www.fiveoakspto.org/donate](http://www.fiveoakspto.org/donate). Katie expressed she is excited to serve as President!

### Open Forum

Wendy Bennion asked how parents can learn of volunteer opportunities. Kelly said she will send out a message to all Five Oaks families directing them to [fiveoakspto.org](http://fiveoakspto.org), where they can find the latest offerings as well as how to become an approved volunteer. Approved volunteers who recently switched schools will need to add Five Oaks to see opportunities here by messaging Johanna Shroud at [update\\_volunteer\\_locations@beaverton.k12.or.us](mailto:update_volunteer_locations@beaverton.k12.or.us).

The next FOPTO meeting will be held on Thursday, December 16th at 7:00pm via Zoom.

The meeting was adjourned by Kimberly at 8:03pm.

Minutes taken and submitted by Katie Hickenbottom and Kimberly Hawk.