

Sunset Elementary PTA General Meeting  
Wednesday, September 23, 2020  
9:00AM

**Executive Board** Wendy Salomon, President  
**Member Attendees:** Daniela Galbis, Treasurer  
Carmen Moreno, Vice President, Operations  
Maria Castillo, VP Programs  
Yaneth Ruiz, VP Fundraising  
Luz Padilla, VP Membership  
Andrea Chorbadjian, Retail/PTA Store  
Angela Martini, Secretary  
Peter Salomon, Vice President  
Dr. Marlene Leyte-Vidal, Principal  
Tere Pujol-Burns, Parliamentarian

**Committee Chair** Martha Bonilla, Room Parent Liaison  
**Attendees:** Mariela Melendez, Volunteer Coordinator  
Rebecca Bechara-Raciti, Website  
(Absentee: Cristina Hernandez, Social Media)

**Additional Attendees:** See attached list of participants. A total of 110 participants logged in to attend the Zoom meeting.

**Call to Order:** The general meeting of the Sunset Elementary PTA was held via Zoom on Wednesday, September 23, 2020. The president, Wendy Salomon, called the meeting to order at 9:07am. The secretary was present.

**Quorum:** A quorum was established.

**President's Report:** The president, Wendy Salomon, introduced the Executive Board and Committee Chairs, all of whom remain in their positions from last year due to Covid-19 lockdown in the Spring. Elections for open board positions are forthcoming and will be discussed further by Yaneth Ruiz, Nominating Committee Chair. Although the current PTA has opened remotely and many programs have been put on hold, the PTA Board is looking for virtual and creative ways to remain connected as a community. With the efforts of the principal, Dr. Leyte-Vidal, and her administrative team, the PTA has been assisting with school readiness for remote and now physical re-opening and hopes to assist teachers this year with safety provisions for teaching in the physical classroom. The president made a plea to support the PTA this year with membership, donation or time in fundraising and volunteer efforts. She reported on past outdoor beautification projects, including the athletic field, and school front landscaping and pavement, as well as a project underway for canopy installations with artificial turf, located

adjacent to the playground and in the central courtyard. The PTA would like to add additional funds to this project this year to provide outdoor seating to allow for increased use of outdoor space for recess, lunch and possibly outdoor classrooms.

#### **Treasurer's Report:**

The PTA projects budgetary constraints, due to reduced fundraising opportunities and limited initiatives that can be fiscally supported during the 2020-2021 school year. The primary fundraising initiatives for 2020-21 school year are programmed to raise **\$50,450** with PTA membership, a virtual Boosterthon and Book Fair (Fall 2020) and online PTA Store. This year, the PTA will be supporting and funding initiatives totaling **\$79,890**, including: the Accelerated Reading (AR) programs for students; All-Pro Dads, which will continue virtually; teacher programs and on-line initiatives; safety and security initiatives; teacher and staff appreciation events; and beautification and enhancements of the school grounds (furnishing of shaded areas). Given the complexity of these times, the Treasurer requested that the board be given the flexibility to eliminate initiatives or move funds between them, especially taking into consideration the uncertainty revolving around the PTA's ability to action the planned fundraising initiatives.

#### **Action Items:**

A motion to approve the budget as described, with flexibility was submitted by Carla Curiel and was seconded by Yazmine Eterovic. The motion passed by a majority with all voting members in favor, and 0 against.

#### **Principal's Report**

Following announcements made by MDCS special board meeting and approved motion to reopen schools beginning October 14<sup>th</sup>, Sunset administrators are working on procedures and implementation measures for a safe and smart reopening to accommodate the demands of the families of approximately 900 students who opted for the schoolhouse model. The following important points were made related to the reopening:

- School communications can be accessed through the electronic Go Green Communicator, the newly updated Sunset Elementary School website, and the new Sunset International email.
- It may be difficult to provide before and aftercare and afterschool community programs at the start of phase 2 due to restrictive guidelines for provision of services in small pods of up to 10 students. A decision will be made by Friday.
- Arrival and dismissal times will be staggered and possibly controlled electronically. Only vehicle and bus traffic will be allowed (no pedestrian). Families with siblings will be allowed a single drop-off time.

- Information will be disseminated to those students who selected schoolhouse model to return physically, as well as to those who selected the My School Online (MSO) model.
- Volunteers are encouraged to participate virtually. Younger children will be escorted to their classroom by school personnel for at least first two weeks.
- Textbooks may be distributed to students of both models.
- Some classrooms will be setup for dual modality teaching. Possibly 1-2 teachers per grade level as well as specials, such as PE, will teach via dual modality, meaning that the teacher will teach kids present in the classroom as well as virtually through Teams and Zoom.
- K through 5<sup>th</sup> grades classrooms will be self-contained according to their assignment to Pangea or Regular placement as well as their language program. Homeroom adjustments will be made based on the language program. Therefore, schedule changes and teacher or class reassignments should be expected for both schoolhouse and virtual models. Consideration will be given, to the extent possible, to minimize changes. Self-contained classrooms are for the safety of the students and teachers as the exposure is significantly limited with this model.
- Children will eat lunch in their classrooms. Alternate scheduling for lunch may allow for outdoor classroom lunch options and cafeteria lunch. Cafeteria tables and benches will be reconfigured to allow for seating in only one direction and with 3 children per table.
- Approximately 200 students have elected to remain home with remote learning, and approximately 900 students have chosen to return to physical learning. The total student body population is 1190.
- Changes can still be made through early October from MySchoolOnline to Physical or from Physical to MySchoolOnline for the second marking period, please contact the school office to request a change of declaration form. The process must be followed.
- The maximum number of students allowed in each classroom will be 23-24, with a spacing of 3 feet between desks.
- Books, paper and cloth materials and manipulatives have been removed from classrooms to make enough space for teachers' desk and filing cabinet and students' desks.
- The District did not opt to offer a hybrid model thus this is not an option.
- Each child will likely be allowed to bring their own plexiglass shield to stay on the desk during the week, and take home every weekend to sanitize. The PTA has generously offered to fund the teacher's desk shields.
- Paper use will be limited and paper documents will not be exchanged. Textbooks will remain in students' desks.
- A device will not be required for physical schoolhouse model.

- Administration is looking providing a document camera to each teacher for document projection on smart boards or through virtual instruction.
- Homeroom teachers may or may not remain the same for both models.
- Principal has not received any information regarding requirement to test students for Covid-19 prior to re-entry. There is discussion from the District to provide thermometers to all families and to report fever or sick symptoms and refrain from sending the student to school.
- Isolation rooms have been setup adjacent to nursing station and additional nursing staff has been assigned to Sunset. Sick children who are isolated will be escorted to Schoolhouse Rd exit for parent pick-up.
- Sick absences will be reported as usual, to child's teacher. Remote learning will not be available to children who are absent due to illness.
- Additional procedures and decisions are still due related to quarantine requirements and provisions to students required to quarantine.
- The custodial team consisting of 6 employees, has implemented new cleaning schedule and maintenance procedures.
- Refurbishing, renovations, and reroofing of old school buildings will begin in early October, and canopy construction and installation is still ongoing.
- Principal chats will be scheduling opportunities for virtual Principal Chats for continued communications.

**Teacher Report:** Ms. Tere Pujol Burns, Parliamentarian, and Ms. Silver welcomed parents, encouraged PTA membership, and thanked the PTA, on behalf of all teachers, for their support.

**Membership Report:** Luz Padilla, Vice President of Membership, reported a current count of 138 members, compared to 557 members on September 23, 2019. Membership is an annual support, and this year, it can only be completed electronically, via the [sunsetpta.org](http://sunsetpta.org) website. In previous years, monetary teacher incentives were provided for 100% student membership from their class, and ideas for creative membership drive efforts were requested. Family membership is \$40 and allows two parents to join. Membership confirmation and cards are provided after data entry into Memberhub. A meeting participant suggested encouraging parents to gift teachers a PTA membership, at \$5 each. The PTA agreed this was a wonderful idea – and reminded parents to get permission from the teacher they intend to gift a PTA membership. Yaneth Ruiz reported on open positions for current year elections, including but not limited to President, Treasurer, Vice President of Programs, and Vice President of Membership. For questions related to duties of each position, please email us at [sunset\\_pta@yahoo.com](mailto:sunset_pta@yahoo.com) for more information.

**Nominating  
Committee Report:**

**PTA Merchandise Report:** Andrea Chorbadian, Retail reported that she is likely to be setup for online sales on sunsetpta.org by next week, where you can purchase Friday t-shirts, Sunset color bows, car magnets, and recorders. Free shipping is provided to members, and a nominal fee or curbside pickup option is given to non-members.

**Programs Report:** Wendy Salomon reported for Maria Castillo, on programs, including PTA Reflections program, and Boosterthon, a fundraising and character-building program. This year's Boosterthon possibilities includes a virtual fun run from home, a dance fit and hero fit option. It is a robust virtual program that mimics the feel of the live event with videos and fun challenges and can be done in person or from home. Traditionally, Boosterthon is a big event at Sunset, and it is the biggest fundraiser of the year. Typically, this event begins with a pep rally and prizes and culminates with a grand race on the athletic field. It will obviously look different his year. Currently, we are looking at dates to create this.

**EESAC Elections:** The Educational Excellence School Advisory Council is a group at each school responsible for the School Improvement Plan. The slate of officers presented was passed for the 2020-2021 school year, with 12 votes in favor and no opposing votes. Mrs. Arana, the teacher liaison for EESAC will be notified of results.

**Adjournment** The meeting adjourned at 10:40.

*Angela Martini, MS, CCC-SLP*

---

Angela Martini, Secretary  
Submitted 09/24/2020

Attachments: Participants List  
Zoom chat Record  
EESAC Elections Officers