

# KAISER WOODLAND PFO

## MEETING MINUTES

MONDAY, SEPTEMBER 16, 2019



### EXECUTIVE BOARD MEMBERS PRESENT:

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> KES – Michelle Murphy                        | <input checked="" type="checkbox"/> WES - President: Hedy Wertenbroek | <input checked="" type="checkbox"/> Treasurer: Angelina Achak            |
| <input checked="" type="checkbox"/> Secretary: Tara Jimenez                      | <input type="checkbox"/> Parliamentarian: Erin Bell                   | <input checked="" type="checkbox"/> Auditor: Mona Agzoar                 |
| <input type="checkbox"/> VP Membership (W): Ashley Fella                         | <input checked="" type="checkbox"/> VP Membership (K): Branden Fella  | <input checked="" type="checkbox"/> VP Communication: Adrienne Ainbinder |
| <input checked="" type="checkbox"/> VP Enrichment: Tiffany Slater                | <input type="checkbox"/> VP School Fundraisers: Kellie Newcombe       | <input checked="" type="checkbox"/> VP Arts: Wendy Horne                 |
| <input checked="" type="checkbox"/> VP Community Fundraisers: Elizabeth McNerney |   |  |
| <br>   |   |  |
| <input checked="" type="checkbox"/> Woodland Principal: Tiffany Lewis            | <input type="checkbox"/> Kaiser Principal: Deborah Granger            |  |

**MEMBERS PRESENT:** Cynthia DeSurra, Dana Morgan, Stephanie Robson, Sarah Middleton, Katie Gulbranson, Heidi Ellis, Natalie Kennedy, Kenna Crouch, Brian Clarke, Anja Magnani, Melanie Graham, Caroline Prosser, McKenna Aston, Michelle LeBrun, Jacob Topete, Hope Flatt, Cryssa Andersen, Tami McBride, Krista Vo, Mariah McDaniel, Jen Nelson, Cyndie Kam-Ambat, Carmen Wick, Nguyet Thomas, Chelsie Stringham

Agenda Item	Discussion/Action
Call to Order	Meeting started at 7:05 pm
Attendees Sign-In	Blue sheet passed around
Welcome New Members	Welcome new members! Great turn out!
Minutes & Agenda	Approval of the Minutes  <b>Adrienne moves to approve the August meeting minutes. Angelina seconds. August 2019 Minutes approved as presented.</b>
Reports from Principals	<p><b>Dr. Granger – Kaiser:</b></p> <ul style="list-style-type: none"> <li>• Presentation from Eagle Scout Jeffrey Dangl to put in a new Gaga ball court; has ADA doorway kit, tax waived, metal sign with rules and a sign thanking the PFO; total cost is estimated to be \$2,910, plus \$60 for new tetherballs as a side project; Scouts will do the assembly; the PFO supports using the site improvement budget of \$3,000 to make the purchase. Installation will be on September 28<sup>th</sup>.</li> <li>• Special ed services/Pull-outs started last week</li> <li>• Two new 6<sup>th</sup> grade teachers, Suzanne Wolf &amp; Holly Rauch and one 6<sup>th</sup> moved down to 3<sup>rd</sup>, new school psychologist Denise Ehner.</li> <li>• Still focusing on language arts and math; looking closely at those who are socioeconomically disadvantaged; music is highlighted in the single plan this year, the music teacher Mrs. Hanson is one of the first teachers in the district to pilot a modern rock band focused program (guitar &amp; body percussion), you must see her in action.</li> <li>• School-wide community safety meeting will be Tuesday, 9/24 at 6-7pm.</li> <li>• Meet Jake Topete, the new Assistant Vice Principal—13 years in this district as a teacher, AVP &amp; principal, has school aged kids, lives locally, looking forward to getting to know the PFO, staff and kids. Reach out via phone, email or pop in.</li> </ul>

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	<p><b>Ms. Lewis – Woodland:</b></p> <ul style="list-style-type: none"> <li>Started school smoothly; good turn-out for Back to School Night.</li> <li>Ms. Lewis attended two conferences this summer, a major take-away was a focus on literacy. Items that have/will be implemented: push the literacy message out to the community; show the students that reading is for pleasure by posting a list of teachers and the books they are currently reading in the office; read <i>The Legend on Rock Paper Scissors</i> to each classroom; had a Rock Paper Scissors tournament for first and second graders to tie into the book. Second conference was MTSS, major take-away was to look at academics and social/emotional development under one umbrella to make sure we are meeting the needs of all of the kids.</li> <li>Flag deck (9/24) &amp; picture day (9/26) are coming up</li> <li>Several new postings for teachers, Miss Sander moved from 1<sup>st</sup> to kindergarten, Mrs. Fredriksson moved from 2<sup>nd</sup> to 1<sup>st</sup>, new librarian Sarah Babovic, Psychologist Michelle Pathtel, new custodian coming, new office assistant Miss Kenya.</li> <li>We always welcome Girl Scout &amp; Eagle scout programs.</li> </ul>
<p><b>Reports from Presidents</b></p>	<p><b>Kaiser President – Michelle Murphy, Woodland President – Hedy Wertenbroek</b></p> <ul style="list-style-type: none"> <li>Approval of 2019-2020 Budget – pushing out until the executive board can meet again</li> <li>Positions still unfilled:             <ol style="list-style-type: none"> <li>Carnival Co-Lead (Kaiser/Woodland) – it’s a great, big team to join</li> <li>Carnival Silent Auction Chair (Kaiser/Woodland)</li> <li>Kaiser Read-a-Thon Chair</li> <li>Kaiser Skate Night Chair</li> </ol> </li> </ul>
<p><b>Treasurer Update</b></p>	<p><b>Treasurer – Angelina</b></p> <p>Check request procedures have been sent; the Woodland treasurer box is located in the blue cabinets in the copy room; the Kaiser treasurer box is near the brown teacher boxes, across from the bathroom; there is also a lock box at each school if you need to turn in cash and can’t meet up with Angelina.</p> <ul style="list-style-type: none"> <li>Everyone should have a copy of the latest budget, has anyone had a chance to take a look at their events/items and is everything okay? If not, please contact your VP to adjust and relay to Angelina.</li> <li>Dine &amp; Dance service fee for eventbee was built into each ticket and collected via PayPal so we will need to pay them</li> <li>Membership ice cream party budget will need to be increased by about \$500 to \$2,000</li> <li>Adding \$500 for Sweetheart Dance</li> <li>Suggestion to add more to the Kaiser music budget so the students are not asked to donate \$50 per child to participate</li> <li>Recess art could use more money since they are tight on projects and have less than \$1 per kid. We would like to add \$1,000 per school</li> </ul> <p style="text-align: right;"><b>Elizabeth moves to add \$2,000 for the Recess Art budget. Tiffany seconds. Motion passes.</b></p>
<p><b>Auditor Secretary Updates</b></p>	<p><b>Auditor – Mona Abiaoui Secretary – Tara Jimenez</b></p>
<p><b>Upcoming Events</b></p>	<p>Movie Night NEXT Friday September 20<sup>th</sup> Dine &amp; Dance – Friday, October 18<sup>th</sup></p>

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VP Reports	<p><b>Membership – Ashley Fella/Branden Fella</b></p> <ol style="list-style-type: none"><li><b>Membership Drive –</b><ul style="list-style-type: none"><li>Doing well, 379 members so far and \$21,620 raised, 40% participation at Kaiser &amp; 35% participation at Woodland, 46 new families joined over the weekend.</li><li>New drive end date 9/27</li><li>Teachers tend to want to know how many more students they have left to get their ice cream parties</li></ul></li></ol> <p><b>Community Fundraising – Elizabeth McNerney</b></p> <ol style="list-style-type: none"><li><b>Dine &amp; Dance – Mariah McDaniel &amp; Jen Nelson</b><ul style="list-style-type: none"><li>Friday, Oct 18<sup>th</sup> at the Westside Museum in Costa Mesa. Mark your calendars!</li><li>Ticket Sales &amp; Sponsorships – 31 sales so far, but we need 200, so go buy your tickets, only need \$800 more in sponsorships – Branden Fella has donated so we met our sponsorship goal!</li><li>Silent Auction (Caroline Prosser) – We need items like experiences, sports games, gift cards and other big-ticket items</li><li>Big push will start on October 1<sup>st</sup>, will hang the banner up then</li></ul></li><li><b>Restaurant Fundraising – Heather Giordani</b></li><li><b>Ralphs Fundraiser – Krista Vo</b><ul style="list-style-type: none"><li>Reminders are going out, you may not have to re-enroll in the program, remind your family</li></ul></li><li><b>Carnival – Lacey Newman, Nguyet Thomas, Nicole Starkenberg</b><ul style="list-style-type: none"><li>Trying to get Dorinda to do the silent auction again, Julie Haley is onboard to help in 2020</li></ul></li><li><b>Pencil Box – Cryssa Anderson</b><ul style="list-style-type: none"><li>Kids can buy pencils on campus for a quarter, strategy is to post the pencil of the week on social media so the kids know and get excited to purchase one</li></ul></li><li><b>Amazon Smile</b><ul style="list-style-type: none"><li>PSA to add Smile account to your Amazon account and shop at smile.amazon.com to give back to the school with every purchase.</li></ul></li></ol> <p><b>School Fundraising – Kellie Newcombe)</b></p> <ol style="list-style-type: none"><li><b>Spirit-Wear – Rachel Houle, Anka Duley, Nguyet Thomas</b><ul style="list-style-type: none"><li>We did awesome, made \$6,200 so far, and we're likely going to run out; company made an error and set royal blue and bright red so those will be for sale after they run out of the vintage colors</li></ul></li><li><b>Skate Night – Tiffany Slater</b><ul style="list-style-type: none"><li>October 7<sup>th</sup> – Handled, ordering raffle tickets is the last thing to do, maybe one more person to man the booth</li></ul></li><li><b>Jog-a-Thon – Kelly Evans and Alison Kotin</b><ul style="list-style-type: none"><li>November 22<sup>nd</sup></li><li>Meeting with booster-thon tomorrow</li><li>Need help wording the Science Camp language</li><li>Starting on t-shirt designs; rough images for t-shirts will be available soon, need approval by 10/9; want to improve the t-shirt sponsor numbers from last year</li></ul></li><li><b>Book Fair Recap</b><ul style="list-style-type: none"><li>Made \$500 more than last year (\$8,200 net), need to write district a check for \$1,600; should we take the money in Scholastic dollars (50% at \$4,100 + a \$400 bonus) vs. cash (25% at \$2,000), ask the Librarian what she prefers, deadline is October 10<sup>th</sup> to decide to pull out the cash</li></ul></li></ol>
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	<p><b>Enrichment – Tiffany Slater</b></p> <ol style="list-style-type: none"> <li><b>1. Movie Night – Jamie Grenados &amp; Ana Cadwell</b> <ul style="list-style-type: none"> <li>September 20<sup>th</sup></li> <li>Need more donations and volunteers, and to borrow camping lanterns for the concession stand</li> </ul> </li> <li><b>2. Woodland Healthy Choices Week – Sarah Middleton</b> <ul style="list-style-type: none"> <li>Playworks is contracted for this, they are a national non-profit focused on social &amp; emotional wellbeing; would like to get non-PFO parents to attend as well</li> </ul> </li> <li><b>3. After School Enrichment Classes – Hedy Wertenbroek &amp; Liz Teach</b> <ul style="list-style-type: none"> <li>Kaiser flyers went out and Woodland flyers are going out soon (they really do have a positive impact on enrollment)</li> <li>Registration Closes Sept. 27, Classes Start Mon., Oct. 7<sup>th</sup>, Friday classes are only 7 weeks</li> </ul> </li> </ol> <p><b>Communications – Adrienne Ainbinder</b></p> <ol style="list-style-type: none"> <li><b>1. Social Media – FB, website, Instagram, Knightline</b> <ul style="list-style-type: none"> <li>PR calendar is new this year with chair's major activities, all September and October events are charted so far</li> <li>Instructions on how to submit content has gone out</li> <li>Want to add a special edition of Knightline at the end of each month as a push for volunteers so parents can plan ahead</li> <li>Anyone who needs volunteers for their event, please set up your volunteer links in MySchoolAnywhere</li> </ul> </li> <li><b>2. Yearbook – Carmen Wick</b> <ul style="list-style-type: none"> <li>Phone meeting with the TreeRing rep will be next week to set up all of the deadlines links, etc.,</li> <li>Would like separate marketing messages for each school so it doesn't get confusing;</li> <li>There is a 15% discount to purchase early</li> </ul> </li> <li><b>3. School Pictures – Alyssa Jones</b> <ul style="list-style-type: none"> <li>Thursday, September 26<sup>th</sup></li> </ul> </li> </ol> <p><b>Arts – Wendy Horne</b></p> <ol style="list-style-type: none"> <li><b>1. Kaiser Play – Saturday, Feb 29<sup>th</sup> &amp; Sunday, March 1<sup>st</sup></b> <ul style="list-style-type: none"> <li>Preliminary budget has gone out,</li> <li>Scripts and licenses have been ordered for Willy Wonka,</li> <li>6<sup>th</sup> grade pre-registration starts November 8<sup>th</sup>, rehearsals start November 19<sup>th</sup>,</li> <li>60 spots available to audition</li> </ul> </li> </ol> <p><b>Parliamentarian – Erin Bell</b></p>
<p><b>Other Business</b></p>	<p><b>Next PFO Meeting: Monday, October 21<sup>st</sup> 2019, 7:00 – 8:30pm in the Kaiser PFO Room</b></p>
<p><b>Adjournment</b></p>	<p><b>Meeting adjourned at 8:34 pm.</b></p>