

KAISER WOODLAND PFO MEETING MINUTES – EXEC BOARD

MONDAY, APRIL 20, 2020



EXECUTIVE BOARD MEMBERS PRESENT:

- | | | |
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| <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 checked="" type="checkbox"/> Parliamentarian: Erin Bell | <input type="checkbox"/> Auditor: Mona Agzoar |
| <input type="checkbox"/> VP Membership (W): Ashley Fella | <input type="checkbox"/> VP Membership (K): Branden Fella | <input checked="" type="checkbox"/> VP Communication: Adrienne Ainbinder |
| <input type="checkbox"/> VP Enrichment: Tiffany Slater | <input checked="" type="checkbox"/> VP School Fundraisers: Kellie Newcombe | <input checked="" type="checkbox"/> VP Arts: Wendy Home |
| <input checked="" type="checkbox"/> VP Community Fundraisers: Elizabeth McNerney | | |
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| <input checked="" type="checkbox"/> Woodland Principal: Tiffany Lewis | <input checked="" type="checkbox"/> Kaiser Principal: Deborah Granger | |

MEMBERS PRESENT: Carmen Wick, Dana Morgan, Cyndie Kan-Ambat; Julie Haley; Brian Clarke, Melanie Graham, Carol Gaylord

| Agenda Item | Discussion/Action |
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| Call to Order | Meeting started at 6:35 pm, virtual quorum of the executive board |
| Minutes & Agenda | Approval of the Minutes Angelina motions to approve the March PFO Meeting Minutes. Adrienne seconds. Motion passes. |
| Reports from Principals & Discussions | <p>Ms. Lewis</p> <ul style="list-style-type: none"> The district is doing a good job and everyone is doing the best they can Chromebooks were passed out, second run will happen soon Packets are being passed out once a week Trying to assess what makes sense with all of the technologies (Google Classroom, Zoom, Seesaw) It is important that the community stays together <p>Dr. Granger</p> <ul style="list-style-type: none"> Thank you to the PFO for making the science camp refunds possible The yearbook folks are making it happen and working magic Happy to have had a lot of chromebooks from past PFO donations so there are enough to pass out; Working with the teachers to develop a schedule; older students have buddies which can help them hold each other accountable for showing up to class; Teachers are keeping a log of kids they need to connect with and check in on What can we do to celebrate our 6th graders promoting to 7th? Cathy Dugan is at work again and is looking into ordering paper grad caps for the 6th graders for a virtual promotion; suggestion for drive by promotion through the Kaiser parking lot; looking for a group of 6th grade parents to spearhead this idea; we have such phenomenal parents in our Kaiser-Woodland family Anticipating the school district budget will be impacted down the line Suggestion to put together a volunteer committee of tech-savvy parents that can be relied on to help relieve the district Suggestion to have a zoom back to school night (smaller groups) to showcase work |

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| | <p>Comments: Worried about the parents who have younger kids, and the single parents who are still working and are just stressed all the time you shouldn't have to make the environment more stressful than it is</p> |
| <p>Reports from Presidents</p> | <p>Kaiser President – Michelle Murphy, Woodland President – Hedy Wertenbroek</p> <p>We should have the May meeting to make some big decisions. Still have not had the conversation of merging the PFO and the Foundation; need to discuss what the make-up of the 20/21 Board</p> |
| <p>VP Reports & Discussions</p> | <p>YEARBOOK</p> <ul style="list-style-type: none"> • Dana needs principal letters for the yearbook • Still needs to be decided how to distribute the books, by drive-up/pick-up or mail; They are shipping the bulk to Kaiser because it's too much work to get updated addresses for each family to ship it. • Carmen needs the number of scholarship yearbooks for each school so she can pay for the order well before the deadline of May 16th • Cyndie needs to know the number of Lovelines for each yearbook so Terri Clarke will provide a Lovelines via email. • Not able to clearly see the names of the students that have bought the book but Dr. Granger needs that to accurately estimate the number to buy for scholarship yearbooks • If anyone has an issue finding their book online to start updating, they can contact the help line from TreeRing • Crown and court members can reach out to Carmen if the have questions about how to get their book • Yearbook decisions need to include Kaiser & Woodland specifically Dana & Adrienne so everyone knows what's going on. • Are we going to add any special pages to the yearbook? Yes! Dana will add a homeschool file on TreeRing so parents can upload pictures to make the special pages <p>6th GRADE PROMOTION</p> <ul style="list-style-type: none"> • Really need to focus on the little things we can do for the 6th graders to show our support as an organization. • Hedy will be the point person to coordinate the ideas, estimates and spending to make graduation special (Melanie will handle signs if you move forward; Tami McBride will help Heidi). • Michelle will get clarification on what the PFO is allowed to pay for <p>MEMBERSHIP</p> <ul style="list-style-type: none"> • Membership would need to be a part of kindergarten orientation if they do that virtually. • We're not having any restaurant fundraisers right now because we're concerned it sends the wrong message. Adrienne will collect a list of businesses that are owned by Kaiser & Woodland Families |

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| | <p>COMMUNICATIONS:</p> <ul style="list-style-type: none"> • Started Knightline again to focus on essential items we need to communicate; keep it positive; share photos of homeschool • Put together a committee to talk about pain-points from the database this year and decide on what platform to move away from Membership Toolkit • Lawn signs for 6th grade grads that the PFO can pay for and parents (any grade) can come pick up and display around the neighborhood <p>NHHS SCHOLARSHIPS</p> <ul style="list-style-type: none"> • We still have NHHS Scholarship money available to give, but we stick to the \$1000 and will choose 2 winners this year. <p>SCIENCE CAMP REFUNDS</p> <ul style="list-style-type: none"> • There is conflicting information on how much will be returned to each family from science camp. It should be only the amount the family paid out of pocket by check to the district (not any funds raised) • Goal was \$20,000 and \$5,000 in expenses. We received \$24,609 (income) from Booster-thon in pledges <p>SCHOOL FUNDRAISING</p> <ul style="list-style-type: none"> • Booster-thon did get their \$2,000 deposit • Voided contract email mystery, Kellie will email Blake and copy Angelina with a reply to clarify what has been voided (signature) <p>CARNIVAL</p> <ul style="list-style-type: none"> • Check written for carnival still needs to be put down to secure a future date. Hold the check for now and we'll choose a date • Most likely just push to spring 2021 • We have priority for field space <p>TEACHER APPRECIATION</p> <ul style="list-style-type: none"> • A few teachers have said they need nothing from the PFO • We shouldn't be asking parents for any money; kids can send virtual cards |
| <p>Treasurer Update</p> | <p>Treasurer – Angelina</p> <ul style="list-style-type: none"> • Can't give an accurate answer of what we still have left to spend for the year until some loose ends are tied up • Nervous for next year's fundraising efforts so we want to be very conservative with our spending so we have reserves for next year • Suggestion to not spend anything that's not already slated—no additional requests • Priorities should be keeping assemblies and field trips • \$24k in Read-a-thon donations still need to be input |

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| | <ul style="list-style-type: none">• \$52,600 expense item was paid to Booster-thon but there was an error so it's not in the actual expenses for jog-a-thon yet• Loveline money will go toward income• Outdoor equipment expense of \$1,650 that hasn't been spent for Kaiser• Let's Be Kind check for t-shirts is still being held as of now, but we were able to cancel the order so that cannot be included in the budget• Refunds to do from after school classes, then we can move the money from PayPal into the account• Will send an updated budget after the refunds and PayPal are done |
| Other Business | Next PFO Meeting: MONDAY, May 18, 2020 – Virtual |
| Adjournment | Meeting adjourned at 8:26 pm. |