

KAISER WOODLAND PFO MEETING MINUTES – EXEC BOARD

MONDAY, MAY 18, 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 checked="" type="checkbox"/> Auditor: Mona Agzoar |
| <input checked="" type="checkbox"/> VP Membership (W): Ashley Fella | <input type="checkbox"/> VP Membership (K): Branden Fella | <input checked="" type="checkbox"/> VP Communication: Adrienne Ainbinder |
| <input checked="" type="checkbox"/> VP Enrichment: Tiffany Slater | <input checked="" type="checkbox"/> VP School Fundraisers: Kellie Newcombe | <input 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: Melanie Graham

Agenda Item	Discussion/Action
Call to Order	Meeting started at 6:40 pm, virtual quorum of the executive board
Minutes & Agenda	Approval of the Minutes <p style="text-align: right;">Tiffany L. motions to approve the April PFO Meeting Minutes. Kellie seconds. Motion passes.</p>
Reports from Principals & Discussions	<p>Ms. Lewis</p> <ul style="list-style-type: none"> • A very fast 10 weeks have passed in a lot of respects, the learning curve toward technology has been very difficult for many • Student material pick up was two Fridays ago, only 40 bags left over, now down to 9 bags after the second pick-up last Friday; most teachers volunteered to come for their hour so they got to see their students and pass out bags • Lots of outreach from the parent community asking if anyone needs help, a very positive community response as everyone is thinking about the individual needs of their families, too • Principal's award presentations were recorded at school and now are up on YouTube • Brainstorming on how to keep the kids engaged and how we can keep some of the end of year traditions alive like 2nd grade Olympics, knighting, etc. • The district is working through all scenarios and we don't know what is happening for 20/21, but as soon we are allowed to share with the PFO we will • Carol's biggest worry is with TK & Kinder registrations right now, a very different process than before • Possible virtual Knighting for outgoing 2nd graders <p>Dr. Granger</p> <ul style="list-style-type: none"> • They have been plugging along at Distance Learning • Parents of outgoing 6th graders will receive a communication regarding testing for math placement in 7th grade; the test will be given online (it is usually done at school); it will be stressed to parents that this is a student-only test and the curriculum for advanced math is very rigorous in 7th grade • Virtual field trip was neat • Lots of silver linings are happening, like teachers getting good at technology, but lots of difficulty as well

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	<ul style="list-style-type: none"> • Cathy Dugan mentions we still need to pay for the buses for the ENC trip and the play; Play buses were paid for already (check #10706 for \$699.76 written on March 16, 2020). Cathy should to submit a check request for the cost of the buses for ENC • Our yearbook parents are amazing. Those moms were out at the marquee last week taking pictures of 6th graders tirelessly. • State budget affects the district budgets and since there is a delay on taxes collected this year, there is a delay on knowing what the schools' budgets will be • Speaking as a citizen and not as principal, on the anticipation of more distance learning in 20/21, we would need to purchase laptops for the teachers that don't have them at home because the Chromebooks are inefficient to present and teach from.
<p>Reports from Presidents</p>	<p>Kaiser President – Michelle Murphy, Woodland President – Hedy Wertenbroek We are in a decent financial place with our existing surplus and we did very well with fundraising in 19/20 so even if we don't get to raise anything in 20/21, we should still be able to support our schools with additional programs and such.</p>
<p>Treasurer Update</p>	<p>Treasurer – Angelina</p> <ul style="list-style-type: none"> • Budget has been sent out • No more income this year • Last meeting is in June, and want to close the books right afterward, so all check requests must be submitted by June 15th • Virtual Check signing procedures have been sent out with an online form to replace the green form, then gets sent to the VP to sign and forwards it for approval to Presidents & Treasurer; all documents should be in one email with attached receipts and check request • How should we handle refunds for the 19/20 school year? We should back it out of this year's budget. • Anything that goes through PayPal charges a fee so be aware of that when estimating your selling price • Are there any field trips that were paid for that the students didn't get to go on? <ul style="list-style-type: none"> ○ Bowers Museum \$2340, Irvine Railroad \$2448, neither included buses in the total payment. ○ Kaiser will get a refund for the Bowers museum and Irvine Railroad; need to figure out how NMUSD will refund the PFO (the checks for these trips were made out to NMUSD and then the district paid the companies.) If the refund checks don't come back to the PFO by the time the books are closed at the end of June, we'll have to remember to roll it over to 20/21. • Carnival check will not be sent • Need to write a few checks for the spring play (DVDs & costumes) • Cathy was asking for the budget for the outdoor equipment \$1,650; <ul style="list-style-type: none"> ○ If there is stuff to purchase, can Kaiser buy these items after July 1st? ○ The district has rules in place that items purchased have to be used for 19/20 and playground equipment (like tetherballs) won't be used • When we start to look at the 20/21 PFO budget, we can make more decisions • Scholarships are still outstanding; see notes below

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	<ul style="list-style-type: none"> End of year party will not happen, but we typically honor the 6th grade parents that won't be a part of the PFO anymore so will be meeting with Hedy & Michelle to figure out how to honor them remotely
VP Reports & Discussions	<p>SCHOLARSHIPS – Melanie Graham</p> <ul style="list-style-type: none"> will be \$1000; 11 submissions; winners will be decided by this Friday, May 22nd In the past these winners have come to a flag deck so it is recommended that some sort of screencast is made for the 6th graders to see that this scholarship is possible for them as a senior in high school <p>COMMUNITY FUNDRAISING – Elizabeth McNerney Looking into the Ralphs relationships</p> <p>SCHOOL FUNDRAISING – Kellie Newcomb</p> <ul style="list-style-type: none"> Kelly Evans can do Kaiser Jog-a-thon next year but would prefer to just help since it's her last year; Alison Kotin can do Kaiser Possibly push the read-a-thon into fall if gatherings are limited and need to push jog-a-thon to spring BOOKFAIR – Don't have an update on how book fair is doing right now, but Crissa said she will do the Book Fair next year <p>COMMUNICATIONS – Adrienne Ainbinder</p> <ul style="list-style-type: none"> Carmen Cyndi & Dana are handling yearbook well TAW was good low-key and not pushed by the PFO, left up to the parents to deem what was appropriate Knightline is modified positive messaging still, list of local businesses were in the last couple issues Website overhaul will include website, directory, store, parent portal, volunteer sign-ups; evaluating PTO office 6th GRADE PROMOTION sign orders closed May 17th ; 83 ordered but 6 were incomplete; most likely they went roughly \$800
Other Business	Next PFO Meeting: MONDAY, June 15, 2020 – Virtual
Adjournment	Meeting adjourned at 7:57 pm.