

# KAISER WOODLAND PFO MEETING MINUTES – EXEC BOARD

MONDAY, JUNE 15, 2020



## EXECUTIVE BOARD MEMBERS PRESENT:

- |   |  |  |
|---|--|--|
| <input 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 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 type="checkbox"/> VP Community Fundraisers: Elizabeth McNerney |  |  |
| <br>  |  |  |
| <input checked="" type="checkbox"/> Woodland Principal: Tiffany Lewis | <input checked="" type="checkbox"/> Kaiser Principal: Deborah Granger      |  |

**MEMBERS PRESENT:** Tami McBride

Agenda Item	Discussion/Action
Call to Order	Meeting started at 6:30 pm, virtual quorum of the executive board
Minutes & Agenda	Approval of the Minutes  <p style="text-align: right;"><b>Angelina motions to approve the May PFO Meeting Minutes. Adrienne seconds. Motion passes.</b></p>
Reports from Principals & Discussions	<p><b>Ms. Lewis</b></p> <ul style="list-style-type: none"> <li>• To come</li> <li>•</li> </ul> <p><b>Dr. Granger</b></p> <ul style="list-style-type: none"> <li>• To come</li> <li>•</li> </ul>
Reports from Presidents	<p><b>Kaiser President – Michelle Murphy, Woodland President – Hedy Wertenbroek</b></p> <ul style="list-style-type: none"> <li>• Still filling PFO positions, need a VP Membership for both schools</li> <li>• Hedy will communicate what positions are still open under each VP so they can recruit</li> <li>• Want to add/remove a few PFO positions:                             <ol style="list-style-type: none"> <li>1) <b>VP of Technology</b> (Tami McBride has volunteered) to create structure for the PFO platform</li> <li>2) <b>Tech Parent Coordinator</b> for each campus to help with distance learning tech challenges (so it doesn't fall on the teachers), and likely each class will have a tech parent representative.</li> <li>3) <b>Diversity &amp; Inclusion Chair</b> for each school to recommend how our programs can be more inclusive.</li> <li>4) <b>Grant Writing Chair</b> to offset some of the fundraising.</li> <li>5) Since the Grade Level Coordinator for each school can communicate directly with the room parents, the 7 positions of <b>Grade Level Reps</b> don't make sense to continue next school year</li> </ol> </li> </ul> <p style="text-align: right;"><b>Kellie moves to approve the adjustment of positions as outlined above. Wendy seconds. Motion passes.</b></p>

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	<ul style="list-style-type: none"> <li>• Tabling the conversation around joining the PFO and We Love STEM together for next school year since so much is unknown; but encourage We Love STEM to come to the PFO if they are short on fundraising for the STEM teacher next year; Dr. Granger reached out to <b>Jeff Trader, Exec Director-CFO</b> of NMUSD, whose first instinct is that the two orgs should not join because there are two sets of by-laws, that would need to be rewritten to create one set of common by-laws</li> <li>• Calendar meeting for next year should happen soon with the Exec Board; everyone needs to be cognizant of We Love STEM's planned dates as well</li> <li>• As of now Read-a-thon should be moved to fall 2020 and Jog-a-thon should be moved to Spring 2021 and Carnival to spring 2021.</li> </ul> <p><b>Science Camp Refund Discussion:</b></p> <ul style="list-style-type: none"> <li>• Parents have still not received their refund from the district (this is the money that parents paid directly for science camp, not fundraised)</li> <li>• Parents are contacting the PFO because they are realizing that they will not receive the money back that they fundraised for Science Camp; the argument is that they raised the money for their child to have an experience at Kaiser which will no longer happen, and Woodland/Kaiser shouldn't get to keep the money for younger students to use for field trips, assembly etc.</li> <li>• \$17,000 is the amount that would need to be refunded to 6<sup>th</sup> grade parents that would have been paid to the ranch location for the week-long program</li> <li>• The feel-good thing to do is to return the money to the families, but that presents a legal issue and returning the funds to each individual donor would be an accounting nightmare</li> <li>• The cleanest thing to do is for the money to follow the student to the next school so we'll need to connect with someone to find out</li> <li>• The PFO would likely do an expenditure transfer or write a check to Ensign/CM/CDM, etc. with a certain amount denoted to each student (Dr. Granger will talk to Jeff Trader for a recommendation)</li> <li>• Angelina suggests we put a communication together to the 6<sup>th</sup> grade parents detailing what is happening and how the money will continue with them to the next school if it is decided that is feasible</li> <li>• Once this 19/20 school year is complete, it is recommended that the PFO remove itself from Science Camp altogether</li> <li>• Any 5<sup>th</sup> grade Spring 2020 read-a-thon funds raised for 2021 Science Camp will have to be handled separately</li> </ul>
<p><b>Treasurer Update</b></p>	<p><b>Treasurer – Angelina</b></p> <ul style="list-style-type: none"> <li>• Art Masters check went to Matt Cabrera, which needs to be updated to be from the Woodland budget</li> <li>• Updated budget sent to PFO Execs, needs to get to the principals somehow since the emails got bounced again</li> <li>• Next year's budget will have only the website line item which should fall under VP Technology's budget and not under Communication anymore</li> <li>• Will be drafting next year's budget soon, exec's will meet to go over recommendations</li> </ul>

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	<ul style="list-style-type: none"> <li>• Angelina will call Kathy Dugan for the field trip bus funds issue we spoke about during the last PFO meeting</li> <li>• 6<sup>th</sup> grade promotion balloon bouquets for marquee pictures were \$120, plus Dr. Granger spent about \$30 on balloons as well.</li> </ul> <p style="text-align: right;"><b>Hedy moves to use \$151 from the miscellaneous expense item and go over budget for the 6<sup>th</sup> grade promotion balloons. Kellie seconds. Motion passes.</b></p>
<p><b>VP Reports &amp; Discussions</b></p>	<p><b>SCHOOL FUNDRAISING – Kellie Newcomb</b></p> <ul style="list-style-type: none"> <li>• Anka and Nguyet will not be doing <b>Spirit Wear</b> for 20/21 so we are looking for a new chair; someone helped them this year and they recommend that person to take over</li> <li>• One suggestion was to keep it minimal and maybe just order for kindergarteners and 3<sup>rd</sup> graders, plus add socks; a counter argument would be that Spirit Wear Friday is a big deal and the items can always be sold in following years, so a full order would not go to waste</li> </ul> <p><b>ENRICHMENT</b> The new Diversity and Inclusion Chair will fall under VP of Enrichment</p> <p><b>COMMUNICATIONS – Adrienne Ainbinder</b> New Website, woohoo! Everything is run through PTOOffice, overview from Tami McBride</p> <ul style="list-style-type: none"> <li>• Every event has its own page, sign-ups are super easy to find for volunteers AND things like after school enrichment</li> <li>• Sending emails will go through the system using mailchimp</li> <li>• Building stores is very easy</li> <li>• You can apply different admin permissions for each PFO job</li> <li>• Notebooks can be very helpful to use as different event playbooks WITH due dates; the last chair can list out all of the items to coordinate, suggested spending and due dates that will get automatically backed out once you put your new event date in</li> <li>• All contacts have been imported already and people can be associated with their PFO jobs</li> <li>• Everything that you've purchased through the platform will show under your profile</li> <li>• Each parent can filter for privacy and hide address info, etc.</li> <li>• Payment flows through Stripe (no longer PayPal) with very detailed reporting for the treasurer, even down to the individual item purchased (like hats, socks, etc.); industry standard credit card processing fees</li> <li>• Tree-Ring Yearbooks aren't integrated into PTOOffice, but we can look into adding a link to get to TreeRing or other ideas to make it easier for parents</li> <li>• Will need to train each VP and Chair on functionality specific for their position</li> </ul>
<p><b>Other Business</b></p>	<p><b>Next PFO Meeting: Date TBD– Virtual</b></p>
<p><b>Adjournment</b></p>	<p><b>Meeting adjourned at 8:15 pm.</b></p>