



Kaiser Woodland PFO

MEETING MINUTES EXECUTIVE BOARD

WEDNESDAY, AUGUST 12, 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 type="checkbox"/> VP Membership (W): | <input type="checkbox"/> VP Membership (K): | <input checked="" type="checkbox"/> VP Communication: Adrienne Ainbinder |
| <input type="checkbox"/> VP Enrichment: Tiffany Slater | <input type="checkbox"/> VP School Fundraisers: Kellie Newcombe | <input type="checkbox"/> VP Arts: Wendy Horne |
| <input checked="" type="checkbox"/> VP Technology: Tami McBride | <input type="checkbox"/> VP Community Fundraisers: Elizabeth Mc Nerney | |

ADVISORY:

- | | |
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| <input checked="" type="checkbox"/> Woodland Principal: Amy Nagy | <input checked="" type="checkbox"/> Kaiser Principal: Deborah Granger |
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MEMBERS PRESENT: Stephanie Robson, Cryssa Anderson

Agenda Item	Discussion/Action
Call to Order	Meeting started at 6:41 pm, virtual quorum of the executive board
Minutes & Agenda	Approval of the Minutes <p style="text-align: right;">Michelle motions to approve the June PFO Meeting Minutes. Angelina seconds. Motion passes.</p>
Reports from Principals & Discussions	<p>Dr. Nagy</p> <ul style="list-style-type: none"> • Getting a nice warm welcome from students and parents • Working closely with Dr. Granger • Focusing on effective distance learning and the social/emotional effects • Bag pick-up will be 8/21 <p>Dr. Granger</p> <ul style="list-style-type: none"> • Had to drop before we could hear report
Reports from Presidents	<p>Kaiser President – Michelle Murphy, Woodland President – Hedy Wertenbroek The principals have asked for the PFO to use funds to purchase re-usable tote bags to put all the books and packets in that will be distributed. The bags are school colors and cost \$1.22/piece.</p> <p style="text-align: right;">Erin moves to spend \$1,620.74 for the Woodland & Kaiser tote bags. Amended to decide at a later date what budget this will come from Adrienne seconds. Motion passes.</p> <p>Action Item: <i>By-Law amendment to any and all by-laws covering KWPFPO membership.</i></p> <p>Allow Woodland and Kaiser parents who move to the Virtual Cloud School campus, will be able to continue to be a member of the KWPFPO Exec and Board membership for the 20-21 school year.</p>



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	<ul style="list-style-type: none"> • Discussion on what levels of participation from parents attending Cloud Campus • Students that will be attending Cloud Campus will be purged from the Woodland & Kaiser databases so they will no longer be in the KWPF0 database either. <p style="text-align: right;">Adrienne moves to pass the By-Law Amendment Tammy seconds. Motion passes.</p> <p>Action item: <i>Vote in the new Executive Board Members</i></p> <p>Secretary – Hedy Wertenbroek VP Membership – Stephanie Robson</p> <p style="text-align: right;">Tammy moves to approve the new executive board members. Erin seconds. Motion passes.</p>
<p>Treasurer Update</p>	<p>Treasurer – Angelina</p> <ul style="list-style-type: none"> • Cutting the budget in half, but it is such an unknown • Still need to discuss field trips and virtual field trips, jog-a-thon and other fundraisers • Still need to find out what we need to pay for and get creative with fundraising • Requests still need to come in from the principals for the items like software and hardware needs (for example Lexia cost is \$9000 for Woodland, up from \$7,500 in 19/20) • Suggestion to put more money in the misc. budget since the year is so unknown and difficult to plan and budget for
<p>VP Reports & Discussions</p>	<p>SCHOOL FUNDRAISING – Kellie Newcomb</p> <ul style="list-style-type: none"> • Spirit Wear discussion to decide if we want to order more, use the same art, add socks, add gator-style neck-wear • The consensus is that we would like to continue with spirit wear orders and sales <p>Scholastic Book Fair</p> <ul style="list-style-type: none"> • Virtual Book Fair options don't cost much to run, but we also don't bring much money in • Timing for book fair doesn't need to be tied into back to school night • Looking at November/December timeframe so people can order for Holiday presents • Another one in the spring is planned and can possibly on-campus but we'll cross that bridge when we get there • Cryssa will do Kaiser's Book Fair since it's virtual, and will look into combining the two schools <p>COMMUNICATIONS – Adrienne Ainbinder</p> <ul style="list-style-type: none"> • New Logo for KWPF0, should go on all materials • Still need a social media coordinator and would like to work on posting and communicating for open board positions



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	<ul style="list-style-type: none"> • Since teachers will be on a staggered schedule for meetings and not be on campus all at once, we are looking for ideas to give the teachers as a welcome back gesture • We don't have a back-to-school night coordinator • Will not be doing a PFO calendar this year • Knightline will likely go to monthly unless a special issue is called for • Need to update the welcome letter on the Kaiser and Woodland websites since the last one was up from 2016 • The new message from the PFO should explain that we fundraise for needs beyond field trips and assemblies so parents know that a large portion of the funds go to technology and software and list out the top platforms that will be used at home <p>MEMBERSHIP – Stephanie Robson</p> <ul style="list-style-type: none"> • Idea to separate business sponsorships from family memberships • Need to reclassify the tiers because the perks attached to the crown, court and shield memberships are no longer available (Court Party, maybe no yearbooks, etc.) • Getting creative with business sponsor packages, "Proud Sponsor" stickers for business windows and banners that can go along the fences by school • There is new language when the schools are gathering emails asking if they would like to pass along their information to the partner organization (PFO) • The link on Aeries sends the parent to membership toolkit which doesn't exist <p>TECHNOLOGY – Tami McBride</p> <ul style="list-style-type: none"> • We need to get the word about a new position called Tech Helper each classroom to possibly replace the room parent since the need has shifted (Kaiser Tech Coordinator would be the one to communicate with all the Tech Helpers) • New website can be found at KWPFPO.com • All family info needs to be approved to show online • Will promote what we do and what we provide • Even though we won't have most events this school year, they are still accessible on the site so parents can see what we typically do • Open positions available section • Need to figure out the membership levels and if this should be taken care of in the stores section • Old membership database was rolled into PTOOffice • Stores can now support Lovelines, Dine & Dance (anything without assigned ticketing) • Sign-ups for volunteering are also done in PTOOffice
Other Business	Next PFO Meeting: Wednesday, 9/9/20 at 7pm – Virtual
Adjournment	Meeting adjourned at 8:38 pm.



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Hedy Wertenbroek						
	A	B	C	D	E	F
1	KWPFO BOARD 2020-2021					
2						
3	POSITION	NAME	EMAIL	PHONE	Confirmed	
4	Executive Board 2019-2020					
5	Kaiser - President	Michelle Murphy	michelleawynne@gmail.com	949-870-8090		
6	Woodland - President			562-889-0226		
7	VP Community Fundraisers	Elizabeth McNehey	lizzylettie@gmail.com	949-375-8003		
8	VP School Fundraisers	Kellie Newcombe	knewcombe2@gmail.com	949-233-3244		
9	VP Communication	Adrienne Ainbinder	akaainbinder@gmail.com	714-309-9310		
10	VP Enrichment	Tiffany Slater	tiffany@barclaybuterahome.com	949-578-0124		
11	VP Membership Woodland & Kaiser	Stephanie Robson	srobson@gmail.com	415-297-3229		
12	VP Arts	Wendy Horne	wbadgett@sbcglobal.net	714-356-8931		
13	Vp Technology	Tami McBride	tamimcb@gmail.com	714-889-8792		
14	Secretary	Hedy Wertenbroek		562-889-0226		Will be Hedy for Sept Meeting on -
15	Treasurer	Angelina Achak	angelinaachak@yahoo.com	949-228-6250		
16	Auditor	Mona Agzour	mona@nashauto.com	714-468-2077		
17	Parliamentarian	Erin Bell	erin_bell09@yahoo.com	310-562-1494		
18						
19	CHAIR POSITIONS					
20						
21						