



Kaiser Woodland PFO

MEETING MINUTES EXECUTIVE BOARD

WEDNESDAY, September 09, 2020

EXECUTIVE BOARD MEMBERS PRESENT:

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| <input checked="" type="checkbox"/> KES– Michelle Murphy | <input type="checkbox"/> WES - President: _____ | <input checked="" type="checkbox"/> Treasurer: Angelina Achak |
| <input checked="" type="checkbox"/> Secretary: Hedy Wertenbroek | <input checked="" type="checkbox"/> Parliamentarian: Erin Bell | <input checked="" type="checkbox"/> Auditor: Mona Agzour |
| <input checked="" type="checkbox"/> VP Membership: Stephanie Robson | <input checked="" type="checkbox"/> VP Communication: Adrienne Ainbinder | <input checked="" type="checkbox"/> VP Enrichment: Tiffany Slater |
| <input checked="" type="checkbox"/> VP Arts: Wendy Horne | <input checked="" type="checkbox"/> VP School Fundraisers: Kellie Newcombe | <input checked="" type="checkbox"/> VP Technology: Tami McBride |
| <input checked="" type="checkbox"/> VP Community Fundraisers: Elizabeth McNeerney | | |

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: Andrea, Alex, Holly Stefani

Agenda Item	Discussion/Action
Call to Order	Meeting started at 7:02 pm, virtual quorum of the executive board
Minutes & Agenda	<p>Approval of the Minutes</p> <p style="text-align: right;">Angelina motions to approve the August PFO Meeting Minutes. Erin seconds. Motion passes.</p>
Reports from Principals & Discussions	<p>Dr. Nagy</p> <ul style="list-style-type: none"> • Thank you to everyone for a warm welcome. Encouraging feedback on how distant learning is going at home especially for the smallest kids. Online asynchronous learning has been adjusted to reflect changes. • Instructional aids on site have been amazing and helping so much. They are helping assist in the zoom class time meetings to manage waiting rooms so teachers can stay focused on learning. • Board will make decision tomorrow if students can come back on campus soon. We will plan and prepare accordingly. • Shared photo of the back to school gifts from the PFO. They are very appreciative. <p>Dr. Granger</p> <ul style="list-style-type: none"> • Thank you to PFO for Bundt Cakes and teacher back to school love • School sites are back in chrome book distribution. All chrome books have been distributed and more are coming to distribute more. • Kaiser is in the process of hiring a new reading intervention teacher. • Instructional assistants that work with ABA classrooms and 1 on 1 aids they are back to work at the actual school sites. Half of the teachers were zooming from Kaiser and Woodland. Only staff are allowed on campus right now as well as covid screening sites for that staff to enter. • Front office is technically closed to the public. If anything is needed to be picked up from the office, arrangements can be made to get into the front office for pick up only. • In person instruction is a possibility and schools will be eligible to open as long as OC covid cases continue to drop.



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<p>Reports from Presidents</p>	<p>Kaiser President – Michelle Murphy Woodland President – Sarah Middleton</p> <p>ACTION ITEM: Approve Sarah Middleton as PFO President of Woodland for the 20-21 School Year</p> <p style="text-align: right;">Erin Bell moves to approve Sarah Middleton as PFO President of Woodland for the 2020 – 2021 School Year. Angelina Seconds. Motion Passes.</p> <ul style="list-style-type: none"> • Discussion On Board Recruiting and Open Positions – positions and their description will be sent out by the Presidents to the Kaiser/Woodland Community. Most important positions are Knightline help, Tech room parents, and Website. • Thank you Stephanie and Adrienne for all the hard work with membership drive <p>ACTION ITEM: KWPF0 to remove Science Camp as part of the Jog a thon and read a thon Fundraisers.</p> <p style="text-align: right;">Michelle moves to approve the above science camp fundraising removal. Tami Seconds. Motion Passes.</p> <p style="text-align: right;">Michelle moves to approve to revisit Science Camp funding to help kids who are not able to pay if the PFO can afford to help at that time. Kellie Seconds. Motion Passes</p> <p>ACTION ITEM: Michelle proposes that KWPF0 hold a Non-partisan Forum for the NMUSD School Board Candidates that are running for district 6 and 3. This will be open to the community and will be translated in Spanish live.</p> <p style="text-align: right;">Michelle moves to approve The Candidate Forum. Angelina Seconds. Motion Passes.</p>
<p>Treasurer Update</p>	<p>Treasurer – Angelina</p> <ul style="list-style-type: none"> • 20-21 Budget is presented for approval <p>ACTION ITEM: Approve the 20-21 Budget</p> <p style="text-align: right;">Angelina moves to approve the 20-21 Budget. Michelle Seconds.</p>



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Motion Passes.

VP Reports & Discussions

SCHOOL FUNDRAISING – Kellie Newcomb

- School Spirit Wear – Masks, Tees, Socks will be new this year. We will offer left over hoodies and hats from the past years as well. Online store will launch soon. Distribution is still being discussed due to Covid.
- Info

COMMUNITY FUNDRAISING – Elizabeth McNerney

- Would like to come up with ways to support our Restaurants and Chefs in the area.
- Dine and Dance ideas on how to bring in money and can it be in person or virtual.
- Ways to get people to order in all together on the same night/day, to enjoy a meal at their house by a specific restaurant or chef to support the local restaurant community as well as bring in money for the PFO.
- Offer online options for parents and kids – online cooking, online painting etc.
- Kroger follow up. Will have amounts to report at the next meeting.
- Letter will be written to the community by Stephanie to businesses to get a window cling if they donate to the PFO.

COMMUNICATIONS – Adrienne Ainbinder

- First two knightlines went out and the special membership update.
- Emails are rolling. Received updated email lists from the schools. The counts on those lists still seems very low so hoping to get more and will renew the lists in 6 weeks.
- Membership emails will go out sporadically as needed and knightline emails every other week.
- Spanish Translation will be on all marketing that we can get it on including social media all communication possible. Request to Principals to get translation on everything they send out if possible as it will help PFO.
- Back to school video and calendar is updated on website

ENRICHMENT – Tiffany Slater

- Diversity and Inclusion reps are Andrea and Alex. A lot of ideas on their new roles and are looking forward to meeting with everyone on ideas on how to move forward with any needs or wants from our community.
- NO After School Enrichment happening right now. Possibly in the Spring.

MEMBERSHIP – Stephanie Robson

- Membership incentives – are all virtual including the Free ice cream certificates. The membership tier incentives have really helped drive sales this year.
- Participation is a challenge with everything being virtual.
- Current Membership drive dollars are at \$16,500. Our goal is \$23,000 and it seems to be achievable.



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	<ul style="list-style-type: none"> • New Incentives this week are being given by class, teacher choice (pajama day or dance off etc.) The grade level incentive is pajama day, and the whole school incentive is for the Principals to put balloons all over themselves in hopes to entice families to join the PFO. • Rooster Café has sponsored the PFO • PFO Window Cling for Business that would like to donate to the PFO • NEEDS: BUSINESS SPONSORSHIP LIASON and DIRECTORY COORDINATOR. Business Sponsorship liaison to help recruit and manage local business donations and sponsorship. Directory Coordinator to help input directory info into the website. • Court Party plans are up in the air as of now until more info on Covid restrictions are given as the time gets closer. <p>ARTS – Wendy Horne</p> <ul style="list-style-type: none"> • Art Masters – trying to work out a contract with virtual lesson plans <p>TECHNOLOGY – Tami McBride</p> <ul style="list-style-type: none"> • Virtual Room Parent Buddy System is being created. Need more Virtual Room Parents so all classes are covered. List will be sent out showing what classrooms still need help. Beth Mondillo and Megan Miller are the coordinators for the schools and are working on putting these lists together. Beth and Megan will be the lead at each school. • Registration and Membership had a hiccup up the beginning but now it is streamlined and takes you right to the membership store as soon as you log in. • New Part of the website called PARENT HACKS – this is short cuts and ideas parents do to help assist in virtual learning at their own homes that might help other students. • 53% of members are accessing the PFO website through Mobile. We might introduce the APP.
Other Business	Next PFO Meeting: October 14 2020 – Virtual
Adjournment	Meeting adjourned at 8:49 pm.