



Kaiser Woodland PFO

MEETING MINUTES BOARD

Thursday, October 7, 2021

EXECUTIVE BOARD MEMBERS PRESENT:

- | | | |
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| <input checked="" type="checkbox"/> KES– Michelle Murphy | <input checked="" type="checkbox"/> WES – Alyssa Wuestefeld | <input checked="" type="checkbox"/> Treasurer: Angelina Achak |
| <input checked="" type="checkbox"/> Secretary: Tiffany Slater | <input checked="" type="checkbox"/> Parliamentarian: Kellie Newcombe | <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: Sarah Middleton |
| <input checked="" type="checkbox"/> VP Arts: Kyla Benson | <input checked="" type="checkbox"/> VP School Fundraisers: Courtney Lucas | |
| <input checked="" type="checkbox"/> VP Community Fundraising: Hedy Wertenbroek | | |

ADVISORY:

- | | | |
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| <input checked="" type="checkbox"/> Woodland Principal: Amy Nagy | <input checked="" type="checkbox"/> Kaiser Principal: Deborah Granger | <input checked="" type="checkbox"/> Asst Principal: Teri Lyn Schad |
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MEMBERS PRESENT: Annie Belletti, Lauren Conrady, Kenna Crouch, Francoise Gardner, Erika Goe, Andrea Helsington, Ellen Jones, Marci Kimura, Miss Kwan, Devon Lucas, Ashley McKay, Heather Megonigal, Rebecca Metodiev, Ashley Meyer, Megan Miller, Jen Nelson, Megan Parole, Michelle Rycroft, Holly Soliday, Jeni Sorensen, Chelsie Stringham, Nguyet Thomas, Kori Tippett, Tricia Wall

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;">Kellie motions to approve the Aug 2021 PFO meeting minutes. Anglina seconds. Motion passes.</p>
Reports from Principals & Discussions	<p>Dr. Granger</p> <ul style="list-style-type: none"> • Thanked Shirley Quan and Kristen Heeschen for joining the meeting. Reintroduced Teri Lyn Schad the AP for both schools. • Tic Tok is becoming a problem with bad behavior lists and Kaiser has been affected mostly by 6th grade boys. She will be sending communication out to parents • STEM is moving forward with hiring an engineering teacher. • Volunteers can start coming back to campus but will need to go through a process to show covid vaccination. Kaiser will be sending out info. to teachers and then anyone who wants volunteers can send contact teachers. • Great response to the essay contest to help support the gaga ball pit and will use outdoor funds to support it. A local realtor will also donate \$1000 toward it as well. • October is anti-bully month and the poster contest will happen. • Walk to school Wednesday was a great turnout! • Shirley Quan organized the student council and elections were held. • Ukulele and orchestra programs are underway. Book club is also starting up.



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	<p>Dr. Nagy</p> <ul style="list-style-type: none"> • There is an effort to unite the schools. • Thanked PFO for ice cream party that was held on the field for the entire school. • Student leadership team is being introduced at Woodland. The focus will be on second grade and they will help lead flag deck. • Working on building character by issuing “specific” success awards and doing prize wheel. • Had first fire drill. • Just finished formal reading assessment which helps guide teaching.
<p>Reports from Presidents</p>	<p>President Reports – Michelle Murphy</p> <ul style="list-style-type: none"> • Michelle - Clarification on banners for sponsors – per Dr. Granger you just reach out to Kathy in the office but clarified that it is for the event and not individual sponsors. • Ayssa - Starting a volunteer request list for both schools. Woodland has one and we are waiting on Kaiser to get one going. Starting a petition for cross walk.- click here if you would like to sign.
<p>Treasurer Update</p>	<p>Treasurer – Angelina</p> <ul style="list-style-type: none"> • Updated budget was sent out. We may need votes once numbers come in. • Check request procedures were sent out and if anyone has questions just reach out. • Reminder that today is the due date for check requests. Check signing is tomorrow. • If anyone needs a cash box, they are in the PFO room and Dr Granger approved that we can get them. For cash, you need to request a check for CASH and any leftover money will come back as a deposit. • Reviewed deposit procedures. A second counter is mandatory when handling cash deposits. • Angelina will send out a PDF version of the deposit reconciliation form.
<p>VP Reports & Discussions</p>	<p>COMMUNICATIONS – Adrienne Ainbinder</p> <ul style="list-style-type: none"> • Master calendar is updated with new events that have been approved. Any events that need to be added pls. communicate asap. • Introduced document on how to promote your event. Stressed the translation portion for diversity inclusion. • Website update is a must to stay current. • Trunk or Treat info. and Red Ribbon week. Looking for donations and/or volunteers to decorate their vehicles. More info. to come on Knightline. Link to sign up for trunk or treat: https://kwpfo.us9.list-manage.com/track/click?u=b8cc6cd463a12e7473ecf932d&id=9728caf4d2&e=7ee614efa1 <p>MEMBERSHIP – Stephanie Robson</p> <ul style="list-style-type: none"> • Membership drive was a great team effort. Over 90% participation which shows support and inclusion. Raised over \$39,000. • Woodland had their ice cream party and Kaisers will be next week. • Court party has been pushed to Spring – possibly April. We need a location. • Business sponsorship can be funneled to future events like jog-a-thon. <p>COMMUNITY FUNDRAISING – Hedy Wertenbroek</p> <ul style="list-style-type: none"> • Online fundraising – Amazon has been approved. • Dine and Dance is going to be the best one we have had – at Santa Ana country club. They are doing great with the sponsorships. Marci asked for clarification on banners. • Movie night is October 15th and they need lanterns.



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	<ul style="list-style-type: none">• Carnival – can we start planning – Dr. Nagy & Granger approved. Nguyet Thomas brought up if there are any restrictions concerning covid restrictions.• Restaurant fundraisers are coming <p>ENRICHMENT – Sarah Middleton</p> <ul style="list-style-type: none">• Enrichment team is rocking and rolling.• The D&I council is issuing a survey.• After school enrichment is going to be pushed to the spring. <p>SCHOOL FUNDRAISING – Courtney Lucas</p> <ul style="list-style-type: none">• Gearing up for read-a-thon in Nov. and needs donations from local businesses.• Students will turn in bingo cards that can be dropped off to volunteer parents at drop-off.• Needs volunteers from parents to collect cards. <p>ARTS – Kyla Benson</p> <ul style="list-style-type: none">• Working on play but no real updates yet.
Other Business	
Adjournment	Meeting adjourned at 8:05 pm.