



Kaiser Woodland PFO

MEETING MINUTES BOARD

Wednesday, December 6, 2023

EXECUTIVE BOARD MEMBERS PRESENT:

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| <input checked="" type="checkbox"/> KES: Stephanie Robson | <input checked="" type="checkbox"/> WES: Courtney Lucas | <input checked="" type="checkbox"/> Treasurer: Allison Sanden |
| <input checked="" type="checkbox"/> Secretary: Alex Creelman | <input checked="" type="checkbox"/> Parliamentarian: Tiffany Slater | <input checked="" type="checkbox"/> Auditor/Asst. Treasurer: Holly Soliday |
| <input checked="" type="checkbox"/> VP Membership: Alyssa Wuestefeld | <input checked="" type="checkbox"/> VP Communication: Rachel Cherry | <input type="checkbox"/> VP Enrichment: Hedy Wertenbroek |
| <input checked="" type="checkbox"/> VP Arts: Beth Cieminis | <input checked="" type="checkbox"/> VP School Fundraising: Vanessa Siemsen | <input checked="" type="checkbox"/> VP Comm. Fundraising: Marci Kimura |

ADVISORY:

- | | |
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| <input checked="" type="checkbox"/> Woodland Principal: Kim Maxwell | <input checked="" type="checkbox"/> Kaiser Principal: Matt Broesamle |
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MEMBERS PRESENT: Aimee Takumi, Ashley Paulite, Francoise Gardner, Michelle Rycroft, Melissa Guerin, Flor Sanchez, Elisabet Ibarra, Melissa Robinson, Kenna Crunch, Amy Calacci

Agenda Item	Discussion/Action
Call to Order	Meeting started at 9:05am, in person quorum of the executive board
Minutes & Agenda	<p>Approval of the Minutes</p> <p style="text-align: right;">Alex motions to approve the November 2023 PFO meeting minutes. Courtney seconds. Motion passes.</p>
Reports from Presidents	<p>Stephanie</p> <ul style="list-style-type: none"> • Thank you to the Read-A-Thon team! We raised over \$65,000, amazing job Sara and Vanessa for leading the team! • Thank you to Heather for the Woodland Flag Deck coffee and Kaira, Sarah, and Elyse for Recess Art fun! • A HUGE thank you to Kristin, Beth, and the entire play team! They have been rehearsing and preparing for the show. • Thank you also to the Skate Night team and Aly and Alyssa for decorating the MPR at Kaiser, it looks great! • Thanks to our new Carnival Co-leads! • Holiday gifts for staff and specialist teachers have been purchased and will be gifted soon! • Support teacher update: Kaiser's teacher has been hired. Woodland is in the process of interviews. • Open Positions: Still looking for a Kaiser Healthy Choices Lead. Looking for someone to join the Kaiser team to help with after school enrichment in the spring. Kaiser Flag Deck Coffee.
Reports from Principals & Discussions	<p>Mrs. Maxwell</p> <ul style="list-style-type: none"> • Great job on read-a-thon! • Getting close on the intervention support teacher. Had interviews this week. • Around campus: disaster drill yesterday. Did a "talk through" of the plan with the staff. Will do a full role play in Jan/Feb. today we did a secure drill (less serious ie: Coyote on campus). • Holiday show looking forward to the event! • Michelle asked if lunch will be had during the last day before break. Mrs. Maxwell said yes. • Beth asked about attendance letters going out and to define excused versus unexcused.



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	<p>Dr. Broesamle</p> <ul style="list-style-type: none"> • Echoed a thank you for an amazing read-a-thon! • 2024 AV update happening in the MPR in the summer 2024 • Reading intervention teacher, Emily, hired and working Tue-Friday • Ready to move forward with mural. Estimated cost \$1600 • Looking forward to the holiday shows
<p>Treasurer Update</p>	<p>Treasurer – Allison Sanden</p> <ul style="list-style-type: none"> • Budget update, we are expecting to have a balanced budget!
<p>VP Reports & Discussions</p>	<p>ARTS – Beth Cieminis (1)</p> <ul style="list-style-type: none"> • Art Masters • Recess Art 1. Recess Art continues to be a big success with the students! Kaiser opportunities are available. February and March sign-ups will be in Knightline in January • Kaiser Play 1. Rehearsals have begun and the students are doing an amazing job! • Woodland will be doing a school play! The school is responsible for the play and the PFO will be helping fund the show. 101 dalmatians. Practice on Thursdays 230-430. The show is weekend before Memorial Day. one Friday show and 2 Saturday shows. \$50 donation from each child and \$10 for ticket sales • VOTE: Courtney motions to approve \$4000 on both expenses and income and Beth Seconds Motion passes <p>COMMUNITY FUNDRAISING – Marci Kimura (2)</p> <ul style="list-style-type: none"> • Carnival: Save the Date! May 4th. Carnival will be co-chaired by Sally Ludwig and Lauren Johnson Ashamalla. Thank you! The team is looking for a few more committee members to help be in charge of smaller subcommittees. • Fundraiser: East Annex shopping is happening now until December 22! 25% of proceeds will go back to KWPFO. Shopping can be done online at www.eastannex.com. <p>MEMBERSHIP – Alyssa Wuestefeld (3)</p> <ul style="list-style-type: none"> • Ashley and I are meeting next week to start discussing court party planning. • All yearbooks and lovelines purchased through membership have been added to TreeRing. If you are new to Woodland/Kaiser, an account has been created for you using the same email used during your membership purchase. The yearbook/loveline has been placed in the account. Please reach out to membership@kwpfo.org with any questions! • Santa is coming! Aly is helping with the backdrop and he will be at Flag Deck on the 15th! • Holiday Decorations will be done this week! <p>ENRICHMENT – Hedy Wertenbroek (4) Stephanie presented</p> <ul style="list-style-type: none"> • Healthy Choices Week: Need a healthy choices volunteer for Kaiser. • Spring Enrichment: Looking for another volunteer to help the Kaiser team with Spring Enrichment classes. <p>COMMUNICATIONS – Rachel Cherry (5)</p> <ul style="list-style-type: none"> • Yearbook 1. Thank you for all the pictures coming in! Please remember to label the grade and keep photos from this year at school events. Email photos to Yearbook@kwpfo.org. • Gift Card Drive Thank you student councils for organizing! If you are able to help our KW community with charitable gift cards please give them to the front office of your child's school. Keep gift cards under \$50 Gift cards from stores with a variety of purchase options (Target, Walmart, etc.)



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	<ul style="list-style-type: none"> • If you feel your family would benefit from these gift cards this season, please reach out to the front office - all identities will be completely confidential. Please submit gift cards by 12/15. • Thank you to Holly for covering knightline and will be sending out how to communicate with the knightline <p>SCHOOL FUNDRAISING – Vanessa Siemsen (6)</p> <ul style="list-style-type: none"> • Spiritwear: We've been including a spirit wear tile in the Knightline every week to promote sweatshirts. The spirit wear store will be closed to transition to the new PTOOffice site from December 15 - January 15. ii. • Skate Night: We had a successful skate night this past Monday! The next skate night is February 5th and the theme is Sports. • Flag Deck Coffee – Woodland: Coffee will be available Friday, December 15th for \$2/cup. Extra coffee will be purchased since this is the big one with Santa! • Flag Deck Coffee - Kaiser flag deck coffee for 4th Fridays - would anyone want to volunteer? • Read-a-Thon We raised over \$65k!!! Top readers, class with most minutes and target card winners announced at last week's flag deck. Drawing prizes and teacher incentive gift cards to be distributed to classrooms this week. Game card participants have been logged. Awaiting In-N-Out cards for distribution. Popcorn party being planned for after winter break. • Sweetheart Dance Save the Date: Wednesday, February 7th We will have two different times to allow for more families to attend. • We love STEM 1. Lynch Creek Farm fundraiser ends 12/10. 15% of your purchase will go back to our schools to support STEM <ul style="list-style-type: none"> • 12/13 STEM restaurant fundraiser at Que Vida Tacos
Other Business	<ul style="list-style-type: none"> • Stephanie thanks everyone for the hard work!
Adjournment	Meeting adjourned at 9:36am