



# Kaiser Woodland PFO

# MEETING MINUTES BOARD

Wednesday, January 10, 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 type="checkbox"/> Kaiser Principal: Matt Broesamle |
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**MEMBERS PRESENT:** Aimee Takumi, Ashley Paulite, Melissa Robinson, Amy Calacci, Stacy Rindt Hoffman, Kenna Crouch, Kelly Seigel, Natalia Montano

Agenda Item	Discussion/Action
Call to Order	Meeting started at 7:04pm, in person quorum of the executive board
Minutes & Agenda	<p><b>Approval of the Minutes</b></p> <p style="text-align: right;"><b>Alex motions to approve the December 2023 PFO meeting minutes. Alyssa seconds. Motion passes.</b></p>
Reports from Presidents	<p><b>Stephanie</b></p> <ul style="list-style-type: none"> <li>• Thank you to our teams! i. Thank you to Alyssa and Aly for getting us all in the holiday spirit with the decoration of the MPRs and Santa Visit! ii. Thank you to Rachel and Vanessa, the student councils, and the office staff for facilitating our gift card drive. iii. Thank you to the Sweetheart Dance team for working over the break to prepare for the dance! iv. Thank you to the social media and Knightline teams, you are rockstars! v. Thank you to the VP team for continuing to be a wonderful resource for our entire team and making sure everything runs so smoothly.</li> <li>• Approval process reminder email for Knightline, Social Media, and printed flyers. Please make sure to send all these items to your VP and the presidents for approval.</li> <li>• Assemblies and Field Trips update: Kaiser Assemblies: Ally cats, imagination machine, and Authors Day. District is paying for 1 field trip per grade. Woodland has 2 per grade</li> <li>• Kaiser Mural update: great price and great visibility</li> <li>• Open Positions i. Looking for more help on the Kaiser Healthy Choices Week team. ii. Looking for someone to join the Kaiser team to help with after school enrichment in the spring. iii. There may be additional Carnival team positions</li> </ul>
Reports from Principals & Discussions	<p><b>Mrs. Maxwell</b></p> <ul style="list-style-type: none"> <li>• Math intervention teacher started today!</li> <li>• Kaiser has a math intervention teacher who has been on campus for a few weeks!</li> <li>• Finished benchmark testing before the break and now analyzing the data to create action plans</li> <li>• 101 Dalmatians is underway! Had a great turnout and first practice is next Thursday.</li> </ul>
Treasurer Update	<p><b>Treasurer – Allison Sanden</b></p> <ul style="list-style-type: none"> <li>• Budget update: not much has changed since November because December is quiet</li> </ul>



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### VP Reports & Discussions

#### ARTS – Beth Cieminis

- Recess Art: Recess Art continues to be a big success with the students! The next two dates are January 12th and February 9th .
- Kaiser Play: Mark your calendars for performances March 8, 9, and 10. Playbill cover art contest for all Kaiser and Woodland students.
- Play parents: Lovelines due by the end of January.
- Woodland Musical: rehearsals start January 18th!

#### COMMUNITY FUNDRAISING – Marci Kimura

- Carnival Save the Date May 4<sup>th</sup>. i. Carnival team will be meeting this week as a committee to create subcommittees and job responsibilities. ii. They are still looking for additional committee members to join the team.
- Restaurant Fundraisers: Frozen Friday (1/26)

#### MEMBERSHIP – Alyssa Wuestefeld

- Court Party Update: Alyssa and Ashley met in December to discuss initial party planning. More info to come in the next few months. Save the date for April 26th!

#### ENRICHMENT – Hedy Wertenbroek (Stephanie presented)

- Healthy Choices Week: February 12th to 16th. i. Kori is planning the activities at Woodland. We could use another helper for Kaiser but will plan on doing most of the same things. ii. There will be volunteer opportunities to help with on campus events.
- Spring Enrichment: The team has started to plan for the next enrichment session. Looking for another volunteer to help the Kaiser team with Spring Enrichment classes.

#### COMMUNICATIONS – Rachel Cherry

- Knightline: Thank you Stacy for taking over KL!! Please communicate with your teams about using our new KL email, [knightline@kwpfo.org](mailto:knightline@kwpfo.org). From here on out this is our official KL email.
- Yearbook: Teams are starting on our yearbooks!! Please send event and school activity photos to [yearbooks@kwpfo.org](mailto:yearbooks@kwpfo.org). Please state the grade and event in the subject line.

#### SCHOOL FUNDRAISING – Vanessa Siemsen

- Sweetheart Dance i. Theme confirmed: Sweetheart Dance Sock Hop (50s theme) ii. 2 time slots to accommodate both Woodland (4:30-6p) and Kaiser (6:30-8p) iii. Dance will be held on Wednesday, Feb 7th 4. We will need volunteers to help with setup, during the dance, and break down. Sign-ups will be posted soon. iiiii. Tickets go on sale 1/21 at 5pm
- Jog-A-Thon 1. March 19-28th. Two different run days: Woodland: Wednesday, March 27th and Kaiser: Thursday, March 28<sup>th</sup>. i. Kenna has been reaching out to sponsors for Kaiser and Woodland shirts ii. Michelle has been working on the t-shirt design iii. Our first meeting with Booster was this morning to go over details. 6<sup>th</sup> graders will do a color run.
- Spirit wear: The spirit wear store has been closed to transition to the new PTOOffice site and will reopen approximately January 21st.



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	<ul style="list-style-type: none"><li>• Skate Night: The next skate night is February 5th and the theme is Sports.</li><li>• Flag Deck Coffee - Woodland and Kaiser! We are working on the dates for the rest of the year.</li><li>• We love STEM: Chipotle dine out today from 4-8pm. Bingo night may be canceled. They are waiting to get approval from the CA lottery board.</li></ul>
Other Business	<ul style="list-style-type: none"><li>• Natalia asks about brainstorming for early morning Book Fair date.</li></ul>
Adjournment	Meeting adjourned at 7:36pm