



Kaiser Woodland PFO

MEETING MINUTES BOARD

Monday, August 11, 2025

EXECUTIVE BOARD MEMBERS PRESENT:

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| <input checked="" type="checkbox"/> President: Vanessa Siemsen | <input type="checkbox"/> Treasurer: Holly Soliday | <input type="checkbox"/> Secretary: Rachel Cherry |
| <input checked="" type="checkbox"/> Parliamentarian: Stephanie Robson | <input type="checkbox"/> Auditor: Courtney Lucas | <input checked="" type="checkbox"/> VP Membership: Alyssa Wuestefeld |
| <input checked="" type="checkbox"/> VP Communication: Melissa Robinson | <input type="checkbox"/> VP Enrichment: Open Position | <input checked="" type="checkbox"/> VP Arts: Aimee Takumi |
| <input checked="" type="checkbox"/> VP School Fundraisers: Michelle Rycroft | <input checked="" type="checkbox"/> VP Comm. Fundraising: Katie Santore | |

ADVISORY:

- | | | |
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| <input checked="" type="checkbox"/> Woodland Principal: Kim Maxwell | <input checked="" type="checkbox"/> Kaiser Principal: Matt Broesamle | <input type="checkbox"/> Asst Principal: Glenn Atkins |
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MEMBERS PRESENT: Stacy Rindt Hoffman, Susan Nitao, Natalia Montaña, Sarah Wells, Jenny Bowne, Kori Tippet, Ellen Jones, Duncan Keener, Nela Keene, Lily Nguyen-Miller, Kimberly Jana, Kristy Chapman, Ashley Paulite, Mary Shear, Alyson Boragno, Annie Rovzar, Chelsea Kottke

Agenda Item	Discussion/Action
Call to Order	Meeting started at 5:04 PM, in person quorum of the executive board
Minutes & Agenda	Approval of the Minutes Alyssa motions to approve the June 2025 PFO meeting minutes. Aimee Takumi seconds. Motion passes.
Reports from Principals & Discussions	Mrs. Maxwell <ul style="list-style-type: none"> • Updates at Woodland <ul style="list-style-type: none"> ◦ Construction done all summer long ◦ New playground, new bathrooms, new paint, and every single classroom got brand new furniture • New teachers at Woodland • New music teachers, Kyle and Daniel, and science, Ms. Ryan • Dance again this year which will start on April 1 • Meet the teacher will be on Friday from 9 - 9:30 • Thank you to the PFO from Woodland teachers for the gift cards before summer! • Bell schedule was sent out on Friday. • Arrival questions from parents <ul style="list-style-type: none"> ◦ Front gate will be for kids that are getting dropped off in carpool line ◦ Kinder gate and side gate off Woodland Place will be for kids walking in and bikes • Art masters will now be Art Explorers at Woodland • PBIS: We are waiting to hear what certification we received. • Woodland enrollment is just under 400 right now • Questions: <ul style="list-style-type: none"> ◦ Parents who didn't get newsletters: Everyone should be getting the newsletter but they probably selected "No Communications" which would mean they wouldn't get any newsletters



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	<ul style="list-style-type: none">o You can access all newsletters in the About page on Woodland websiteo Suggested to new parents to follow all Instagram accounts and Knightline <p>Mr. Broesamle</p> <ul style="list-style-type: none">• Mr. B introduces himself to new parents• Changes at Kaiser<ul style="list-style-type: none">o 712 studentso A lot of staff changes, listed new changeso Glenn Atkins will be at Kaiser full timeo New PE teacher and new psychologists, new dance teacher, new speech teachero MPR will be booked through the holidays so assemblies will start in January• Want to be grounded in our mission that was started last year• Continue to revise PBIS practices• Throughout the year, working on students conversing more often during their lessons. More involved. Similar to what higher grades are doing.• Gate construction is almost done at Kaiser• Library furniture is coming on Wednesday and rebuild will happen and take a few weeks but will look great• Bell schedule link was sent out today
Reports from Presidents	<p>President Reports</p> <p>Vanessa</p> <ul style="list-style-type: none">• Thank you to all of our teams who have been working hard all summer! Vanessa named individual members who have been working this summer to get us ready for the school year.• Welcome packets are stuffed and ready. Thank you to all who helped!• Back to school events are coming, Vanessa listed future events including chalk the walk, meet and greet, back to school nights.• Our roster is almost full but there are a few positions open including Co-Pres, VP of Enrichment, and more.• VOTE: Stephanie Robson as Parliamentarian<ul style="list-style-type: none">o Vanessa motions to approve Stephanie as Parliamentariano Melissa Robinson secondso Motion passed
Treasurer Update	<p>Treasurer – Holly and Courtney (Vanessa Presented)</p> <ul style="list-style-type: none">• Vanessa goes over the budget and discusses any income changes for this year including:<ul style="list-style-type: none">o Changes to enrichmento Increasing dine and dance incomeo Flag deck coffee removed - going to offer as business sponsorshipso Spirit wear net incomeo Woodland musical will be removed from budget• Expense changes:<ul style="list-style-type: none">o Enrichment scholarshipso Teacher gift cards and wish listso Beyond Athletics will be at Kaiser 5 days a week this year, 2 days at Woodland



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	<ul style="list-style-type: none">○ Music budget changes, we will reimburse the music teachers directly rather than cutting a check to the schools○ RTI teachers will have a budget for supplies○ Adding a budget for science teacher this year○ TK/K Mix and Mingle added to the budget○ Adding PBIS to Kaiser like we had for Woodland○ PFO is helping to support STEM teacher this year○ Kaiser garden beds - new budget for both schools● Two checks were cut earlier because we needed a check for both dine and dance and spirit wear deposits● Several categories are reflecting enrollment numbers that were given prior and will be changed if enrollment numbers change● Reminder that overall we will be in the red this year but this is ok since we have surplus and historically have raised more than anticipated● We are fine to be in the red this year but in future years if fundraising doesn't go as planned, we will have to adjust our budget accordingly● Several budget meetings were had and input was given by each team● VOTE: Vanessa motions to approve the 25/26 PFO budget<ul style="list-style-type: none">○ Aimee Takumi seconds○ Motion passed
VP Reports & Discussions	<p>COMMUNICATIONS – Melissa Robinson</p> <ul style="list-style-type: none">● PFO will welcome back our teachers with a breakfast this week● Encourage everyone to go to the website<ul style="list-style-type: none">○ Subscribe to the calendar○ Follow our social media○ Subscribe to Knightline● Went over Knightline schedule and submitting all social media requests <p>MEMBERSHIP – Alyssa Wuestefeld</p> <ul style="list-style-type: none">● The membership drive will begin on the Sunday evening before school● Our goal is always 100% participation● Memberships start at just \$20 and are for parents, faculty, staff, principals, and community members● The tiers and perks remain the same as last year● The membership flyer is in the welcome back packets going home the first week of school.● Banners will be updated weekly outside of schools along with social media.● Ellen has been working on updating the directory. Please add your student's information.● Our court party will be held on November 7th.● Thank you to the membership team volunteers! We look forward to a successful drive. <p>COMMUNITY FUNDRAISING – Katie Santore</p> <ul style="list-style-type: none">● Frozen Fridays will be coming up the last Fridays of months● Movie night is coming along great! Free event.● Pickleball social is on October 4



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	<ul style="list-style-type: none">• Dine and Dance will be April 18• Carnival will be May 2• Restaurant fundraisers throughout the year as well <p>ENRICHMENT – Vanessa and Stephanie Robson Presented</p> <ul style="list-style-type: none">• We are still looking for a VP of Enrichment and an enrichment lead• The new program will be a lot easier for the volunteers but a little more work for the parents because they will have to sign up separately<ul style="list-style-type: none">o Any issues that come up will go straight to the vendor - not us volunteers.o We are looking for someone who will be helping put together the schedule• Woodland classes will be TK - 1 so all classes will be together• Kaiser will be more by grade levels or some may be 2nd - 3rd and 4th - 6th <p>SCHOOL FUNDRAISING – Michelle Rycroft</p> <ul style="list-style-type: none">• Spirit wear is looking amazing!• Thank you to Ellen for working so hard on the design• Michelle is working closely with Driftwood and it takes 3 weeks to receive the merchandise• The store will be open for 2 weeks at a time and then closed for 2 weeks• During those 2 weeks the parents will be pulling the report and delivering all spirit wear• Thank you to our team lead, Christine. We are looking for some help on the spirit wear team for distribution.• Skate nights will be every month, usually the first Monday but in September it will be the second• Looking for skate night volunteers <p>ARTS – Aimee Takumi</p> <ul style="list-style-type: none">• Recess art will be on August 29 and sign ups will be in Knightline and social• Kaiser Play<ul style="list-style-type: none">o Working hard behind the scenes. Stay tuned!
Other Business	
Adjournment	Meeting adjourned at 6:03 PM