

# PFO MEETING AGENDA



<b>09.14.2023</b>	<b>6:30 PM - 7:30 PM</b>	Zoom <a href="#">Zoom Meeting Link</a> Meeting ID: 863 2227 8068 Passcode: PFOROCKS
-------------------	--------------------------	--

MEETING CALLED BY:	TYPE OF MEETING:	NOTE TAKER:	TIMEKEEPER:
Lindsay Miller, Co-President Shannon Walker, Co-President	General Board Meeting	Christina Florente (Sarah Standing assisting)	Sarah Standing
BOARD MEMBERS/ATTENDEES:			
<input type="checkbox"/> Caitlin Acosta, Dir. Membership	<input checked="" type="checkbox"/> Carrie Mitchell, Principal	<input type="checkbox"/> Erin Metcalf, Vice Principal	
<input type="checkbox"/> Katie Harms, Secretary	<input checked="" type="checkbox"/> Kristy Hartman, Dir. Sponsorship	<input checked="" type="checkbox"/> Amber Jennings, Art Prog. Coor.	
<input type="checkbox"/> Shannon Walker, Co-President	<input checked="" type="checkbox"/> Christina Florente, Co-VP	<input checked="" type="checkbox"/> Katelynn Poulos, Treasurer	
<input checked="" type="checkbox"/> Lindsay Miller, Co-President	<input type="checkbox"/> Erin Seymour-Safe Routes Coor.	<input type="checkbox"/> Chris Rankin, Fun Run Coor.	
<input checked="" type="checkbox"/> Katrina Osanna- Events Coor	<input checked="" type="checkbox"/> Sarah Standing, Teacher Rep.	<input checked="" type="checkbox"/> Rehana Rehman, Fall Festival Coor.	
<input checked="" type="checkbox"/> Brittany Smith, Class Parent & Teacher Appreciation Coor.	<input checked="" type="checkbox"/> Marday Salmond, Communications Dir.	Kristin Mullard Tracy Hurnh	

## AGENDA

AGENDA ITEM	PRESENTER	TIME ALLOTTED
<b>PFO PRESIDENT/VICE PRESIDENT REPORT</b> <ul style="list-style-type: none"> <li>REVIEW BYLAWS</li> <li>PFO CHANGES - LAST YEAR TO DATE</li> <li>APPROVAL PROCESS</li> </ul>	LINDSAY MILLER, SHANNON WALKER, AND CHRISTINA FLORENTE	10 MIN
<b>PRINCIPAL/VP REPORT</b> <ul style="list-style-type: none"> <li>INTRODUCTIONS</li> </ul>	CARRIE MITCHELL/ ERIN METCALF	5 MIN
<b>TREASURER'S REPORT</b>	KATELYNN POULOS	5 MIN
<b>CLUBS</b>	KRISTEN MULLARD LINDA CHEN/SHANNON WALKER (?)	5 MIN EACH (10 MIN TOTAL)
<b>PUMPKIN PALOOZA STATUS UPDATE</b>	REHANA REHMAN	10 MIN
<b>FUN RUN STATUS UPDATE</b>	CHRIS RANKIN	3 MIN

EVENTS: SKATE NIGHT, SPIRIT WEEK UPDATES	KATRINA OSANNA	5 MIN
SURVEY RESULTS	CHRISTINA FLORENTE	5 MIN
ROOM PARENTS UPDATE	BRITTANY SMITH	5 MIN
SAFE ROUTES	ERIN SEYMOUR	1 MIN
SEPTEMBER DINNER NIGHT OUT	VIEW KATIE'S NOTES ON AGENDA	1 MIN

## NOTES:

### President Report:

- Review bylaws: We will review these at the meetings. If any stick out to change, bring it up so we can discuss this.
- PFO changes - last year to date
  - Thank you for your patience. We're trying to provide guidance and are a bit disorganized. We really appreciate your work and patience.
  - We are building on the foundation from the previous PFO. We are working on open communication inside the PFO and with members, creating processes that work well, and being more proactively productive.
  - [Procedures Slide Deck Link](#)
- Approval process: This is in the slide deck

### Principal/VP Report:

- Introductions
- Family picnic: Instead of 1 day for families to come, we will spread out over 4 days (weekend before Halloween). Oct 25, 26, 30, 31. Less disruptions for classrooms and more spread out (less families at a time). Also a good way to support a PFO activity (including visiting with your child).
  - Maybe PFO can have a table. Water + sign.
  - Albani does a sign-in sheet at the gate, welcome to this PFO sponsored event.
  - Makes it easier for families to attend and showcase our PFO relationship.
  - Ask for volunteers: Welcoming committee
  - Action item: Katrina can help with this initially (sign-in sheet, round up volunteers). Can talk to Carrie about this on the side. Provide free ideas and involve classroom parents.
- Upcoming events: Walk and Roll, Ruby Bridges.
- Huggers/Huggies: Can parent volunteers help with this? (instead of Linda).
  - Action: Katrina to help with this. She has a parent in mind.
- Action item: List of items that need volunteers.
- Action item: Make sure these are on the website calendar and as a blog post.

### Treasurer's Report:

- Concerned with the spending rate. Almost doubled membership. Receiving \$1200 in sponsorship. Spending has also doubled since last month. While we have the money, we need to be cautious. Be intentional and specific with our spending.
- **Reimbursement for APEX:** A teacher is asking for a reimbursement for APEX 2 weeks after the cutoff. Christina motioned to allow the reimbursement and Carrie seconded. Approved at 7:21 pm.

### Clubs:

- Kristina Mullard new club proposal: Yoga. Received a certification. Before she can run a club at McGarvey, she wants to propose to bring out an outside resource (mindful movement) for 4-6th grade. 6 week course, after school in her classroom.
  - \$75 an hour = \$450

- Cost would be how many students join
- Have yoga mats (free)
- Would have to be fingerprinted
- Could charge \$20 per person for 6 weeks or maybe the PFO could contribute.
- Capacity: 20 in classroom. Could be outside to increase capacity.
- Time: 3:45 - 4:30
- Would need a form
- Brittany motioned and Christina seconded \$450 toward clubs with sign-up money going towards equipment. ) Approved at 7:18 pm.

#### Pumpkin Palooza

- Has worked with the district a lot. Turned in the facilities form. Day is reserved!
- Communication plan; upcoming blog post.
- First official kick-off meeting on Monday and will be weekly on Mondays
- Confident that they will recoup the expenses.
- Planning phase and finalizing the volunteer/chair positions.
- 10 leadership volunteers from Pleasant Grove High School. Use the leadership kids to fill in.
  - Good response so far. A lot of word-of-mouth
- Sponsors for the event can indicate their donation goes towards this event on the "For" line on the check. Give Katelynn a heads up.

#### Fun run

- Chris not in attendance

#### Events Status Updates:

- Skate night: No updated provided.
- Spirit week: Nearing the end of the week. Another one is coming up in End of Oct/early November. Leading up to xmas. 15th = movie night.
- Action: Katelynn to look into movie licensing. If we sell concessions, would that require us to get movie licensing?

#### Safe Routes

- Volunteers
- Erin is out there with the scanners

#### Survey Results

- Families love PFO and are excited about the events that we're doing
  - Trunk or Treat Fall Event, Skate Night
  - Shade structure, assemblies
- Be sure to blast the PFO survey again to invite all families to respond
  - Teachers are interested in
    - Music and Art Programs
    - More field trip support (especially 4th grade)
    - Teacher supply closet
    - Assemblies
    - More playground games
    - STEM supplies
    - Snack closet for kids who come to school without breakfast
  - Teachers are NOT interested in a college scholarship because it benefits only one student who is no longer at McGarvey. They'd prefer to see support for current students.

#### Room Parent Update

- Number of Room Parents: lots of communication

#### Teacher Appreciation Update

- Getting coffee/teacher breakfast this month
- Week: She's not a fan. Wants to break it up into 3 days (1 per each trimester, different type of staff).
  - 1st trimester: Accessory staff

- 2nd trimester: Teachers
- 3rd trimester: Office staff
- Extra: Homeroom teachers (computer, library, instructional).
- Will vote on this next week

Dinner Night Out

- Chipotle- September 23
- Sending Communication Plan out later this week

Meeting adjourned 8:01 pm

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE/TARGET DATE
Add "tools we use" slide	Christina Florente	10/19/23
Look into movie licensing	Katelynn Paulos	10/19/23
Export contact info from parent survey to Brittany	Christina Florente	10/19/23
Look up music and art programs	Lindsay Miller	10/19/23
Follow up with Amber on art docent	Christina Florente	10/19/23
Look into music program	Sarah Standring	10/19/23
Create an Instagram account	Marday Salmond	10/19/23
Create a sign-in sheet and round up volunteers for the family picnic. Involve classroom parents to find volunteers. (signing people in, directing people, trash)	Katrina Osana	10/19/23
Find a parent to help with huggers (instead of Linda)	Katrina	10/19/23
Create a list of items that need volunteers.	Carrie	10/19/23
Add Family Picnic dates to the website	Marday Salmond	10/19/23

**PARKING LOT:**

- Add Teacher appreciation to next board meeting (to be voted on splitting up this event)

**OTHER INFORMATION**

Next Board Meeting: Thursday, October 19 @ 6:30pm

[Zoom Meeting Link](#)

Meeting ID: 863 2227 8068

Passcode: PFROCKS