

PFO MEETING MINUTES



1.18.2024

[Zoom Meeting Link](#)

6:30 PM - 7:30 PM

Meeting ID: 863 2227 8068

Passcode: PFOROCKS

MEETING CALLED BY:	TYPE OF MEETING:	NOTE TAKER	TIMEKEEPER
Lindsay Miller, Co-President Christina Florente, Vice President	General Board Meeting	Katie Harms	Sarah Standing

BOARD MEMBERS/ATTENDEES

- Lindsay Miller, President
- Christina Florente, Vice Pres.
- Carrie Mitchell, Principal
- Erin Metcalf, Vice Principal
- Sarah Standing, Teacher Rep
- Brittany Smith, Treasurer, Room Parent & Teacher Appreciation Coor.
- Katie Harms, Secretary
- Kristy Hartmann, Dir. Sponsorship
- Erin Seymour-Safe Routes Coor.
- Rehana Rehman, Fall Festival Coor.
- Ryan Burnett
- Amber Jennings, Art Prog. Coor.
- Chris Rankin, Fun Run Coor.
- Elizabeth Kelley- DNO Coor.
- Marday Salmond, Communications Dir.

AGENDA ITEM	PRESENTER	TIME
PFO President/Vice President Report <ul style="list-style-type: none"> • Approve November Meeting Minutes • Newsletter update • Approved Process Workflow-updated 	Lindsay Miller and Christina Florente	10 min
Principal/Vice Principal's Report	Carrie Mitchell/Erin Metcalf	5 min
Board Changes <ul style="list-style-type: none"> • Brittany as Treasurer • Vote on adding Ryan as Membership 	Lindsay Miller	5 min
Treasurer's Report <ul style="list-style-type: none"> • Approve November Financials • Taxes update • New reimbursement/financial tracking process 	Brittany Smith	10 min
By law update <ul style="list-style-type: none"> • Vote 	Brittany Smith	10 min
Field Trip Money <ul style="list-style-type: none"> • Vote: Reallocate funds in enrichment budget towards 6th grade buses 	Lindsay Miller	5 min
Teacher Appreciation Week Plan <ul style="list-style-type: none"> • 2/2 A&D • 2/28: B/C/Resource teacher appreciation 	Brittany Smith	10 min

Holiday event - provide by slack or chat <ul style="list-style-type: none"> How did it go What went well, what can be improved 	Christina	0 min
Review Upcoming Calendar <ul style="list-style-type: none"> Finalize dates 3/12 Skate Night-need primary to create communication plan (blog post, social media post, flyers) 	Christina	5 min
Fun Run <ul style="list-style-type: none"> Voting on a theme Review timeline What are the different committees? Ask board members to sign up as volunteers 	Chris Rankin	15 min
Fit Body Boot Camp - vote on proposal	Kristy Hartmann	10 min
Garden Club money for garden towers	Sarah Standing	5 min
Talent Show for 5th & 6 Grade	Rehana Rehman	10min
Dinner Night Out	Elizabeth Kelley	3 min

NOTES:

Meeting started at 6:34pm

PFO President/VP Report:

- Meeting Minutes from November. Motioned to approve by Brittany Smith. Rehana Rehman seconded. All in favor 6:35pm.
- Newsletter- Hope to get it out Monday. Highlights things that we have done and things upcoming. Also spotlighting a couple of PFO members. Will be linked to PFO blog.
- Approved Process Workflow-updated. For awareness and support of messaging.

Principal and VP Report:

- Next week is kindness week sponsored by Student Leadership group
- Anticipate changes in February with Friday assemblies and how griffin grams are awarded
- PFO teacher appreciation on track on/off day.

Board Changes

- Board changes- Shannon stepped down as PFO president. Katelynn stepped down as Treasurer and Brittany Smith was voted in as Treasurer. Ryan volunteered to step in as membership coordinator.
- Vote:** Have Ryan Burnett voted in as PFO Membership Coordinator. Motioned by Chrstina, Seconded by Rehana. All in favor, Motion passed at 6:42pm.

Treasurer's Report:

- Treasurer update: View for details.
 - Vote:** Approve November financials. Motion by Rehana, seconded by Carrie. All in favor. Motion passed at 6:43pm.
 - Vote:** Approve December Financials. Motion by Christina, Seconded by Lindsay Miller. All in favor. Motion passed at 6:44pm.
- Taxes update- State taxes have been filed. 2020-21 and 2021-22 were filed in May of 2023 and no extensions were put in. Taxes are due November 10th of each year so there is a line item on the budget for two tax penalties of \$2,298.50 and \$3,640 paid at the end of June. PFO was penalized for late filing (\$20/day) and the amount of penalty was determined by how much is in the PFO bank account. This is our 3rd year filing late. Possible repercussions of filing late 3 times in a row could lead to revocation of non-profit status.

- **Vote:** Reimburse the school \$280 for PFO paper use equal to 5 cases of paper. Cost to come out of supplies line items. Motioned by Rehana, Seconded by Christina. All in favor. Motion passed at 6:54pm.

Field Trip Money- 6th grade bus fund.

- Field trip monty was distributed to all grade levels evenly when 6th grade should have received more. Will let teachers know what happened.
- **Action:** Carrie to find out how much money 6th grade needs for their science field trip.
- **Vote:** Will supplement their needs with the City of Rancho Cordova grant. Vote: PFO to cover potential additional 6th grade field trip costs by reallocating the enrichment budget. Motioned by Rehana. Seconded by Carrie. All in favor and motion passed at 7:03pm.
- Enrichment budget was previously used for science, music, and arts.
- The City of Rancho Cordova grant is used for art and science. Needs to be used by June.
- **Action:** Communication to be sent out to the school regarding the distribution of the extra Field Trip money. Will check back at the next meeting on the status of the field trip funding needs.
- **Action:** Check if there are any past budget discrepancies

Teacher Appreciation Week Plan

- 2/2 A&D- Coffee Truck in am. Jersey Mike's Subs for lunch. Brittany is working on fliers and communicating to room parents. All teachers from all tracks are getting coffee and lunch. A/D tracks will have student participation.
- 2/28: B/C/Resource teacher appreciation. **Changing the date to Friday March 1st.** Coffee in am and Lunch tbd.
- Possible door decoration

By law update

- Link to current Bylaws (under official documents in Google Drive)
- Article 5 section 15 and Article 11 Section 2.
 - Article 5 Section 15: Board shall authorize the payment of unbudgeted organization bills not to exceed a cumulative \$150 dollars between meetings of the organization.
 - Article 11 Section 2- Expenditures greater than one hundred fifty (150) dollars necessitate advance approval of the Executive Board
- **Vote:** Amend Article 5 Section 15 and Change "one hundred fifty dollars (\$150) to two hundred fifty (\$250) dollars. Motioned by Rehana, Seconded by Carrie. All in favor. Motion passed and approved at 7:27pm
- Chair for events is responsible for budgeting and tracking what is being spent. Will still need to turn in receipts to be reimbursed and the item still needs to be budgeted.
- **Action:** Brittany will send out the proposed word changes for Article 11.
- Reimbursement Tracking- follow the process and let Brittany know. Brittany is working on new reimbursement and expenditure forms. February 1st start following the new Reimbursement Tracking/Financial Tracking Process.
- We have a Venmo Account. Thanks Brittany for looking into that!

Holiday event (do this by chat or slack)

- How did it go? What went well, what can be improved
- Put in chat or share in Slack.

Valentines Day

- Rehana might want put something together on behalf of PFO

Review Upcoming [Calendar](#)

- Finalized dates- **Action:** Carrie to fill in blank dates for 6th grade promotion and D track Kinder promotion.
- Skate Night-Rehana to be the primary for skate nights

Fun Run- Chris Rankin was not at the meeting so Christina shared some of the following:.

- Shared link to vote on a theme
- What are the different committees? Course committee, Kongs, obstacle course
- Asked board members to sign up as volunteers

Fit Body Boot Camp - vote on proposal

- They want to be able to track new customers and sign ups
- Decided to go with a dinner night out. Send out an email, flyer, text message, and social media post similar to how we typically marked DNOs
- **Vote:** New proposal to be sent back to Fit Body Boot Camp which reflects how we will promote their fundraiser which is similar to how we promote Dinner Night Outs. Motioned by Lindsay, Seconded by Christina Florente, All in favor and motion passed and approved at 7:50pm.

Enrichment Funds

- Ask teachers to have something to propose. Sarah can bring ideas to meeting
- Rewards for Students - create a line item on budget going forward

Talent Show

- May and June
- Rehana has some good ideas with a small budget- Will send details over email and on Slack

Dinner Night Out

- January 2- Chick Fil A
- February 8- MOD Pizza
- March 14- Zintzuni Food Truck at school

Board on RC Soccer Club

- Ryan brought up possible use of school fields- Rehana will send facility contacts over to Ryan Burnette.

Meeting Adjourned at 8:01pm.

ACTION ITEMS	PERSON RESPONSIBLE	DUE DATE
1. Discuss/Vote on Talent Show at February Meeting	Rehana Rehman	
2. Find out how much money 6th grade needs for their science field trip.	Carrie	
3. Send out communication to the school teachers regarding the distribution of the extra Field Trip money error.	Brittany Smith	
4. Check if there are any past budget discrepancies	Lindsay Miller/Brittany Smith	February
5. Send out the proposed word changes for Article 11.	Brittany Smith	
6. Start following the new Reimbursement Tracking/Financial Tracking Process.	All	2/1/23
7. Fill in blank dates on Calendar for 6th grade promotion and D track Kinder promotion.	Carrie	
8. Set up Skate Night for 3/12 (contact venue and create/send out flyer)	Rehana	

PARKING LOT:

- Rewards for Students- Prize Cart- Carrie to discuss with Lindsay and Brittany to discuss budget and cost

OTHER INFORMATION

Next Board Meeting, February 15, 2024

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