

PFO MEETING AGENDA



10.19.2023	6:30 PM - 7:30 PM	Zoom Zoom Meeting Link Meeting ID: 863 2227 8068 Passcode: PFOROCKS
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MEETING CALLED BY:	TYPE OF MEETING:	NOTE TAKER:	TIMEKEEPER:
Lindsay Miller, Co-President Shannon Walker, Co-President	General Board Meeting	TBD	Sarah Standing

BOARD MEMBERS/ATTENDEES:			
<input type="checkbox"/> Caitlin Acosta, Dir. Membership (on pause)	<input type="checkbox"/>	Carrie Mitchell, Principal	<input type="checkbox"/> Erin Metcalf, Vice Principal
<input type="checkbox"/> Katie Harms, Secretary	<input type="checkbox"/>	Kristy Hartmann, Dir. Sponsorship	<input type="checkbox"/> Amber Jennings, Art Prog. Coor.
<input type="checkbox"/> Shannon Walker, Co-President	<input type="checkbox"/>	Christina Florente, Co-VP	<input type="checkbox"/> Katelynn Poulos, Treasurer
<input type="checkbox"/> Lindsay Miller, Co-President	<input type="checkbox"/>	Erin Seymour-Safe Routes Coor.	<input type="checkbox"/> Chris Rankin, Fun Run Coor.
<input type="checkbox"/> Sarah Standing, Teacher Rep.	<input type="checkbox"/>	Rehana Rehman, Fall Festival Coor.	<input type="checkbox"/> Elizabeth Kelley- Dinner Night Out Coor. (Tentative)
<input type="checkbox"/> Brittany Smith, Class Parent & Teacher Appreciation Coor.	<input type="checkbox"/>	Marday Salmond, Communications Dir.	<input type="checkbox"/>

AGENDA

AGENDA ITEM	PRESENTER	TIME ALLOTTED
PFO PRESIDENT/VICE PRESIDENT REPORT <ul style="list-style-type: none"> ● GENERAL HOUSEKEEPING ● CODE OF CONDUCT <ul style="list-style-type: none"> ○ DURING MEETINGS ○ ON SLACK ● COMMUNICATION CLARIFICATION <ul style="list-style-type: none"> ○ REVIEW/APPROVAL ○ COMMUNICATION WITH MCGARVEY PRINCIPAL/VP/TEACHERS/STAFF ● REVISIT GOALS OF THE YEAR ● BYLAW(S) OF THE MONTH ● BOARD MEMBER CHANGES ● DINNER NIGHT OUT COORDINATOR VOTE <ul style="list-style-type: none"> ○ ELIZABETH KELLEY 	LINDSAY MILLER, SHANNON WALKER, AND CHRISTINA FLORENTE	15 MIN

TREASURER'S REPORT	KATELYNN POULOS	10 MIN
PRINCIPAL/VICE PRINCIPAL'S REPORT	CARRIE MITCHELL/ERIN METCALF	10 MIN
PUMPKIN PALOOZA STATUS UPDATE	REHANA REHMAN	5 MIN
PLAN FOR SPAGHETTI FACTORY CERTIFICATES	KRISTY HARTMANN	3 MIN
TEACHER APPRECIATION PLAN & VOTE	BRITTANY SMITH/ALL	5 MIN
OCTOBER DINNER NIGHT OUT	KATIE HARMS	1 MIN
SCHOOL ENRICHMENT PROGRAMS (SCIENCE NIGHT, MUSIC PROGRAM, ART EXPERIENCE)	SARAH STANDRING	2 MIN
ART PROGRAM UPDATE	AMBER JENNINGS	3 MIN
WORKSHOP FOR TEAM NORMS	CHRISTINA FLORENTE	3 MIN

NOTES:

PFO PRESIDENT/VP REPORT:

- HOUSEKEEPING
 - MUTE MICROPHONES
 - FACILITATOR WILL RUN MEETING
 - RAISE HANDS TO SPEAK
 - BE MINDFUL OF TIME
 - TIMEKEEPER WILL TRACK TIME
 - PARKING LOT ANYTHING THAT IS NOT ON THE AGENDA

APPROVE SEPTEMBER MEETING MINUTES

- APPROVE LINDAY MOTIONED TO APPROVE, SARAH SECONDED, ALL APPROVED AT 6:40PM
- CODE OF CONDUCT
 - DURING MEETINGS: ARRIVE AND END ON TIME. BE RESPECTFUL, ALLOW OTHERS TO TALK. TALK ONE AT A TIME.
 - ON SLACK- BE KIND, HELPFUL, RESPECTFUL, POSITIVE, PROFESSIONAL
- COMMUNICATION CLARIFICATION
 - REVIEW/APPROVAL
 - COMMUNICATION WITH MCGARVEY PRINCIPAL/VP/TEACHERS/STAFF
- REVISIT GOALS OF THE YEAR- WILL SEND OUT A DOCUMENT
- BOARD MEMBER CHANGES- KATRINA RESIGNED AND CAITLYN PAUSED HER ROLE UNTIL AFTER SOCCER SEASON
- DINNER NIGHT OUT COORDINATOR VOTE-
 - MOTIONED BY CHRISTINA FLORENTE, LINDAY MILLER SECONDED, ALL APPROVED AT 6:50PM

PRINCIPAL AND VP REPORT:

- DIGITAL CITIZENSHIP TOMORROW
- NEXT WEEK IS RED RIBBON WEEK AND FIRST PART OF FAMILY LUNCHES AND FRIDAY IS TRACK OFF DAY AND PUMPKIN PALOOZA AND THE START OF BOOK FAIR
- RECEIVED A GRANT FROM THE CITY OF RANCHO CORDOVA TO OPEN A WELLNESS ROOM- WE SPENT \$1000 FROM THIS GRANT AND NOW HAVE CALMING ROOM WHERE CHILDREN CAN COME AND GATHER THEIR THOUGHTS AND DECOMPRESS
- MAYBE POST ON SOCIAL MEDIA

TREASURER'S REPORT:

- VIEW SEPTEMBER PFO BUDGET THRU END OF SEPTEMBER FOR DETAILS
- NOT A LOT OF MONEY COMING IN YET, OR A LOT GOING OUT- BUT THE BIG EXPENSES HAVE NOT HIT YET
- BUDGET IS TIGHT SINCE WE ARE UNSURE HOW MUCH WE WILL BE BRINGING IN FOR FUN RUN AND PUMPKIN PALOOZA
- WE WILL REASSESS BUDGET AFTER PUMPKIN PALOOZA
- WE HAVE SPENT HALF OF THE CLUB BUDGET SO FAR- THIS WILL BE SHOWN ON THE NOVEMBER BUDGET
- TREASURER REPORT APPROVAL MOTIONED BY SARAH AND SECONDED BY CARRIE -ALL APPROVED AT 7:01 PM

PUMPKIN PALOOZA STATUS UPDATE:

- REHANA WILL SEND OUT A DETAILED EMAIL TOMORROW
- WAITING ON SOME DONATIONS, LIGHTS, AND INFORMATION FROM THE DISTRICT REGARDING FOOD TRUCKS
- CHAIR MEETING ON MONDAY. REHANA WILL PUT THE MEETING INFO IN SLACK
- TRYING TO PUSH PURCHASING TICKETS ONLINE. EVERYDAY PEOPLE HAVE BEEN PURCHASING TICKETS AND PICKING THEM UP RIGHT AWAY
- THERE ARE SHIRTS IN THE SHED THAT THE VOLUNTEERS CAN USE- BUT MAY JUST HAVE THEM COME IN COSTUME OR ORANGE
- SET UP BEGINS AS SOON AS SCHOOL ENDS. REHANA WILL FOLLOW UP WITH LINDA TO SEE IF THE AFTERSCHOOL STUDENTS CAN BE RELOCATED ELSEWHERE ON CAMPUS DURING SETUP

SPAGHETTI FACTORY CERTIFICATES

- DONATED 600 KID MEAL COUPONS WHICH EXPIRE END OF JANUARY
- ANNOUNCE AT ASSEMBLY TOMORROW AND HAVE STUDENTS FIND CARRIE AT PUMPKIN PALOOZA. CARRIE TO GIVE ONE PER CHILD

TEACHER APPRECIATION

- PENCIL HOLDERS WILL BE GIVEN OUT
- PUSH PLAN AND VOTE

DINNER NIGHT OUT

- PANERA- OCTOBER 24
- COMMUNICATION PLAN SENT OUT
- ELIZABETH TAKING OVER ROLE- PROCEDURE PROVIDED

SCHOOL ENRICHMENT PROGRAMS

- SARAH POLLED TEACHERS ABOUT HAVING EITHER A FAMILY SCIENCE NIGHT (PATT NIGHT), CROCKER ART ARK NIGHT OR MUSIC MAKER BUS. MOST VOTED FOR THE MUSIC MAKER BUS IF THEY WERE TO JUST PICK ONE. SECOND WAS CROCKER ART ARK.
- KATEYNN HEARD GREAT FEEDBACK ON ART ARK
- WE HAVE \$5300 LEFT IN OUR PFO BUDGET FOR SCHOOL ENRICHMENT
- GRANT FOR CITY OF RANCHO FOR STEM FIELD TRIP AND FAMILY NIGHTS- WE MIGHT BE ABLE TO USE SOME TO OFFSET THIS COST. CARRIE WILL TALK MORE ABOUT THAT WITH SARAH.
- ANOTHER WAY TO GET ART IN THE CLASS IS THROUGH AN ART DOCENT- WE HAVE A LOT OF MATERIALS FOR THIS IN THE LIBRARY
- PROPOSITION FOR ART EDUCATION IN THE CLASSROOM IS COMING

ART PROGRAM UPDATES

- AMBER TO HOPE TO START THIS NEXT MONTH AND WILL REACH OUT TO ROOM PARENTS
- OPINION FROM CHRISTINA IS TO HAVE THE ART PROJECTS IN THE CLASSROOM MONTHLY OR QUARTERLY
- MEETING ADJOURNED AT 7:34PM

TEAM NORMS

- WHITEBOARD FORMAT THAT IS ANONYMOUS FOR HELPING TO CREATE A TEAM CULTURE.
- CHRISINA WILL SHARE OUT ON SLACK

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE/TARGET DATE
1. Add Teacher Appreciation Week Plan to November agenda	Katie Harms	11/9/23
2.		
3.		
4.		
5.		

PARKING LOT:

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OTHER INFORMATION

Next Board Meeting: Thursday, November 16 @ 6:30pm

[Zoom Meeting Link](#)

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