

# PFO MEETING AGENDA

08.9.2023 6:30 PM ZOOM



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

BOARD MEMBERS/ATTENDEES:			
<input type="checkbox"/> Caitlin Acosta, Dir. Membership	<input type="checkbox"/> Rob Aikman, Principal	<input type="checkbox"/> Erin Metcalf- Vice Principal	
<input type="checkbox"/> Katie Harms, Secretary	<input type="checkbox"/> Kristy Hartman, 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"/> Vacant-Fun Run Coor.	
<input type="checkbox"/> Katrina Osanna- Events Coor	<input type="checkbox"/> Sarah Standing, Teacher Rep.	<input type="checkbox"/> Vacant-Fall Festival Coor.	
<input type="checkbox"/> Brittany Smith, Class Parent & Teacher Appreciation Coor.	<input type="checkbox"/> Marday Salmond, Communications Dir.		

## AGENDA

AGENDA ITEM	PRESENTER	TIME ALLOTTED
OVERVIEW OF THE PFO AND PURPOSE OF BOARD MEETINGS	BOARD PRESIDENT/VP	5 MIN
BOARD MEMBER EXPECTATIONS	BOARD PRESIDENT/VP	3 MIN
PRINCIPAL/VP REPORT	ROB AIKMAN/ ERIN METCALF	5 MIN
TREASURER'S REPORT- 23-24 BUDGET	KATELYNN POULOS/SHANNON WALKER	5 MIN
EVENT PROPOSALS: FALL FESTIVAL, FUN RUN, ART EVENT	VARIOUS	15 MIN
EVENTS: BACK TO SCHOOL NIGHT, SKATE NIGHT, TRUNK OR TREAT, FAMILY PICNIC	VARIOUS	15 MIN
SAFE ROUTES	ERIN SEYMORE	5 MIN
SURVEY RESULTS	CHRISTINA FLORENTE	5 MIN
ROOM PARENTS UPDATE	BRITTANY SMITH	5 MIN
TEACHER APPRECIATION	BRITTANY SMITH	3 MIN
AUGUST DINNER NIGHT OUT	KATIE HARMS	2 MIN

## NOTES:

### OVERVIEW OF PFO AND BOARD MEETINGS:

- **OVERVIEW OF PFO**
  -
- **PURPOSE OF BOARD MEETINGS IS TO:**
  - **ADDRESS WHAT IS ON THE AGENDA**
  - **HEAR PRESIDENT/VP REPORT/PRINCIPAL AND TREASURERS REPORT**
  - **HEAR EVENT STATUS UPDATES-HIGH LEVEL**
    - **PLANNING WILL GET HANDLED AT SUB COMMITTEE MEETINGS**

### BOARD MEMBER EXPECTATIONS:

- **UNDERSTAND WHAT IS EXPECTED IN YOUR ROLE AS OUTLINED IN THE BYLAWS DOCUMENT**
  - **IF YOU STILL NEED IT ASK SHANNON WALKER TO RESEND**
- **NEED TO BE A GOOD STANDING MEMBER OF THE PFO= A PAYING PFO MEMBER**
- **IF YOU DON'T HAVE ACCESS TO THE PFO SHARED DRIVE, ASK SHANNON WALKER FOR ACCESS**

### TREASURER REPORT: ANTICIPATED 23-24 BUDGET

- **BUDGET IS FLUID AND DEPENDENT ON SURVEY FEEDBACK**
- **VIEW BUDGET REPORT FOR DETAILS**
- **REVENUE THIS YEAR- \$43,500**
  - **REPLACING APEX WITH FUN RUN, GOAL OF 30K REVENUE**
  - **FALL FESTIVAL 2K/ DNO 1,500/ SKATE NIGHTS 1K/ SPONSORSHIP 6K/ MEMBERSHIP 3K**
- **EXPENDITURES - \$69,270**
  - **FAMILY DANCES AND SANTA EVENT WILL NOT BE FUNDRAISERS THIS YEAR**
  - **NO BUDGET FOR A MUSIC PROGRAM- PENDING SURVEY FEEDBACK**
  - **NEED A MEMBERSHIP EXPENSE LINE- BUDGET OF \$1000 FOR MEMBERSHIP AND GENERAL SUPPLIES AT \$4000**
  - **ADDING ON COST FOR TAX PROFESSIONAL THIS YEAR- \$500**
- **EXPECTED DEFICIT OF \$25,770 BUT WE HAVE CARRY OVER FROM LAST YEAR**
- **CHRISTINA FLORENTE MOTIONED TO APPROVE BUDGET, SECONDED BY LINSAY MILLER**

### PRINCIPAL REPORT

- **A TRACK BTSN- AUG 17**
- **NEW PRINCIPAL IS CARRIE MITCHEL- FIRST DAY AUG 21**

### EVEN PROPOSALS:

- **COLOR FUN RUN- PRESENTED BY CHRIS RANKIN**
  - **VIEW PROPOSAL SLIDE DECK FOR DETAILS**
  - **WILL VOTE AT NEXT MEETING**
    - **PRO: LESS COST, CON MORE WORK THAN APEX**
    - **\$45 EACH STUDENT RAISED WOULD REACH OUR GOAL**
    - **SPONSOR OPPORTUNITIES EXAMPLES: OBSTACLE DEDICATED TO YOU, YEARBOOK PICTURES OF EVENT**
    - **2 TRACKS RUN ON SEPARATE DATES- SOME SCHOOLS RUN IT ON WEEKENDS**
  - **FALL FESTIVAL- SUGGESTED OCT 27 4-7PM**
    - **PRESENTED BY REHANA REHMAN**
    - **VIEW SLIDE DECK FOR DETAILS**
    - **CELEBRATES HALLOWEEN AND FALL HARVEST**
    - **BUDGET- APPROX \$7K, BUT SOME ACTIVITIES WOULD BRING IN REVENUE AND HOPEFULLY EVEN IT OUT**
      - **1 TICKET = .50**
      - **WRISTBAND = UNLIMITED**
    - **ASK FOR PARENT VOLUNTEERS FOR SUPPLIES**

- SUNRISE ELEMENTARY MIGHT HAVE SUPPLIES WE CAN USE
  - ART NIGHT- POSSIBLE PAING EVENT
    - POSSIBLE DONATIONS FROM SPONSORS
    - AMBER J. WILL COLLABORATE WITH SARA S. ON IDEAS
- A-TRACK BTSN- AUG 17
  - NEED VOLUNTEERS TO ATTEND PFO TABLE/HAND OUT BOTTLED WATER
  - FOOD TRUCKS WILL BE THERE
  - SPONSORED BY PFO BANNER WILL BE UP
- SKATE NIGHT- KATRINA WILL CALL THIS WEEK AND PROVIDE AN UPDATE
  - PLANNING ON THE LAST WEEK OF AUG

**SAFE ROUTES**

- NEED MORE PEOPLE TO SCAN -VOLUNTEERS
- BRITTANY IS WORKING ON THE VOLUNTEER FORMS
- BOOK VENDING MACHINE TOKENS- ERIN IS FINE WITH BEING IN CHARGE OF THAT

**SURVEY RESULTS**

- BRITTANY NEEDS ACCESS TO SURVEY RESULTS
- TEACHER SURVEY- 14 RESPONSES
- PARENT SURVEY/PFO SURVEY- 4 AND 5 RATINGS
  - COMMUNICATE WHAT WE ARE FUNDRAISING FOR

**ROOM PARENT UPDATE**

- WAITING ON YELLOW PAGES FROM TEACHERS- LINDA ECK SENT OUT REMINDERS TO TEACHERS
- EXCEL SHEET TO COLLECT PARENTS CONTACT INFORMATION TO BE SENT TO FAMILIES FROM TEACHER

**MEMBERSHIP UPDATE- 80 TOTAL**

- FAMILY: 45/ STAFF: 35
- LAST YEAR WAS 90

**TEACHER APPRECIATION UPDATE**

- AUGUST- TOTE BAGS ON TRACK CHANGE DAY

**DINNER NIGHT OUT**

- AUGUST 24: RUBIO'S- ALL DAY
- SENDING COMMUNICATION PLAN OUT LATER THIS WEEK

**OLD BUSINESS**

- MAD SCIENCE- EXPENSE WAS \$1,695

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE/TARGET DATE
1.		
2.		
3.		
4.		
5.		

**PARKING LOT:**

- Yoga Class Proposal- Add to next month's agenda
- Discuss
- PROPOSED EVENTS BY KRISTINA OSSANA- NEED TO CREATE A COMMITTEE MEETING TO DISCUSS DETAILS
  - SPIRIT WEEKS
  - CHRISTMAS EVENT- MOVIE ELF VS. POLAR EXPRESS
  - CHALK WALK

OTHER INFORMATION

Next Board Meeting: Thursday, September 21 @ 6:30pm (may need notetaker for this meeting)

[Zoom Meeting Link](#)

Meeting ID: 863 2227 8068

Passcode: PFOROCKS