

# MEETING NOTES

## Leopold PFO Board Meeting

August 29, 2019, 11:00 a.m. - 12:15 p.m.

**Attendees:** Amy DeWald, Sara Pirnstill, Emily Royalty, Katie Wagner (phone), Manuela Grassi, Angie Oler

### 1. Welcome & Introductions

### 2. Officer Updates

#### a. President (Amy):

- i. Amy reviewed other parents interested in participating in the PFO. (Keely Stotlar, Carrie Torres, April Johnson, Katie Sabalones, Katie Buhrandt, Kim Holdener)
- ii. Katie created a shared 2019-2020 PFO Folder with updated contact list
- iii. Amy's availability more complex with travels to Milwaukee to care for mother. Sara P offered to help in capacity desired/needed. Amy or Sara to reach out to Katie Sabalones specifically to understand her interest in being involved.
- iv. Amy and Sara P to talk off-line and divide up responsibilities. List both of their names as people to contact. Potentially both serve as "Co-Presidents".

#### b. Vice President (Manu):

- i. Manu has read the VP responsibilities. Very general. Would like more direction from Amy/Sara P. (Public relations, Website, Social Media).

#### c. Treasurer (Angie)

- i. Will share proposed budget for 2019-2020 via email along with her recommendations or needed input
- ii. Summary version printed to review at next PFO Board Meeting (Sept 30)
- iii. Tables: Dustin (custodian) request for tables which are used frequently. Last year we purchased 8 tables for \$700. Angie recommends we add more each year. Discussed borrowing tables for large events as needed. Amy to reach out to Fitchburg community center and our Adopt A School partners. Amy to reach out to Tom (has rented for rummage sales) regarding rental cost and delivery options for Fall Fiesta.
- iv. Staff Gift. Last year we gifted \$11K (\$50 to non-classroom and \$150 to classroom teacher) because we were carrying a balance in our account. Previously we give around \$3K. 130 staff members x \$30 each (cash) = \$3,900. Staff picked up from Angie and Angie gave them a personal thank you. Keep in mind that we also gift items from the Giving Tree. If we have a surplus could always give more in the 2nd semester. Agreed to \$30 cash per staff member.

### 3. Committee Updates

#### a. Fall Fiesta (Sat Sep 14)

- i. In need of volunteers, sign-up is sparse so far. Expect to get some student council volunteers. Needs someone to run Cotton Candy machine. Manu to reach out to a friend. Amy to reach out to Adopt A School partners.
- ii. Food cart suggestions needed. Will have Milio's and Kona Ice.

#### b. Social / Community Night Committee

- i. We need someone to spearhead these and coordinate with Rosie. Some are PFO led, community school led, etc...
- ii. All on Emily's school calendar. Potential dates include:

1. September 24: Technology
  2. November 12: Clothing Exchange
  3. December 10: Cookie Exchange
  4. Then goes 2x month in January
- iii. Aldo Leopold's birthday January 11: Could consider celebrating at January community night
- c. Adopt-A-School Partners**
- i. List of events and activities and contact list for school year placed in PFO Google Drive folder.
- d. Community School**
- e. Staff Appreciation**
- i. PFO hosted breakfast Tues Aug 27. Katie to review Adopt A School Partners calendar and develop PFO calendar. Potential next event is November.

#### 4. Continuing Items to Discuss

- a. **PFO Board Openings**: Co-Vice President, Member-At-Large (2)
- b. **Library Redesign Status & Next Steps**
  - i. \$25K check had been given and deposited into an account for Phase 2 of Library Redesign. Peg doesn't feel we have to wait until next summer for this Phase.
- c. **Community Walk T shirts** (Oct 10)
  - i. Staff already received new t-shirts
  - ii. Angie proposed all kids get a new shirt this year. Use the "field trip" example and ask parents to pitch in \$2 for their kids shirt and also an option to donate additional \$2 to support another students shirt. Send this out in late Sept. All agreed to this plan.
  - iii. In the meantime, Angie to get a quote for the shirt (Jeff) and understand ordering timeframe.

#### 5. New Items to Discuss

- a. **Facebook** postings to Steve Davis.
  - i. Rosie handles posts on the Leopold School Facebook page
  - ii. Steve handles posts on Leopold PFO Facebook Page
  - iii. Could this be something Manu leads?
- b. **Building Permits**: Reviewed [this list](#).
- c. **PFO Website Update Plan**: out of date items and plan moving forward
  - i. We need to give Steve items to update. Could this be something Manu leads?
  - ii. Katie had created a document last year, will add this to the PFO Google Drive folder for a starting point.
- d. **Chalk the Walk**: Tues 9/2 4-5pm. Sara P has enough sidewalk chalk. Kids working on translating some of the phrases. Decorate front and side sidewalks.
- e. **Monthly PFO Board Meetings** with Peg and Rosie: Not yet confirmed. Angie meeting with Peg tomorrow and will confirm.

#### 6. Next Meeting Date & Agenda Items

- a. Next Meeting: Mon Sep 30 7:00 p.m. @ Leopold
- b. Agenda Items:
  - i. Staff Requests: How should staff approach PFO? Develop one process and clear up confusion.