

MEETING NOTES

Leopold PFO Board Meeting

September 30, 2019, 7:00 - 8:30 p.m.

Attendees: Sara Pirstill, Angie Oler, Kristine Lamont, Katie Sabalones, Keely Stotlar, Kim Holdener, Katie Wagner, Becky Westgate, Manu Grassi (phone)

Date Assigned	Action	Owner	Due
8/29/19	Reach out to parents interested in volunteering with PFO and understand their talent/time/preferences	Sara/Amy	Ongoing
8/29/19	Identify process and timing to submit Facebook posts to Steve	Manu	10/28
9/9/19	Reach out to local high schools (admin, etc.) to identify appropriate contacts for community service volunteers and report back to group	Manu	10/28
9/9/19	Summarize discussion with Judy (Van Hise PFO) and provide to board	Amy	Complete
9/9/19	Evaluate grant process for Leopold teachers, identify funds available and potential process	All	Target: Winter
9/30/19	Share a link to Google Photos Fall Fiesta Album to share in the newsletter with Katie W	Angie / Katie W	10/4
9/30/19	Topics to follow-up with Peg at 10/7 meeting: (1) Winter clothing exchange at Nov 12 Literacy Night (2) Family engagement: a representative from the other parent groups attend the PFO Board Meetings? (3) \$30 gift to staff, The Giving Tree & Winter Grant	Sara / PFO Board	10/7
9/30/19	Giving Tree - based on 10/7 meeting with Peg communicate Giving Tree process and timing with staff	Kim	10/28
9/30/19	Review grant process from Van Hise prior to next PFO board meeting (saved here)	All	10/28
9/30/19	Laminating: Reach out to Amy Jimieson and April Johnson to see if this is being done for teachers and plans to find volunteer for next year	Katie W	10/28
9/30/19	Sara P to introduce Steve D to Katie S. Katie S. to work with Steve D. on plan to update and manage the PFO	Sara / Katie S / Steve D. / Katie W.	10/28

	website. Katie W to share document started to update site.		
9/30/19	The WHY: collect ideas on why we volunteer with the PFO	Sara / ALL	10/28

1. PFO Board Meetings (Sara) - This year we will open up to anyone to attend rather than a separate PFO general meeting and a PFO board meeting. Will try to have an efficient PFO Board meetings by utilizing with agendas and time settings for each topic.

2. PFO Role Changes and Confirmation of New Board Members (5 min)

- a. Sara Pirnstill – Co-President (transition year). For personal matters, Amy is unable to serve solely as President this year. She and Sara have worked together to establish a Co-Presidency. Sara to check President email and handle communications. Amy will be involved with Adopt-A-School partner meetings and outreach as she is available. Sara to run meetings, she and Katie W to develop agendas.
- b. Manuela Grassi – Has agreed to step in to the Vice President role.

3. Officer Updates (5 min - as needed)

- a. President (Sara)
 - i. Emails with Rosie (Community School Coordinator): Sara met with Rosie. Rosie would appreciate communication to be streamlined and consolidated. Sara recommended if you have a question/request to check with the rest of the PFO Board before reaching out to Rosie to ensure the question hasn't already been asked. Rosie requested very specific information and ask in the subject line of the email.
- b. Vice President (Manu)
 - i. No updates.
- c. Treasurer (Angie)
 - i. Community school T-shirts \$707 fundraised so far (handled like a Field Trip slip asking families to consider paying for part of the t-shirt - \$2 of the \$4.45 - and offering a donation to cover another student's shirt, or requesting a shirt be donated). This will bring PFO's contribution to the cost of t-shirts to \$2800. T-shirts have been ordered, qty 800.
 - ii. Fall Fiesta, just over \$5,000 raised
- d. Secretary (Katie)
 - i. Oct 6 - next [Timberwolf Tribune](#) (Sep 25 was content deadline)
 - ii. Next newsletter is Nov 3, content due Oct 23
 - iii. Katie W to make sure all have access to the Google Drive folder

4. Committee Updates (15 min)

- a. Fall Fiesta
 - i. Raised over \$5000!
 - ii. September 19, 2020, Time is TBD based on Badger Game. Feedback Angie received suggested keeping the event time early regardless of game time. (11am - 2pm). Also looking for a blow up TV screen to show the game.
 - iii. Clothing exchange very successful and well received.
 - iv. Next year Amy J is moving on. Need a 3rd person to volunteer. The week of the event, person would help Angie think through details, day before help staging

event, day of help with set-up, clean-up and wherever needed. Sara is at the raffle table. Angie overseeing logistics and organization of the event. Becky is willing to help (although they may move next summer).

- v. Angie to share a link to Google Photos to share in the newsletter with Katie
- b. Community Nights
 - NOTE: Rosie has secured translation services and equipment for all community nights.*
 - i. Thursday, October 10 - Community Walk (1:10-2:10pm)
 - ii. Tuesday, October 22 – Behavior Education Theme (Leopold Staff Planned)
 - 1. Looking for volunteers (2-4) to volunteer at Children’s Activities Table - think of Kindergarten orientation. Adults are with kids and a variety of activities while parents walk around. Rosie is reaching out to Adopt-A-School partners to help with planning of children events.
 - iii. Tuesday, November 12 - Literacy Night (Leopold Principals)
 - 1. Ask Peg if we could also do a Winter Clothing Exchange
 - iv. Tuesday December 10 - Science-focused and/or possible Cookie Exchange
 - 1. Could advertise both. Or just do cookie exchange and then science event in the spring.
 - v. January 14 - BINGO night (PFO event)
 - 1. Ms J seems Ok with PFO running it if we want to. Would need to get some contact information from Ms J.
 - 2. Phy Ed teachers Mr. Jensen & Mr. Dobbs volunteered last year
 - 3. Need someone to organize/run this event
 - vi. January 28 - TBD
- c. Restaurant Nights
 - i. Sep 24 - Chocolate Shoppe - very low attendance, especially from Hispanic community. Angie did not distribute flyers as she had been doing in the past to reduce the work on PFO and teacher’s end. Was promoted via Tribune, Facebook, Teacher newsletters, Email, Phone call. Decided to not do flyers for 10/21, to see how it goes. Request a single text for
 - ii. October 21st - MOD Pizza
 - iii. November 20th - Dairy Queen
- d. Adopt-A-School Partners
- e. Community School
- f. Staff Appreciation
 - i. Thurs Nov 21: Breakfast on Parent/Teacher Conference Day
 - ii. Mon Nov 25: Thankful Mailbox Treats
 - iii. Wed Dec 18: Holiday Treat Day
- g. Other
 - i. Laminating - No one is doing this and teachers are not sure if they should do their own laminating or not. Amy J doing this? April Johnson? Kristine believes the machine is working. Katie W. to reach out to Amy J and April
 - ii. PFO Bulletin Board - Becky will add a calendar. Sara can share community calendar from Rosie.
 - iii. Student Directory - Agreed we’d like one this year. Kim to put it together.

5. Continuing Items to Discuss (10 min)

- a. Community Walk T-shirt distribution

- i. Wed Oct 9 - sort out t-shirts
 - 1. 3:30 p.m. (Angie, Manu, Katie W, Keely)
 - 2. 6:00 p.m. (Katie S, Sara P, Becky)
 - 3. Keely to see if Metcalfe's would donate 80 green plastic bags
- ii. Thurs Oct 10 7:00 a.m. - distribute t-shirts to teachers
 - 1. Angie to ask Amy J if she can help
 - 2. Sara P, Katie W & Becky to help
- iii. Verify walk route with Peg at 10/7 meeting
- b. PFO Website Update Plan
 - i. Katie S is open to working on the website
 - ii. Connect Katie S to Steve D (Sara to handle the introduction)
 - iii. Sara recommended Katie S do the website and Steve D handle the Facebook
 - iv. Katie W to share the list of items to update with Katie S

6. New Items to Discuss (20 min)

- a. Family Engagement (see action)
 - i. How do we reach and engage new families to help with the PFO?
 - 1. Sara reached out to Rosie for feedback. Family & Youth community engagement group district is trying to start. Would be a way to integrate all of the various family groups together at school. Rosie said 10 families showed up for Technology Night. Good diversity, better representative of school population. Feels face to face ask for help is best.
 - 2. Ask Peg about having a representative from the other parent groups attend the PFO Board Meeting (ie - LatinX, Black Mothers)
 - 3. How do we explain what the PFO Board is, what is done, what the value is
 - 4. People may feel intimidated, it can be hard to know how to contribute or feel a sense of belonging.
 - 5. Upcoming community nights - instead of gravitating towards people we know, try to reach out to someone new.
 - 6. Setting specific goals for outreach
 - 7. Parents that are bilingual - reach out to them and establish relationships and ask for their help in reaching out to those that speak only Spanish
 - 8. Transparency - post meeting notes on bulletin board.
 - 9. Outdoor community board created by the City of Madison - they have money in the budget. We need to ask. Would solve the problem of families who are unable to come inside the building and see the PFO Bulletin Board.
 - 10. Do we prioritize voice and presence of having a variety of groups attend our meetings over the need for them to volunteer?
 - ii. The Why
 - 1. PFO Mission discusses WHAT we do. It doesn't discuss WHY we do it.
 - 2. Sara to collect ideas of why we do what we do to support the school. Focusing on the why may help us reach other families.
 - 3. Simon Sinek - <https://www.youtube.com/watch?v=IPYeCltXpxw>

- b. Requests for funding
 - i. Grant process for Leopold staff - We will put something together to launch a grant for Winter. Review grant process shared by Van Hise with Amy prior to Oct meeting.
 - ii. We also have \$1500 for Building and Equipment. Will discuss further at Oct meeting.
 - iii. Staff Cash - we had discussed dispersing \$30 to all staff. Peg felt we should save that money as a grant (or other ideas). We'd like to do this again this year. We will update Peg. (and understand her concerns).
 - iv. The Giving Tree - We would like to do this again this year, but earlier. (January). Update Peg. Budget is \$1500. Kim to wait until after 10/7 PFO Board meeting with Peg before sending communication to staff.

7. Next Meeting Date & Agenda Items (3 min)

- a. Determine recurring meeting date/time
 - i. Recurring meeting - last Monday of the month at 7:00 - 8:30 p.m.
 - 1. Oct 28: Me & Julio's, 7:00 p.m.
 - 2. Nov 25: Location TBD
 - 3. Dec 30 is winter break - decide date to meet at Oct 28 meeting
- b. Meeting location proposal (off-site vs. Leopold)
 - i. Promega, Fitchburg Community Center, Fitchburg Library, Me & Julio's

8. Adjourn