

MEETING NOTES

Leopold PFO Board Meeting

October 28, 2019, 7:00 - 9:25 p.m., Me & Julio's

Attendees: Sara Pirstill, Kristine Lamont, Katie Sabalones, Amy DeWald, Angie Oler, Katie Wagner, Kim Holdener, Manu Grassi

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
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	11/25
9/9/19	Identify grant proces team and begin developing process	All	11/25
9/30/19	The WHY: collect ideas on why we volunteer with the PFO	Sara / ALL	11/25
10/28/19	<p>Discuss with Peg at Mon Nov 4 Meeting:</p> <ul style="list-style-type: none"> ● School Safety Forum Proposal / Gun Incident Follow-up: <ul style="list-style-type: none"> ○ No other school in MMSD has found 2 guns on the property in the last year. ○ What has been done - Who is the District Safety team? Who is the main contact, how can we partner with them? What systems reinforced? What improvements made? Who is Peg working with? How can we help her get support from the district? ○ Improve timely communication with staff. ● Phase 2 Library Plans / Timeline / use of \$25K from PFO ● Timberwolf Tribune - copies for families (All, just Kindergarten, just some at Mel's desk?) 	Amy, Manu, Angie & Katie W.	11/4
10/28/19	Timberwolf Tribune open rate & click rate - how does this compare to the average for an email newsletter	Katie W.	11/25
10/28/19	Nov 12 Winter Clothing Exchange - request tables, coordinate volunteers, request Messenger communication from Emily, purchase snacks/drinks, etc...	Katie W.	11/12
10/28/19	<p>Plans for Dec 10 Cookie Exchange - discuss at 11/25 PFO Board Mtg</p> <ul style="list-style-type: none"> ● Cookie Cutouts (Manu & family) ● Hot Chocolate (Amy) ● Craft (Katie W.) 	ALL / Manu, Amy, Katie W.	11/25
10/28/19	Nov 20 Dairy Queen Restaurant Night - can PFO have a table to meet families?	Angie	11/20
10/28/19	Dec 3 Noodles Day of Giving - can Student Council volunteer?	Angie	11/25
10/28/19	<p>School Safety</p> <ul style="list-style-type: none"> ● Nov 6 - Crime Prevention & Safety, Amy to call Fitchburg Police Dept re: meeting and incident at Leopold. ● Angie to reach out to Alder Sherri Carter ● Angie to reach out to Officer Beckfield - Madison Police Dept Arbor Hills/Leopold Neighborhood officer 	Amy / Sara / Angie	11/25
10/28/19	Outdoor bulletin board signage at Leopold - monetary resources available?	Sara	11/25
10/28/19	"Meet the PFO" section on bulletin board - photos & names of the PFO Board on bulletin board. Send photos to Becky.	All / Becky	11/25

10/28/19	Superintendent advisory group - who/what/when/where	Katie S.	11/25
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1. Officer Updates (5 min - as needed)

- a. President (Sara / Amy)
 - i. Timing of PFO Board meeting a week prior to meeting with Peg & Rosie works well, allows us to ask questions and follow-up quickly on items.
 - ii. Sara reviewed action item table above & updated.
 - iii. Recapped 10/7 Board Meeting with Peg & Rosie:
 - Communication with Staff - weekly newsletter from Peg
 - \$24,400 Library funds available from PFO for Phase 2
 - a. Will discuss with Peg at Nov 7 meeting - money needs to be spent on the library.
 - b. Phase 2 - needs to be determined by Peg/Leopold Admin but could include: shelving around exterior replaced, rug and tables/chairs replaced with new style that also fold up and can be arranged in various ways.
 - Staff stipend and PFO Giving Tree
 - a. Angie gave out \$30. 115 staff got \$30 each. Well received from staff per Kristine.
- b. Treasurer (Angie)
 - i. \$800 raised for Community T-Shirts. Cost was \$3555. PFO contributed \$2755.
- c. Secretary (Katie)
 - i. Nov 3 - next [Timberwolf Tribune](#) (Oct 23 was content deadline)
 - ii. Next newsletter is Dec 1, content due Nov 19
 - iii. Katie to do some research on open/click rate to see if the Tribune is open rate is above average. Becky posts a copy on the bulletin board. Sara noted that she has seen two people looking at the calendar. Discuss with Peg - A paper copy is no longer sent home. Leave copies on Mel's desk for families that are interested. Or could be sent home to kindergarten/4K families only. (new families). Ideally, Tribune content should be coming home in the weekly classroom newsletter. Utilize Facebook events.

2. Committee Updates (15 min)

- a. Community Nights/Events

NOTE: Rosie has secured translation services and equipment for all community nights. Schedule can be found in our Google Drive folder, here: [Community Nights](#)

 - i. Tuesday, November 12, 6:00 - 7:30 p.m.
 - Early Literacy Development - Library (Staff/Community Partners)
 - Winter Clothing Exchange - Gym (PFO - Katie)
 - a. Set up tables in half of gym,
 - b. Emily - request Messenger for text/email
 - c. Amy, Keely, Katie setup 5:30 - 6:00pm
 - d. Snacks & beverages
 - e. Note size can be preschool, younger sizes
 - ii. Tuesday December 10 - Cookie Exchange (PFO)
 - Cookie decoration - Manu & Family: will bake cutout cookies for kids decorate
 - Hot Chocolate from Liliana's - Dave Heide (Amy to reach out)

- Craft - Katie W.
 - Will discuss more at next PFO Board Meeting
- iii. January 14 - Literacy Night (Staff/Community Partners)
- iv. February 11 - Family Bingo (PFO)
 - Reach out to PE teachers
- v. February 14 - Read Your Heart Out
- vi. February 25 - Black History Celebration(Staff/Community Partners)
- b. Restaurant Nights
 - i. November 20th - Dairy Queen, 4-8pm
 - Could we have PFO table with a person or two at the restaurant night?
 - ii. December 3rd - Noodles Day of Giving, 25% back to Leopold
 - Angie to check with store on student council helping
 - iii. February 12th - Mooya
- c. Adopt-A-School Partners
 - i. Meet every other month - next Nov.
- d. Community School
 - i. Will remove from agenda. Community School committee is not meeting any longer.
- e. 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

3. Continuing Items to Discuss (10 min)

- a. Van Hise PTO Update (Amy)
 - i. Soundbites and sharing of best practices:
 - Stipend beginning of school year to all staff. Give more to Specials teachers because they see the whole school. Smaller school - smaller # of staff.
 - Grants for all staff. Internal process, run by PTO, send email with a simplified form with the grant timing, amount available to grant to staff. Around \$3K-\$5K granted per cycle.
 - These proposals are all reviewed first by the principal (to determine if there are already known items in the school that could meet these needs that are not currently being utilized or if this is a purchase that the school itself should be making, etc.) and then their PTO Board reviews and determines which proposals will be funded with the limited funds they have available
 - Staff purchases item, gives receipt to PTO and they reimburse.
 - Have line item in their PTO budget for social justice.
 - Superintendent advisory meeting - part of the family and community engagement group. Does anyone from Leopold attend? Katie S. expressed interest in attending and will look into when/where. Amy offered to check in with Jodie at Van Hise.
 - ii. Fall Grant From from Van Hise [here](#)
 - iii. Grant process from Van Hise [saved here](#)

- b. PFO Website Update (Katie S.)
 - i. Katie S. touched base with Steve
 - ii. Hosting site is similar to Wordpress which Katie is familiar with
 - iii. Steve (nor Katie) are savvy with Facebook but are both willing to keep it updated.
 - iv. Twitter - Angie suggested we have start a Leopold PFO Twitter account. Scott, Adopt A School partner, has talked about Twitter, could be a resource if we need assistance with setting up / using a Twitter account.
- c. Giving Tree (Kim)
 - i. Kim placed flyers in all staff mailboxes, starting to get some emails from Staff (3-4 so far). Also shared with Peg who put in her staff newsletter.
- d. (Ongoing) Family Engagement
 - i. How do we reach and engage new families to help with the PFO?
 - ii. How can PFO connect with other parent groups at Leopold? (Latinx, Black Parents for Progress, etc...) Driven by school leadership.
- e. Grant process for Leopold Staff
 - i. \$3300 available for staff grants + \$1500 we have allocated for building & equipment = \$4800 (which doesn't include the \$1500 for giving tree)
 - ii. Important to define what should be filled by the Giving Tree vs. Grant
 - Minimum request value on Grant
 - Maximum request value on Giving Tree
 - iii. Need a primary point person and a group to develop the process
 - Define at next meeting who is interested in this role.
 - iv. Peg wants to be involved, she knows that she has funds available and may be available to fulfill a request instead of PFO funds being utilized.

4. New Items to Discuss (20 min)

- a. School Safety Strategy Discussion (Amy)
 - i. Request an update on the investigation, understand security of Leopold, what changes are going to happen
 - ii. Joe Balles, MMSD Coordinator of School Safety and Security
 - iii. New mayor's budget - neighborhood officers being cut
 - iv. Nov 6 - Crime Prevention & Safety, held @ Leopold 7-8:30 p.m. Amy to call Fitchburg police department - aware of what happened at Leopold? Purpose of this meeting?
 - v. Parents need to advocate - measures need to be put in place for prevention
 - vi. Alder Sherri Carter - could she facilitate a meeting, advocate for us? Reach out to Sherri, is she available to speak on topic at Nov 6 meeting? How to advocate for the neighborhood officer? Angie to follow-up with Sherri.
 - vii. Officer Beckfield - Madison Police Dept Arbor Hills/Leopold Neighborhood officer - Angie will reach out to him. How does he suggest we remedy this situation?
 - viii. Add to meeting with Peg - need a follow-up.
 - No other school in MMSD has found 2 guns on the property in the last year.
 - What has been done - Who is the District Safety team? Who is the main contact, how can we partner with them? What systems reinforced? What improvements made? Who is Peg working with? How can we help her get support from the district?
 - Communication not well addressed with staff. Suggestion that staff receive a more immediate update not via email.
- b. Outdoor community signage to post information

- i. For those that do not come in the building. Could we contact Leopold Neighborhood city of Madison contact and request funds for an outdoor community sign. Sara to call around to check resources, prices, etc...
- c. Meet the PFO - Photo of Leopold PFO Board on bulletin board so people so families know our faces. Send to Becky.

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

- a. Monday November 25th, 2019, 7:00 - 8:30 p.m., Leopold Elementary School Lobby

6. Adjourn