

**Harry Dewey
Fundamental Elementary**

PFO Meeting Minutes

Meeting Date: 3-10-25

Attendees: Sabrina Parsley, Brian Spiker, Stefanie Vrapı, Maranda Shook, Stephanie Easton, Breana Sullivan, Melissa Keil, Brittany Souza, Christina Labio, Alejandra, Lilia Nardozi, Danielle Bowen, Ashlee Reyes, Danielle Baute, Addie Steinberg, Ali Houting

Meeting called to order at: 6:02

Prior meeting minutes – 02/10/2025 meeting minutes reviewed (minutes recorded by Danielle Baute, Membership Coordinator)

1st Motion to approve minutes: Breana Sullivan

2nd Motion to approve: Addie Steinberg

02/10/2025 PFO meeting minutes approved.

Treasury Report: Brian Spiker, Treasurer

Account balances reported from statement 02/01/2025 to 02/28/2025

Checking Account

Beginning Balance: \$29,877.15

Total Deposits: \$2,354.72 (Wix.com \$150.72, WaterFly Car Wash \$500.00, Cookie Grams \$1,644.00, Cookie Grams \$60.00).

Total Checks Paid: \$240.85 (Prior Year Expense - Lost Check \$129.73, Mr. Gallington - Classroom Funds \$86.40, Mrs. Kiksman - Classroom Funds \$24.72)

Other Withdrawals - \$0

Ending Balance: \$31,991.02

Savings Account

Beginning Balance: \$32,348.33

Deposits and Additions: \$0.24 Interest

Withdrawals if any: \$0

Ending Balance: \$32,348.57

1st Motion to approve: Breana Sullivan

2nd Motion to approve: Addie Steiberg

Treasury report approved

Scrip Treasury Report – Lillia Nardozi, Scrip Treasurer

Balances reported from 02/01/2025 to 02/28/2025

Beginning Balance: \$22,564.96

Total Deposits: \$270.00 (Remote Deposit)

Total Withdrawals: \$330.50 (SCRIP Order from 2/11 and 2/18)

Total Fees: \$0

Total Disbursements: \$0

Ending Balance: \$22,504.46

Total Monies: \$22,504.46

Total Monies allocated (summer/teacher accts): -\$7,260.54

Total Monies unallocated: \$15,234.92

1st Motion to Approve: Addie Steiberg

2nd Motion to Approve: Breana Sullivan

Scrip Treasury Report Approved.

Additional Comments from Lilia, SCRIP Secretary:

- At the meeting Lilia spoke about her experience regarding a potential fraud risk outlining the experience:
 - Lilia was asked for approval from someone claiming that they knew a fourth-grade teacher.
 - Attempted fraud was caught in time by contacting Raise Right.
 - The attempted fraudster somehow got hold of the SCRIP code.
 - The fraudster attempted to get hold of the bank account. It was not hacked but the process needs to be discussed.
 - Brian (Treasurer) will contact Lilia separately and figure out an action plan. Action plan will be delivered at a later date.

Principal Comments: Sabrina Parsley, School Principal

- Minimum Days for the rest of the week. Report Cards will come home on Friday for students w/o conferences.

- Book Fair is going on this week – we encourage everyone to use the eWallet.
- The second Student Recognition Assembly took place last week:
 - Parent feedback was provided that parents weren't invited for the iReady growth portion of the assembly.
 - Sabrina would like a performance involved for the next assembly. She'd like it to be more student run.
 - Another assembly will take place in June
- Enrichment classes were sent out this week.
- Mr. Deal is going to use a company to run the Jog-a-Thon next year in early September/Early October.
 - The new company we're using will go classroom to classroom and teach leadership classes
 - Everything is done online.
 - The leadership component is new and something very useful for the kids.
- Mr. Deal has booked two different assemblies with the Jog-a-Thon money from this year:
 - A BMX Assembly and a Magician
- Mr. Deal is also providing scholarship dollars for fifth and sixth grade science camps.
 - We have a line item in the budget for scholarships.
 - We can always look at adding scholarships as a fundraising goal for PFO events.
- May Family Night:
 - Sabrina wants an event to not be tied down to a theme so it can address the whole child and our diverse school.
 - We will revisit traditional open house for next year.

Ways & Means – Breana Sullivan

- See's Candy is coming up and that will run for a month.
- Skate Night is coming in April
 - Concerns about baseball and scheduling but we'll see what the turn out is in spring for future planning.

Teacher Requests – Maranda Shook

- Maranda Shook would like to find a way to get more teacher support. She was devastated that the Crab Feed wasn't happening but understands that the same people can't do everything all of the time.
 - Brian – we would like to consider inviting teachers to the parent mixer as a way to get to know them at a different level.
- Maranda would like to have the teachers to be thankful and grateful for our help as opposed to just asking for things.
- Mr. Gallington:
 - We have the check for the incubators
- ELL Teacher:
 - Maranda will suggest to her that she needs to go through the formal process to request her needs.
- Sixth Grade:
 - Rigid Rack for a mask project
 - Complete the form and then we can go over it in the meeting
- The PFO recommended Maranda to help communicate about Raise Right. We would really like to push the program.

- We are thinking about having an info table at Family Night for people to learn more.
- A lot of the newer teachers don't understand what the program is.

Committee and Activity Reports

Family Night and Parent Only Happy Hour Update – Danielle Bowen

- Raffle Items Available:
 - Basket from Sports Clips
 - Free Haircuts that expire the end of May
 - Trader Joe's Goodies
 - \$75 Costco Shop Card
 - Green Acres Basket
 - Birthday Party Packages
 - Grand Prize – BMX Bike donated from Bob's Cycle Center
 - Keep the bike in the office for a couple of weeks to drum up excitement
- Everyone gets free tickets and then additional tickets can be bought.
- Teacher for a Day/Principal for a Day etc.
 - Those items will be the silent auction bought items so that we can raise some funds.

Parent-only Happy Hour

- Fair Oaks Prew Pub – 6:00-8:00 Thursday, May 15
 - We will cover light appetizers and one or two drinks.
 - Date night raffle items can be purchased at this raffle.
 - Brian will follow up with Danielle Bowen to discuss details and budget.
 - We do need to collect RSVPs for budget and attendance.
 - Some sort of incentive for parents to RSVP
 - We need to discuss some sort of cover charge so that nobody takes advantage.
 - Feedback is \$10 per person seems like a reasonable charge.
 - Follow up Items:
 - How many people max
 - Max Budget
 - Danielle will circle back with the final info.

New Business:

Committee Chair Reports – All Committee Chairs

- Membership – Danielle Baute
 - No new numbers
 - Danielle added info onto the website about upcoming events
- Communications – Stephanie Easton
 - Newsletter was sent last month
 - The newsletter went out via S'more and then it was cut and posted onto Instagram and Facebook.
 - Posted for merch, See's, and Skate Night
 - Student Government:
 - Stephanie is working with them to make posters and share info with them to make their announcements.

- Hospitality – Sadie Calderon
 - Absent – did not provide update in person or via email.
- Room Rep – Alejandra Zarate
 - No updates at this moment
 - They sent a couple of things last month to make sure that the parents are aware of what was discussed at last month’s PFO Meeting.
 - Stefanie Vrap, VP, requested that Alejandra plan ahead for the upcoming communication needs that will need to take place for Teacher Appreciation week in May. Classes will need to be made aware of the week in May and what each student will be asked to bring each day as well as the teacher wish lists should students want to participate.
- Merch Rep – Brittany Souza
 - Hats are available but not being purchased.
 - No plans to do additional logos
 - Breana did work back with the DHH Teachers to figure out how to add them into the logo and the merch with the love symbol within the paw.
 - Family Night Merch Sales
 - Bre can make the hats live
 - Bre will have 12 kids hats and 12 adult hats for sale at Family Night
 - Bre proposes to spend no more that \$200 for Family Night. Pre-approved cost.
 - Addie Steinberg and Ali Houting motioned to approve the spend
- Volunteer Coordinator – Daneille Bowen
 - No events coming up that need volunteers.

Secretary Board Vacancy

- We need to elect a new Secretary
- Bylaws say we need to fill the position ASAP
- Ali Houting will take on the role of Secretary for this term until the end of the year.
 - Add Ali onto group text.
 - Ali Houting is the new PFO Secretary for the remaining 2024-2025 school year following the resignation of Chrissy Martinez.

PFO Board Election:

- The election committee will consist of Stefanie Vrap, VP, Ali Houting as Secretary, Sabrina Parsley, Principal, School Secretary Jenn Bagozzi, and a staff member, we recommend Maranda Shook but she has to accept.
- The Nomination form needs to be sent in early April.
- Newly elected members attend in May.

Teacher Appreciation Week Brainstorming:

- Two weeks before teacher Appreciation Week:
 - Teachers submit their interest form
 - Volunteers secured for Door Décor
 - Student government for extra door
 - Speech
 - Prep
 - DC
 - IAs

- Office
 - Custodian
 - Staff Room
 - Library
 - Cafeteria
 - Interpreters
- Sunday
 - Door Décor completed for teachers to arrive on Monday
- Monday
 - Breakfast – Yogurt Parfait/Donuts
 - Lunch Time Table to make a card for teacher or staff
- Tuesday
 - Snack Cart
 - Sabrina Pays
- Wednesday
 - Snack at first recess
- Thursday
 - Catered Lunch - Sadie's in charge of planning catered lunch
 - 80 people.
- Friday
 - Teacher gifts – Gifts TBD
 - Shirts?
 - Swag?
 - Something that's unique to the year.
- TBD Items:
 - What students bring each day for their teachers.
 - Communications regarding the week for what students bring

Meeting called to order at: 7:32 pm