



Meeting Minutes

May 18, 2021

IN ATTENDANCE

Board and Committee Chairs: Valerie Zeko, Hollee King Winegar, Amanda Armitage, Barbara Walker, Margarida Eidson, Jennifer Duston, Russell Gibbs

Membership and Presenters: Kerrie Murphy, Monica Hantgin, Tricia Davis, Lisa Bondy

CALL TO ORDER

The meeting was called to order by Hollee at 6:43pm.

APPROVAL OF PRIOR MEETING'S MINUTES

A motion to approve the minutes was made by Jen Duston and seconded by Amanda. The motion passed.

STANDING REPORTS

Staffulty Report
No update

Melanie Lindsey

ASB Report
No update

Elizabeth Ferris, ASB President

Presidents' Report

Valerie Zeko & Hollee King Winegar

- PFSO Logo: Hollee worked with a designer to create PFSO logos. Kimberly made a motion to approve the use of the logos for PFSO. Seconded by Barbara. Motion passed.
 - Kimberly asked about creating letterhead and cards. We have an account with Ventura Unified. We can make copies then they can charge to our account. Kimberly to talk to Liz Prado in the office. Frank in the district office can help us.
- Elections for 2021-22 school year:
 - The nominating committee shared a brief overview of the process and reviewed the slate of candidates with the group.

Role	Candidate
President	Valerie Zeko, Hollee Winegar (co-presidents)
VP / President Elect 2022-2023	Shontaia Dixon
Secretary	Kimberly Prieto
Treasurer	Kerry Murphy
Parliamentarian	Barbara Walker
Membership	Sueanne Chadbourne
Fundraising Event Co-Chair 1-Event Oversight	Amanda Armitage
Fundraising Event Co-Chair 2-Auction & Sponsorship Oversight	Melanie Lindsey
Hospitality	Jen Duston
Staffulty Appreciation	Jen Duston
PAC Rep	Sara Baumgardner
9th grade rep	Shannon Bryson
10th grade rep	Barbara Walker
11th grade rep	Sueanne Chadbourne
12th grade rep	Linda Ash Vogel

Past President (not elected)

Jennifer Duston

- Kimberly moved to pass the slate in its entirety, Amanda seconded. The motion passed.

- o Kimberly will let new people know that they were elected and give them information about our next meeting, tentatively scheduled to take place in August.

Principal's Report

Russell Gibbs

Mr. Gibbs is currently working on the master schedule for next year.

More specific site information regarding graduation will be provided to families in the next week. Graduation will be held outside at Ventura College. Mr. Gibbs is hoping we're in the yellow tier by June second, which would enable them to increase ticket numbers from 4 to 8 per graduate. Grad night volunteers get preferred seating at graduation or extra tickets. Volunteers from prior years should check to make sure they are on the list to ensure they get the seating.

The presidents told Mr. Gibbs to let PFSO know if there is anything that we can do to help Graduation or other senior activities.

AP testing has started and upperclassmen will be wrapping up CAASP testing next week. Parents raised concerns about the fact that many teachers continued to lecture on test dates, and that the communications and logistics for the CAASP testing were not handled as well as they could have been.

VP Report

Amanda Armitage

The online auction started on the 12th of May.

We have received \$4300 worth of bids on items already which is about a third of our goal. The committee has decreased the initial bids on some items that were not getting a lot of views. There have been 936 total views so far. Thank you to everyone that has donated so far.

The committee will ask Principal Gibbs to send a reminder communication through Parent Square. They will also ask to make sure incoming freshman parents for students that are coming off the waitlist during the auction period get the message.

The auction will close on June 7.

Treasurer

Margarida Eidson

Margarida walked the group through the current financial status. The PFSO is in a strong financial position.

She still needs to transfer \$387 to ASB from Amazon Smiles. Two of the checks have still not been cashed by the insurance company. Margarida will call them to figure out why.

Margarida introduced our new treasurer, Kerrie Murphy.

Teacher grants have been allocated. Val sent receipts to Margarida for Mr. Ortiz's computer. Tissues and crackers for the news, clipboards for Ms. Hunt, Apple pens for the art program, and other grants. Val and Hollee will look into ownership of Mr. Ortiz's computer – should it be the teacher, the PFSO or the school and create guidelines to the PFSO documentation for how to handle grants of technological equipment going forward. If an item is a supply, it's not an issue, however, if the item is considered an asset, we'll need to gift it to the district so they can tag it and keep track of it.

We went over the set budget for staff appreciation this month, but we were able to raise funds to cover it through donations from parents. Thank you to everyone who donated!

Kerrie met with Margarida last week to start transition. She confirmed that we can have up to 75 deposits per month with no additional fees. We need a letter on letterhead to transition between Margarida and Kerrie and Kerrie and the presidents have to go together to get her set up as a signatory on the first bank account.

The PFSO Venmo account is currently associated with Margarida's phone number. Kerrie asked if there is budget to get a PFSO cell phone to make it easier to transfer the Venmo account in the future.

Kerrie will work to move the Amazon Smiles account, but first we need to determine who owns it. (The statements go to Othelia in the student store/ASB bookkeeper.) Once it is moved, she can close the First Bank account.

Kerrie needs to get a QuickBooks account for PFSO because we're currently using Margarida's personal QuickBooks software. She will also look at opening a merchant account with Intuit/QuickBooks to enable us to take credit cards.

Jen made a motion to approve the payment of \$35/month for QuickBooks online and to open a merchant account so that we can accept card payments. Hollee seconded. The motion passed.

Past President's Report

Jennifer Duston

No report

Secretary

Kimberly Prieto

No report

Membership

Sueanne Chadbourne

No report

Fundraising Report

Dushyanth Perera

No report

Hospitality

Iliana Soto

No report

Teacher Appreciation Report

Shontaia Dixon

See president's report for an update on Teacher Appreciation this month.

Boosters

No report

PAC Rep

Natalie Mueller

No report

Parliamentarian

Liana Aguirre

No report

9th Grade Parent Representative

Stephanie Quintana-Herbert

No report

10th Grade Parent Representative

Sueanne Chadbourne

No report

11th Grade Parent Representative

Barbara Beltran Walker

Barbara would like to get information out to parents about testing (SAT and others) and other things and asked the best way to do that. She was informed to send messages to Mr. Gibbs for parent square and to Kimberly for other PFSO communication channels.

It was requested by multiple members that the counselors provide an update to us monthly so that we can push messages out to parents about things that our

students need to do. Mr. Gibbs left the meeting early, so we were unable to discuss this with him. If Mr. Gibbs can't attend the full meeting, he should send a representative so issues can be dealt with in a timely manner.

12th Grade Parent Representative

Shannon Bryson

No report

OLD BUSINESS

1. None

NEW BUSINESS

1. None

UPCOMING EVENTS

- Next PFSO Meeting: **Tues., August 17, 2021 @ 6:30 PM (Tentative)**
- Graduation will be on June 11 at Ventura College Stadium. More details to come.

FINAL REMARKS

1. Remember when ordering from Amazon to use AmazonSmile and select **Foothill Technology High School PFSO** <https://smile.amazon.com/>
2. **Axxess Fundraiser:** Go to <https://axxesscard.com/fundraising/> and click BUY NOW. At checkout, select ***Foothill Technology High School*** and type in your student's name so they get credit for the awesome prizes available!

MEETING ADJOURNED

Hollee moved to adjourn. Kimberly seconded. The meeting was adjourned at 8:16 pm by Hollee.