

MEETING NOTES

Leopold PFO Board Meeting

November 25, 2019, 7:00 - 8:45 p.m., Leopold School Lobby

Attendees: Sara Pirnstill, Kristine Lamont, Angie Oler, Amy DeWald, Katie Wagner

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	Ongoing
9/9/19	Identify grant proces team and begin developing process	All	Ongoing
9/30/19	The WHY: collect ideas on why we volunteer with the PFO	Sara / ALL	Ongoing
10/28/19	Outdoor bulletin board signage at Leopold - contact Dave, Arbor Hills Neighborhood Association	Sara	1/13
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
11/25/19	Discuss lack of promotion of restaurant nights at Dec 2 meeting with Peg and brainstorm solution. Could PFO email all staff directly, a consolidated message?	Sara / Angie / Katie	12/2
11/25/19	Ask Peg for preferred timing on Dec 9 Staff Development Day for PFO to introduce ourselves, giving tree reminder and launch grant process	Sara	12/2
11/25/19	January 6 meeting with Peg/Rosie - meet that day or Jan 14? Ask Peg 12/2	Sara	12/2
11/25/19	Grant process: develop first draft of form	Katie	12/9
11/25/19	Identify PFO member interested in attending Leopold/Arbor Hills Neighborhood Resource Team meetings	All	1/13
11/25/19	Cookie Exchange & Decorating, Dec 10: Manu & Family: Cookie cut outs & decorating Katie: Set-up request to Dustin, craft, email families, coloring sheets & crayons Angie: Snacks and music Amy: Hot chocolate Kristine: Books to giveaway Sara: Coloring Books	All	12/10
11/25/19	Feb 11 Bingo Night Sara to reach out to Kyla - student council sell popcorn	Sara	2/11

1. Officer Updates (5 min - as needed)

a. President (Sara / Amy)

i. Recap 11/4 Meeting with Peg & Rosie (Amy) ([link here to meeting notes](#))

- Dec 9 Staff Professional Development day - Introduce PFO

a. Whoever is available can take the lead on this and check in with Peg and Emily about adding us to the schedule. Confirm timing with

Peg at Dec 2 meeting. Amy may not be in town. Amy put together a write-up, could circulate this to staff. Coming in person would be helpful - putting a face to PFO.

- Phase II Library Update - moved to Dec 2nd meeting topic
- Disney play to utilize Blackhawk facilities
- Presence at Family & Community Engagement Meetings
 - a. Family Engagement Action Team Meetings (per Rosie):
 - i. 4th Monday of the month 1:45-3 pm in Ms. Andryk's room 215. Upcoming dates 11/25/19, 1/27/20, 2/24/20, 3/23/20, 4/27/20. Some members will be engaging in a book study about family engagement and you are more than welcome to participate. Most of the reading will be done independently and we plan to meet 2 times to engage in discussion and draft action steps to bring up to SBLT. Dates are yet to be determined.
 - ii. All staff is on an action team, this is one of them.
 - b. Leopold/Arbor Hills Neighborhood Resource Team (per Rosie):
 - i. Meets bimonthly on the second Wednesday of the month 2:30-4pm at the Fairways Leasing Center meeting room.
 - ii. Most community organizations in our area attend this meeting and share resources/propose action items to the City of Madison & City of Fitchburg.
 - iii. This is a great space to advocate for school and community and build partnerships.
 - iv. Linda Horvath (City of Madison Urban Planner) leads this team and is thrilled to have the PFO board join the team as a Leopold representative and to bring in parent/family's voice.
- b. Treasurer (Angie)
- c. Secretary (Katie)
 - i. Meeting Notes - translated & posted on leopoldpfo.org & bulletin board
 - ii. Timberwolf Tribune:
 - Next issue is Dec 1 [Timberwolf Tribune](#) (Nov 19 was content deadline)
 - Following newsletter is Jan 12, content due Dec 20
 - Metrics: November Open Rate 42%, Click Rate 13%. Per Taryn Johnson, MMSD Communication Dept, e-newsletters in general have an average open rate of about 20-25%, She is looking into how Leopold's rates compare to other schools in MMSD.

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. Nov 12 - Winter clothing exchange recap (Katie)
- ii. Tuesday December 10 - Cookie Exchange & Decorating (PFO)
 - Katie to send out email to families Mon Dec 9
 - Estimate 75-100 people
 - Cookie cut-outs & decoration - Manu & Family
 - Hot Chocolate from Liliana's - Dave Heide (confirmed)
 - Seasonal Craft - Katie W.

- a. Snowflake scratch art, gingerbread foam craft & beaded snowflake
- Clothing and Books Giveaway - Peg/Rosie?
 - a. Not advertise, Katie to have tables available and signs
 - b. Kristine to bring books
- Katie to submit setup request to Dustin - cafeteria, 6-7:30pm
- Angie to bring other snacks
- Angie to bring holiday music & sound system
- Table of coloring books (Sara) & coloring sheets (Katie)
- iii. January 14 - Literacy Night (Staff/Community Partners)
- iv. February 11 - Family Bingo (PFO)
 - Student council want to sell popcorn again? (Sara to reach out to Kyla)
- v. February 14 - Read Your Heart Out
- vi. February 25 - Black History Celebration(Staff/Community Partners)
- b. Restaurant Nights
 - i. Need to consider alternate communication moving forward as it is not being promoted in classroom newsletters. Flyers? Morning announcements? Posters on building? Promote at Dec 9 staff meeting. Bring up as a concern to Peg on Dec 2 meeting. Last year made \$1200+. We need to fundraise in order to support school. How can we promote for text/phone call to families? Could PFO send a consolidated email to all staff on a routine basis rather than send info through Peg? Advocacy is a challenge.
 - ii. November 20th - Dairy Queen - Very low attendance
 - iii. December 3rd - Noodles Day of Giving, 25% back to Leopold
 - No, for liability reasons student council is not able to serve
 - iv. February 12th - Mooya
- c. Adopt-A-School Partners - Recap Nov Meeting
 - i. Sunshine Committee: Staff funded for staff events (baby, wedding, death)
 - ii. Sunshine Cart: Staff can take something a food/drink item off the cart
 - iii. Salon Day has been cancelled; not enough volunteers
 - iv. Request by Foundation for partners to log volunteer hours and monetary contributions
 - v. Lost & Found - Peg & Rosie thinking through; why items get lost, how to help in the cafeteria when kids come in from recess
- d. Staff Appreciation
 - i. Thurs Nov 21: Breakfast
 - ii. Thurs Nov 21: Thankful Mailbox Treats
 - iii. Wed Dec 18: Holiday Treat Day ([Sign up here to help/donate food item](#))
 - Katie to add to email to families Dec 9
 - Katie to send ¼ page flyer



3. Continuing Items to Discuss (10 min)

- a. Outdoor community bulletin board

- i. Angie talked to Linda Horvath. No money to do that. And if there was, they could not do it on school grounds. Linda suggested speaking with Arbor Hills, VP was at the safety meeting and they have been wanting to do something for Leopold.
 - ii. One side corkboard where community can post things
 - iii. Other side is under plexi-glass that PFO would monitor
 - iv. Sara to contact Dave, Arbor Hills Neighborhood Association
- b. Pics on PFO bulletin board - decided not to do this.
- c. 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. Identify primary point person and group interested in developing the process
 - Important to define what should be filled by the Giving Tree vs. Grant
 - Minimum request value on Grant (\$100+)
 - Maximum request value on Giving Tree (\$0-\$100)
 - iii. Google form with fields to fill in (\$ value, # students served, description) - Katie to draft
 - iv. Rollout at Dec 9 staff development day, details to come
 - v. Feb 1 deadline for grant submission

4. New Items to Discuss (20 min)

- a. Emergency PFO Funds (Amy)
 - i. Request for monetary funds for a staff person
 - ii. Social worker vets need for family requests, could we recommend staff do the same?
 - iii. PFO able to advocate for resources, but we are not the right resource to offer assistance for 1 staff person
 - iv. District and Union have employee services and resources available
 - v. Advocate for Fair Housing in the City of Madison
- b. Nov 20 Leopold Community Safety Conversation - Next Steps
 - i. Thank You cards distributed ([Link to list with addresses](#))
 - ii. [Nov 20, 2019 Leopold Community Safety Discussion Meeting Notes](#)
 - iii. Katie to invite community members to be added to the Tribune newsletter mailing list
- c. Staff Lounge: Clean-up & System for surplus items
 - i. Kristine explained that there is a plan for the items temporarily stored there; many items have been cleaned up since Nov 20

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

- a. Monday January 13, 7:00 p.m., place TBD.

6. Adjourn