



**Meeting Agenda + Discussion Points + Action Items**

<b>Meeting Title:</b>	<b>Monthly PFO Meeting   December Kick-Off</b>		
<b>Date:</b>	12/7/2021	<b>Time:</b>	3:45pm PST
<b>Facilitator:</b>	Cherub Hartigan	<b>Location:</b>	Virtual

**JBES Nighthawks PFO Mission**  
 The JBES Nighthawks PFO is a partnership between parents/caregivers and teachers dedicated to improving and enriching the JBES Elementary experience for every current and future student while strengthening the sense of community within our school. We are dedicated to children’s educational success, health, and well-being through family and community engagement. Parents, grandparents, aunts, uncles – everyone is welcome. PFO members are not obligated or committed to attend meetings or volunteer – you determine what you can do.

**Objective**  
 Kick-off PFO for the 2021-2022 year & welcome members.

**Resources**      Important links: [JBES Website](#)      Facebook: <https://www.facebook.com/BohachElementary/>  
 NA

<b>Attendees</b>									
<b>Invited:</b>	<b>Attended?</b>	<b>Invited:</b>	<b>Attended?</b>	<b>Invited:</b>	<b>Attended?</b>	<b>Invited:</b>	<b>Attended?</b>	<b>Invited:</b>	<b>Attended?</b>
Heidi Gavrilles	<input checked="" type="checkbox"/>	Charli Briscoe	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Jamie Mendez	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Jordan Baez	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Justine Franz	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Jessie Allen	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Hamlin	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Carla O'Day	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Jennifer Williams-Woods	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Megan Mentzer	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Iesha Finister	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Christyne Ekizian	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

## Agenda

### Topics

- Open roles for chairs/board
  - Communication
    - Channels
      - JBES Website – Mrs. Eckerman
      - DOJO – Mrs. Eckerman
      - Facebook – Mrs. Eckerman
      - Newsletter – Constant Contact
- Discuss Upcoming Events, take vote, as needed
  - Sizl Booster Week 12.6 – 12.12
  - Winter Grams
  - Teacher Luncheon 12.16.21 – volunteers needed / vote for expenses
- Fundraising (pacing events in calendar)
  - SWAG (t-shirts)
- Recapture Learning – Reading, Math, Science
  - Upcoming STEM Family Night
- Safety Pillar for drop-off/pick-up

### Discussion Points

#### Welcome members

Unfortunately, we had tech issues with the Teams invite & ended up pivoting to Zoom. Thank you all for joining & rejoining & for your patience. Teams meeting will be transferred to Zoom. Check the website for the log-in information.

#### Open roles for chairs/Board

- Open roles for chairs: brief discussion/mention of the survey results to help us break down tiers.
- Communication: Significant response for communication on the survey. Newsletter template created in Constant Contact. Jessie Allen to assist with compiling monthly newsletter. Please be on the lookout for updates on the [JBES Website](#), DOJO, Facebook: @BohachElementary, Monthly Newsletter, in your student's backpack, & mentions in Mrs. Gavrilles' weekly news (call + email).
- Cherub to continue review survey feedback & reach out to groups for collaboration. Stay tuned!

#### Fundraising

- Goal? No goal yet defined as we need to determine what's important to our community.
- We discussed school spirit swag. Jessie & Christyne to work together with a local company (Big Frog) for a special t-shirt design to benefit the PFO.
- Survey to go out to garner feedback on how our community prefers to support our fundraising efforts.
- Discussion regarding funds for Physical Education (PE). The school is happy to support funds going to PE (through APEX funds), however there's been a shortage on substitutes. If you know of any physical education teachers, please reach out to Mrs. Gavrilles.

#### Upcoming Events

- Sizl Booster Week of 12.6 (great opportunity with high ROI as we exert little to no effort & receive 10% of proceeds).
- Staff night on 12/10 – come say hi when you pick up dinner.
- Winter Grams: forms have gone home in your student’s backpack. If you aren’t receiving Mrs. Gavrilles’ weekly news via phone/email, please reach out to her. Request to include the form online. Cherub will add to the monthly & will ask Mrs. Eckerman to post online.
- Teacher luncheon: vote approved for \$300.
  - **Volunteers needed for set-up at 11am & break-down from 1:30 – 1:45pm**
  - If you are interested, please email [jbesnighthawks@gmail.com](mailto:jbesnighthawks@gmail.com).

**Recapture Learning – Reading, Math, Science**

- Upcoming STEM Family Night—Stay tuned for more details on timing. Partnering with a local non-profit, [Sierra Nevada Journeys](#) for a STEM family night (with a potential for virtual). The event is \$400.

**Safety Pillar**

As part of the school’s effort to focus on safety, we are standing up a Safety pillar to assist with drop-off & pick-up. If you are interested in joining this team, please email [jbesnighthawks@gmail.com](mailto:jbesnighthawks@gmail.com). Each member will need to complete the [volunteer paperwork](#) located online or in the front office.

**Current Budget**

- \$1,900
- Planned Spending-
  - Teacher Luncheon 12.16.21- \$300
  - STEM Family Night - \$400
  - Winter Grams – Will add profits/reduce any amount used for purchasing grams prior to next meeting.
- Profits
  - Winter Grams – Will add profits/reduce any amount used for purchasing grams prior to next meeting.
  - Sizl Booster – Will add profit prior to next meeting.

**Additional Notes**

- Next meeting: 1/11/22

**Action items completed**

-

**Feedback? Lessons Learned?**

-

**Action Items Assigned During Meeting**

Description	Owner	Target Date
<b>Insert Month</b>		
Finalize & distribute newsletter	Cherub	12/10/2021
Continue to review survey feedback & create collaborative groups for discussion	Cherub	12/31/2021
Special T-shirt design	Jessie Allen & Christyne Ekizian	12/31/2021
Fundraising survey	Cherub	12/10/2021
Insert action item	Insert owner	Click or tap to enter a date.
Insert action item	Insert owner	Click or tap to enter a date.