

Pleasant Hill Elementary Education Foundation
PHEEF Meeting
July 22, 2015

Date, Time & Location – Meeting called to order on July 22, 2015 at 7:13 PM at Round Table Pizza, Oak Park Blvd, Pleasant Hill

In Attendance - Marianne Strum, Amy Bleichner, Alisa Todd, Hasmig Gregorian, Angela Nishizawa, Nate Lunt, Kerstie Pederson, Bem Jones-Bey

Approval of Meeting Minutes

- **Nate Lunt made a motion to approve PHEEF Meeting minutes from June 9, 2015; Alisa Todd seconded the motion**
- **Vote taken, Motion passes - Approved**

Treasurer's Report

- Nate will plan to meet with Matt Luttrupp in the next couple of weeks regarding transition of new treasurer

PHE Staff Report

- Marianne Strum reporting – we have hired 1 part-time certificated teacher for reading (Linda Allen), 2 reading assistants, have hired a computer assistant in addition to Gretchen, Gretchen will continue, had candidates for PE and computer technician but none qualified so far...jobs reposted
- MARE program update, we have \$3000 approved for curriculum update and an additional \$3000 reimbursement for teacher supplies

Committees

- *AIOD: Thursday, August 20, 2015 – 1-6PM*
 - AIOD collation: August 11, 9AM at PHE in the library
 - Our packet is produced with stapled packets
 - Angela, Jim Wray, Nate Lunt, Hasmig Gregorian will be available to assist, Alisa to check availability
 - Day-of logistics
 - Attendance/shifts – (2) 3 hour time slots
 - Nate unavailable on AIOD, he will check with Matt to see if he is available to assist with payment, will also consult with Matt regarding what is needed at AIOD...credit card swiper, extra pledge forms, petty cash
 - Shira & Hasmig present for entire time
 - Amy will send out sign-up genius – 6 people per time slot
 - Use of school wi-fi – inconsistent in MU, Bem to ask Daryl if PHEEF would be able to use his hotspot, otherwise PHEEF will look into purchasing our own hotspot for AIOD & Gala purposes, Nate will research options for purchasing hot spots
 - Marketing – handouts/posters will need proofreading/approval prior to forwarding to administration for approval prior to production for event
 - PHEEF president will forward approved documents to school administration prior to production for distribution

- Google Docs best for shared documents – better for collaboration, can leave documents for storage on Google Docs, able to organize & share folders
 - Angela to research transferring documents from Drop Box to Google Docs, also research any cost for Google Docs
 - We will have bumper stickers to pass out at AIOD – Jim Wray coordinating
 - No posters at AIOD this year
 - Alisa to make PHEEF banner for AIOD, use orange paper in PTA room
 - Consider roll-up banner...something to designate PHEEF table, \$100-\$250 for roll-up banner
 - Wear navy blue shirts with orange lei's, Hasmig to get lei's
 - AIOD instructions in DropBox
- *Spring Gala:*
 - No plan for Gala presence at AIOD
 - *E-Scrip:*
 - Shira Steinbeck planning for eScrip station at AIOD

New Business

- Communication – announcement of new board...come and meet us at AIOD
 - Angela will handle announcement of new board, re-cap of what was funded, and what will be paid for upcoming year
 - Consult with Shira regarding social media
 - Who is administrator of PHEEF facebook page? – Alisa to figure out who is administrator, 2 facebook pages...PHEEF & PHE Gala

Old Business

- Communication – update on website, social media (FB, twitter) text alerts
 - Alisa has admin rights to www.pheef.org
 - All board members to look at current website so that we can have an informed brainstorming session regarding where we want to go with it
 - Check configuration of PHEEF@googlegroups.com to make sure anyone can send email to group
 - Alisa to look into changing contact to PHEEF@googlegroups.com

Announcements

- Next meeting date & time: September 9, 2015, 7PM @ Round Table
- Meeting adjourned 9:09PM