


# MEETING MINUTES

MEETING INFORMATION		
<b>MTG DATE/ TIME:</b> September 11 <sup>th</sup> , 2024 at 6:30pm	<b>LOCATION:</b> WHPS	<b>MINUTES REVIEWED BY:</b> Board
<b>PRESIDED BY:</b> Katherine Berlyn & Alison Gussin	<b>RECORDED BY:</b> Mary Beth Ring	<b>DATE:</b> September 11th, 2024
<b>ATTENDANCE LIST:</b>		
<b>Officers:</b> Katherine Berlyn, Alison Gussin, Katie Duncan, Dana Ashmore. Mary Beth Ring,		
<b>Attendees:</b> Anna Burd, Chelsea Parrish, Emily Miles, Elle Nassirzadeh, Lisa Levy, Rebecca Durday, Jordana Sommerville, Ani Amadian, Yanek Amadian, Jen Ramirez, Luisa Parnes Thompson, Danielle Duckett, Dianna Serow, Rubi Chavez Horst, Homaira Nassery, Caitlin Benaglio, Becca Arniston, Laura Nicols, Jessica Pantzer, Valerie Tate, Annalisa Clearihue		
<b>WHPS Staff:</b> Seth Pozzi, Melanie Henson,		
HANDOUTS		
<ul style="list-style-type: none"> <li>• Agenda</li> </ul>		
GENERAL DISCUSSION: Meeting called to order at 6:30pm		

 <p style="margin: 0;"><b>Meeting Agenda</b></p>	
<b>Meeting Topic:</b>	Parents at Woodland Hills Private School (PAWS) Meeting
<b>Date and Time:</b>	Wednesday, September 11th, 2024 at 6:30pm - WHPS Campus
Agenda Item	Notes
<b>Welcome</b> (2.5 Min)	<b>PAWS Presidents - Katherine Berlyn and Alison Gussin</b>
<b>School Updates</b> (2.5 Min)	<p><b>WHPS Updates from Seth Pozzi</b></p> <ul style="list-style-type: none"> <li>• Affinity Space Events (co-sponsored by PAWS)               <ul style="list-style-type: none"> <li>○ 9/17 Neurodiversity Group Launch Meeting</li> <li>○ <a href="https://whpschool.com/neurodiverse-group-information">whpschool.com/neurodiverse-group-information</a></li> <li>○ The first event will feature two professional moderators</li> <li>○ This is a practical support group to help parents looking for strategies and advice related to helping their neurodivergent children</li> <li>○ The group is open to anyone – parents of undiagnosed children are welcome as well</li> <li>○ There will be speaker events throughout the year</li> </ul> </li> <li>• 9/29 - Black Family Group - PSV Picnic (Seth)               <ul style="list-style-type: none"> <li>○ <a href="https://whpschool.com/affinity-spaces">whpschool.com/affinity-spaces</a></li> <li>○ The WHPS Black Family group is internal to WHPS, but Private School Village is intended to connect Black families from different schools in the area. It can also be a good way to check out local middle school options, as middle schools will have a presence at some PSV events</li> </ul> </li> </ul>



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<p><b>Officer Positions, Board Members, and Coordinators</b></p> <p>(5 Min)</p>	<ul style="list-style-type: none"> <li>● <b>Introduce the 24-25' Board</b></li> </ul> <table border="1" data-bbox="529 338 1490 583"> <tr> <td data-bbox="529 338 1008 583"> <p><b>Officers</b></p> <p>Katherine Berlyn - President            Alison Gussin - President            Dana Ashmore - VP            Katie Duncan - VP            Charisse Manzi - Treasurer            Mary Beth Ring - Secretary</p> </td> <td data-bbox="1013 338 1490 583"> <p><b>Board Members</b></p> <p>Anna Kelly            Emily Miles            Lisa Levy            Chelsea Parrish            Elle Stella</p> </td> </tr> </table>	<p><b>Officers</b></p> <p>Katherine Berlyn - President            Alison Gussin - President            Dana Ashmore - VP            Katie Duncan - VP            Charisse Manzi - Treasurer            Mary Beth Ring - Secretary</p>	<p><b>Board Members</b></p> <p>Anna Kelly            Emily Miles            Lisa Levy            Chelsea Parrish            Elle Stella</p>
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<p><b>Past Events</b></p> <p>(10 Min)</p>	<ul style="list-style-type: none"> <li>● <b>Teachers/Staff Breakfast on 8/15</b></li> <li>● <b>Welcome Breakfast on 8/24</b> <ul style="list-style-type: none"> <li>○ This was a great event; increased attendance from last year</li> </ul> </li> <li>● <b>Ice Cream Social @ Handel's on 8/26</b> <ul style="list-style-type: none"> <li>○ Total raised: \$115.00</li> </ul> </li> <li>● <b>Community Coffee on 8/30</b> <ul style="list-style-type: none"> <li>○ Suggestions for the next one on 11/8 include making them themed events so parents are more inclined to attend</li> <li>○ This could include meeting with the administration team regarding a specific topic of interest</li> <li>○ Another idea is to start them earlier, before 8am, to catch people who come to drop off early but want to leave around 8am; alternatively, they could be done at pick up time</li> <li>○ We are no longer doing them once a month – will be 3-4 times during the year</li> </ul> </li> <li>● <b>Back To School Night on 9/5</b></li> <li>● <b>Bubblemania on 9/10 - Katie Duncan</b> <ul style="list-style-type: none"> <li>○ This event was a great success, the little kids loved it and we will definitely do it again next year</li> </ul> </li> </ul>		
<p><b>PAWS Annual Drive</b></p> <p>(5 Min)</p>	<ul style="list-style-type: none"> <li>● <b>PAWS Annual Drive</b> <ul style="list-style-type: none"> <li>○ Current total: \$8,400.00</li> <li>○ Push for <u>minimum</u> \$150 donation per child: see PAWS Shop for incentives</li> <li>○ It was suggested that maybe there is a way to demonstrate progress in terms of donations to PAWS, i.e. a thermometer display or something similar that can show parents how things are going and how much further there is to go</li> </ul> </li> <li>● <b>New Donation Tree Information - Anna Kelly &amp; Emily Miles</b> <ul style="list-style-type: none"> <li>○ The new Giving Tree display is a way to publicly honor donors to PAWS. It will start as a banner onto which donor families will have their names placed. The end product will be a permanent art installation with a 3-D design – we are currently working with the administration to finalize what this will look like. This will be done by the end of the school year. In order to earn a leaf, families will need to make a \$300 minimum donation.</li> </ul> </li> </ul>		



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<p><b>Upcoming Events</b></p> <p>(15 Min)</p>	<ul style="list-style-type: none"> <li>● <b>National Hispanic Heritage Month</b> <ul style="list-style-type: none"> <li>○ We are still looking for ideas for this and are open to suggestions</li> <li>○ Last year, Mariachi band was a hit – we’ve had a request for more interaction between the performers and the kids, i.e. dancers who will interact with and/or talk to the kids</li> <li>○ Ballet Folklorico is an idea – there is a group at the Farmer’s Market in Northridge that performs, they will teach steps to the kids. Someone (?) is going to get their contact info</li> </ul> </li> <li>● <b>Restaurant Night 9/17 @ The Stand Woodland Hills 11A-9P</b> <ul style="list-style-type: none"> <li>○ Bring Friends &amp; Family</li> <li>○ 25% Back to PAWS</li> <li>○ Mention WHPS in person</li> <li>○ Code WHPAWS for online orders</li> </ul> </li> <li>● <b>Movie Night – 9/27 - Lisa Levy</b> <ul style="list-style-type: none"> <li>○ The 5<sup>th</sup> graders have picked 4 films that all the classes to vote on</li> <li>○ Voting will take place this week</li> <li>○ Pre-sales live on Friday, Sept. 13th</li> <li>○ Need day-of volunteers - sign up here! <a href="https://signup.com/go/VWPpRrc">https://signup.com/go/VWPpRrc</a></li> <li>○ Notes from last year</li> </ul> </li> <li>● <b>Photo Fundraiser 10/6 &amp; 10/13</b> <ul style="list-style-type: none"> <li>○ Live in the PAWS shop</li> <li>○ We need two volunteers on each date to assist Shani (Photog) - email Treasurer if interested.</li> <li>○ <i>Note - there will not be a Spring Photo Fundraiser this year.</i></li> </ul> </li> <li>● <b>Fall Festival – October 26th - Tracy Apploff &amp; Mary Beth Ring</b> <ul style="list-style-type: none"> <li>○ Vendors are all booked. We have two food trucks this year. Vendor village is packed with vendors all giving back a portion of sales to PAWS. There will be games, obstacle course, slides, bounce houses, DJ, costumed characters, craft station, and raffle.</li> <li>○ We are still looking for raffle items. If anyone knows of any businesses willing to donate and receive free advertising, please email Charisse.</li> <li>○ Day-of volunteers needed: Sign up here! <a href="https://signup.com/go/JiaOBBF">https://signup.com/go/JiaOBBF</a></li> <li>○ Danielle Duckett has offered to be Volunteer Coordinator</li> <li>○ Tickets, Parking, Concessions &amp; Sponsorships will go live in the PAWS shop in October (post movie night.)</li> </ul> </li> <li>● <b>Parents Night Out - October TBD</b> <ul style="list-style-type: none"> <li>○ We are meeting with the owner of Local Peasant to hopefully plan something in October</li> <li>○ Malibu Wines is still a possibility, as we’ve had one there before; we are looking at different places</li> </ul> </li> </ul>
<p><b>Committees</b></p> <p>(5 min)</p>	<ul style="list-style-type: none"> <li>● <b>Committee Leads Still Needed</b> <ul style="list-style-type: none"> <li>○ Community Events (2 Leads) - oversee and assign leads &amp; volunteers for events like family hikes, movie night, theater, snow day and more!</li> </ul> </li> <li>● <b>Committees that need volunteers</b> <ul style="list-style-type: none"> <li>○ Fall Festival - Volunteer Coordinator – Danielle Duckett offered to do this!</li> <li>○ Community Events</li> <li>○ Teacher Appreciation Week</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li>o Gala – we are looking for themes! Open to suggestions. Question was asked as to how many people are on committees – there is no limit. For Gala committee, there should be at least 12</li> </ul>
<p><b>Other Matters</b> (5 min)</p>	<ul style="list-style-type: none"> <li>• <b>Classroom Grants</b> <ul style="list-style-type: none"> <li>o These are in process. We are starting this at the top of the year so that donations can be used in the current school year. \$100 per classroom plus specialists.</li> </ul> </li> </ul>
<p><b>PAWS Finances</b> (5 min)</p>	<ul style="list-style-type: none"> <li>• <b>Update from Mary Beth</b></li> <li>• <b>Approved 2023-2024 PAWS Budget is \$65,919.90</b></li> <li>• <b>Current Bank Totals</b> <ul style="list-style-type: none"> <li>o Checking Total: \$37,528.44</li> <li>o Savings Total: \$15,618.33</li> <li>o CD Total: \$13,861.83</li> <li>o Paypal Total: \$9,688.51</li> </ul> </li> </ul>
<p><b>Q&amp;A</b> (5 min)</p>	<ul style="list-style-type: none"> <li>• There was a question about how preschool room funds work vs. elementary. In preschool, Room Parents do separate, per-event collections for classroom parties and teacher gifts, as opposed to the one-time annual room fund collection in elementary. This is because different families start preschool at different times throughout the year, and families are more likely to come and go.</li> <li>• There was a suggestion to do <u>Party Room fundraisers</u>, where parents (or a group of parents) elect to host an event at their home and charge an entry fee. This fee would then go to PAWS. I.e. a yoga class, cooking class, etc. The parent comes up with the event, pays for/hosts it, and those who attend buy a ticket.</li> <li>• There was a suggestion to do a <u>Multicultural Pot Luck</u> at the school at night and charge an entrance fee. Caveats are that we would not be able to serve alcohol, and our night time use permits are limited. We'd also have to notify neighbors weeks in advance.</li> </ul>
<p><b>Closing</b></p>	<ul style="list-style-type: none"> <li>• <b>Thank you for coming!!</b></li> </ul>