**MEETING MINUTES**

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| MEETING INFORMATION | | | |
| **MTG DATE/ TIME:**  April 3rd, 2024 at 6:30pm | **LOCATION:**  Zoom | | **MINUTES REVIEWED BY:**  Board |
| **PRESIDED BY:** Brittany Brombach and Lisa Levy | RECORDED BY: Mary Beth Ring | | **DATE:** April 3rd, 2024 |
| **ATTENDANCE LIST:**  **Officers:** Brittany Brombach,Lisa Levy, Alison Gussin, Charisse Manzi, Mary Beth Ring, Chelsea Parrish  **Attendees:** Anna Burd, Rebecca Durday, Sienna, Ashley Meyers, Lolly Mitchell, Jessica Lowery, Amy O’Malley  **WHPS Staff:** Seth Pozzi, Melanie Henson, Christine Chiche | | | |
| HANDOUTS | |  | |
| * Agenda | |  | |
| GENERAL DISCUSSION: Meeting called to order at 6:30pm | | | |

| Macintosh HD:Users:robynarnold:Desktop:PAWS Logo.jpg **Meeting Agenda** | |
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| **Meeting Topic:** | Parents at Woodland Hills Private School (PAWS) Meeting |
| **Date and Time:** | Wednesday, April 3rd, 2024 at 6:30pm |
| **Agenda Item** | **Notes** |
| **Welcome** | * **Brittany & Lisa** |
| **School Updates** | * **WHPS: Seth, Melanie, Christine & Roxana (welcome back!)** * Camp Open House is coming up * Roxanna is back! |
| **Past Events** | * **Neurodiversity Awareness Week** * Great feedback from elementary on the discussions that were had in the upper grades and also the banners around the school. Look to build off of what was done this year for next year * **Restaurant Night @ Lucille’s + Open Book - waiting on totals** * Made about $211 from Lucille’s, waiting on Open Book * This outdoor space was great for the good weather * **Women’s History Month** * Banners were up * Not buying books for library because that was done last year – will use the money to purchase neurodiversity books * **St. Patrick’s Day celebration** * **Holi** |
| **Upcoming/Ongoing Events** | * **Status of annual PAWS fundraising drive – Charisse** * $24,209.77 with 72 families participating * **Classroom Grants**   + These have been issued - we are currently purchasing items requested. * **Community Coffee on Friday, 4/5**   + Pastries and coffee to promote and sell gala tickets   + Will reschedule if it rains * **Eid Celebration on 4/9**   + Rupa Brooks is coordinating   + This will be 2nd year doing it. Will have an assembly and dance-led celebration. 45 minutes for preschool, 1 hour for elementary * **Earth Day on 4/22** * Garden support needed this month – we need someone to take the lead who ideally knows the plants that will be planted and can coordinate with PAWS. PAWS will order the plants. * PAWS has reached out to Heal The Bay for possible Earth Day programming – they have set programs so PAWS wouldn’t have to do much work to curate/customize. Waiting to hear back. Brittany to also reach out since she is working with Heal The Bay * Tree People is also an option – they don’t have a set program, so would have to be curated/customized. All students do a field trip there, so Tree People could be duplicative. Possibly better to find another vendor. Lolly Mitchell will reach out to Tree People to discuss * Is the drip system working in the garden? There are reports it is malfunctioning * Need to follow up with Stone on much space is needed for planting/garden space for school so PAWS planting doesn’t conflict * **Gala on 4/27 @ Woodland Hills Country Club** * Everything is in full swing – having weekly meetings * Current guest count is 111 - need more sales! * We are looking for auction items - messaging went out school-wide * Room parents need to keep pushing on group chats, text chains, WhatsApp, etc. * Room Parents - please purchase tickets for teachers (we have a promo code for this purpose only - let us know if you need it.) * Room parents do NOT have to pay for teachers’ partners’ tickets. Room funds are only supposed to be used for the teacher tickets. If room parents choose to go above and beyond, they can pay for partners’ tickets, but that is not required * **Spring Photo Fundraiser with Shani Barel 4/28 & 5/5 on campus**   + We have 3 families signed up so far - spread the word!   + Need two more volunteers day-of to help Shani - one for each day.   + Chelsea will do another social media post about it * **WHPS BEARS meetup on 5/5 at 1PM - Seth**   + This is our new affinity group for Black families designed ultimately to cultivate participation in PSV. An internal WHPS group may feel less intimidating than showing up to a large PSV event. Ideally, WHPS Bears will drive more PSV participation * **AAPI Heritage Month – May** * Will be having the Music Center’s Japanese drum collective do a performance for the whole school (not separating into preschool and elementary). They are expensive, so we won’t be doing two performances. 45 mins for $1,800 * **Teacher Appreciation – Week of 5/6** * Event planning updates – don’t want to share too much at this meeting so as to keep the plans a secret * Will need to decide/coordinate when decorating will be done – Sunday before? |
| **Committees** | * **PAWS Board Members & Executive Board**    + Nominations and voting for the 24-25 school year to take place in May - stay tuned for more details!   + If you are already in a position and want to do it again next year, you can just stay in the position and be voted in * **YEARBOOK** * Status of google drive for PAWS leadership to upload photos from the year * Does Laura have everything she needs, i.e. class photos, updated roster of students and staff? * Status of 5th grade dedication pages – Chelsea will keep bugging 5th grade parents to get their pages in * Status of PAWS donation pages – parents can use Powerpoint, Apple Pages, Google Pages, Canva, etc. Needs to be done vertically in 8x11 with hi-res, over 2MB per page * Status of social media push to let parents know they can add their own special personal pages in the yearbook and where to look for that info |
| **PAWS Finances** | * **Update from Charisse**   + Bank Accounts as of 4/3/24:     - Savings - $6,100.68     - CD - $13,861.83     - Checking - $67.839.83 |
| **Q&A / AOB** | * **Ralphs Rewards Program** * Messaging to parents – put in next newsletter! * Website update for both initial sign-ups and re-starting participation * **Would like final PAWS meeting of the year to be IN-PERSON!** |
| **Closing** | * **Thank you for coming!!** |