WHITE OAK PARENT FACULTY CLUB

Meeting Minutes

July 21, 2026 | 5:30 p.m. | First Neighborhood

I. Welcome

President Megan Lefton called the meeting to order at 5:30 p.m. and welcomed members to the first meeting of the 2026–2027 school year. She expressed excitement for the upcoming year and emphasized the goal of creating a strong, community-focused school experience.

II. Review and Approval of June 2026 Meeting Minutes

The June 2, 2026 meeting minutes were presented for approval.

Shannon Shapiro moved to approve the June meeting minutes. Olivia Shen seconded the motion.

The motion passed.

III. General Membership Discussion Items

A. Administrative Report – Nicole Volpe

Nicole Volpe provided an administrative update on behalf of the school.

- Completion of certain school data confirmations has been delayed due to the principal transition and is expected to be completed shortly.
- The posting for the White Oak principal position closes this week.
- Candidate interviews are expected to begin Monday.
- If the selection process proceeds as anticipated, a recommended candidate may be presented to the School Board for approval on Tuesday.
- Megan Lefton and Nicole Volpe were invited to participate in Monday's interview process.
- The interview panel is expected to include Board members, parent representation, and one teacher from each grade level.
- Braden Tucker was hired before the end of the previous school year. His grade-level assignment has not yet been announced.
- Current estimated enrollment is approximately 364 students.
- Classroom technology improvements were discussed. Every classroom was expected to receive a new interactive smart board over the summer. Confirmation is pending.

A formal principal update remains pending.

B. President's Report – Megan Lefton

i. Principal Update

The principal search and interview process was reviewed as part of the Administrative Report.

ii. Calendar Approval and Meeting Schedule

- PFC meetings will not consistently fall on the second Tuesday of each month this year due to school breaks and calendar conflicts.
- Members should refer to the approved PFC calendar for meeting dates.
- The proposed date for the Science Fair is in January.
- Hilary Bryan will send potential dates to Megan Lefton so Multi-Purpose Room availability can be confirmed.

iii. Fifth Grade Ambassador Program

A new Fifth Grade Ambassador Program was approved and will begin this year.

- A PFC representative will meet periodically with participating fifth-grade students.
- Students will be invited to share feedback, communicate event updates, and become more involved in school activities.
- The program is intended to increase student participation and provide students with a stronger voice in PFC-sponsored events.
- Opportunities to coordinate the program with Student Council will be explored.

iv. Board Participation and Community Engagement

President Lefton encouraged strong PFC participation at school and community events, particularly events welcoming TK and kindergarten families.

The Board discussed:

- Creating a personal connection with new families.
- Increasing PFC visibility throughout the school year.
- Helping families better understand the purpose and impact of the PFC.
- Building a more community-centered event calendar.
- Establishing committees for individual social events.

C. Treasurer and Controller Report – Stephanie Lorntzen and Olivia Shen

i. Budget Review and Approval

The proposed 2026–2027 budget was presented and discussed.

The budget is designed to maintain the programs and staffing support funded during the prior school year while allowing for additional programming. Although the budget includes a projected deficit, the Board does not expect the final year end deficit to reach the full budgeted amount.

Financial updates included:

- The prior year's projected deficit was approximately $65,000.
- The actual year-end deficit was approximately $26,000, which was covered using PFC reserves.
- Current reserves are approximately $387,000.
- The Board is researching options to protect reserve funds and potentially earn interest while maintaining appropriate access and oversight.
- Approximately 70% of the PFC budget supports salaries and staffing.
- PFC-supported staffing and programs include:
- Campus supervisor hours.
- Instructional aide hours.
- Library and media coordination.
    - Approximately ten hours per week of library staffing.
    - Approximately $4,000 for library resources and Makerspace materials.
- Physical education staffing, budgeted at approximately $56,000.
- The Board discussed balancing district funding reductions with the programs and staffing priorities identified by White Oak teachers and families.

Lindsay Iwanoff moved to approve the proposed budget. Jenny Cashin seconded the motion.

The budget was approved unanimously.

ii. Annual Giving and School Supplies

The Board discussed restructuring and rebranding the Annual Giving campaign as the **White Oak Experience**.

The proposed giving structure includes:

- A first-tier comprehensive contribution
- full recommended donation amount of $500 plus the $80 for school supplies for one payment of $580
- A second-tier contribution combining Annual Giving and school supplies.
- $250 as annual giving plus the $80 supplies for one payment of $330
- A school-supplies-only option.
- for one payment of $80
- Payment plans available to families for any amount.

The Board discussed the importance of clearly explaining that Annual Giving supports school staffing, programs, and services that are not fully funded by the district.

Additional discussion included:

- Approximately 170 students historically participate at the full contribution level.

- White Oak generally raises approximately 80% of its Annual Giving goal.
- Increased participation at lower contribution levels could help close the gap.
- Outreach should place particular emphasis on TK and kindergarten families.
- Annual Giving messaging should continue throughout the year rather than only during the initial campaign.
- Room parents may assist with reminders and grade-level communication.
- Teachers may include PFC information in Back-to-School Night presentations.
- potentially having a PFC represenative in the younger grade tk-first to discuss the important of annual giving during back to school nght.
- Leadership families may be invited to make early contributions and encourage broader participation.
- Student Council and fifth-grade ambassadors may help support age-appropriate campaign awareness.
- A voluntary round-up option may be added during online transactions.
- A possible incentive involving a raffle entry for families making the full contribution was discussed.
- Messaging should emphasize that the requested giving amount has not increased despite rising staffing costs.

iii. State Grant and City Celebration

- The state grant award increased from approximately $22,000 to approximately $28,000.
- The additional funding is expected to help cover the increased costs for the rides.
- The prior City Celebration generated approximately $39,000 in gross revenue, with approximately $24,000 in expenses.
- The City may consider covering additional event costs in the future.
- Communication should make clearer that City Celebration proceeds benefit White Oak.
- Ideas discussed included increasing the art contest prize and offering an entry into a Mayor for the Day raffle with ticket purchases.

D. Parliamentarian Report – Lindsay Iwanoff

No formal Parliamentarian report was presented.

Board expectations were reviewed. Members were reminded that they represent White Oak and the PFC and are expected to communicate positively and responsibly when discussing the school, students, families, and PFC funds.

Additional reminders included:

- Approved meeting minutes should be posted on the PFC website.
- The current approved budget should remain accessible and up to date.
- Individual Board members may express personal political opinions or endorsements, but the PFC as an organization may not endorse candidates.

E. Community Relations Report – Vanessa Jones (new PFC member)

The Board discussed strengthening White Oak's identity as the public elementary school serving the City of Westlake Village.

City representative Sue McSweeney shared that:

- The City remains supportive of White Oak and Westlake Village families.
- White Oak may be invited to host a PFC booth at future City events.
- Continued collaboration can help reinforce a shared community identity.

Discussion included:

- Promoting White Oak's academic accomplishments, including test scores and Blue Ribbon recognition.
- Strengthening relationships between the school, the City, and local families.
- Exploring an appropriate way to thank the City for its continued support.
- Increasing school visibility at community events.

The Board also discussed inviting Coral to speak at the first general PFC meeting of the school year.

F. Communications Report – Jenny Cashin

The Board agreed to continue the prior year's communication model, including:

- Monthly newsletters.
- Additional communications as needed.
- Full communications access for Jenny Cashin.

Members discussed the need to repeatedly explain:

- What the PFC does.
- Which programs and staffing positions are funded by family donations.
- How Annual Giving directly benefits students.

Additional ideas included:

- Increasing room-parent involvement, particularly in TK and kindergarten.
- Considering a room-parent orientation.
- Using classroom group messages appropriately to share reminders.
- Providing regular Annual Giving updates throughout the year.

G. Academic Affairs Report – Hilary Bryan

i. Science Fair

The Science Fair is tentatively proposed for January. Hilary Bryan will provide possible dates to Megan Lefton so campus and Multi-Purpose Room availability can be confirmed.

ii. School Supplies

School supply planning and Annual Giving communication were discussed as part of the budget presentation.

H. Annual Giving – Katrina Berman and Becca Gulsrud

i. White Oak Experience Campaign

Annual Giving will be rebranded as the **White Oak Experience** to better explain the programs, staffing, and opportunities supported by family contributions.

The campaign will emphasize:

- Direct support for staffing and student programs.
- Clear descriptions of how funds are used.
- Flexible giving levels and payment plans.
- Year-round communication regarding campaign progress and impact.

ii. Leadership Families

The Board discussed launching the campaign first with leadership families.

Early participation may:

- Build momentum before the public launch.
- Demonstrate Board support.
- Encourage additional families to contribute.
- Help the campaign begin with funds already committed.

I. Fundraising Report – Shannon Shapiro

i. Sponsorships

The PFC has secured two Platinum sponsors.

Proposed sponsorship benefits include:

- Platinum sponsors receiving monthly social-media recognition.

- Gold sponsors receiving social-media recognition twice per year.
- A Bronze sponsorship level.
- Platinum sponsorships limited to three businesses at $2,000 each.

Shannon Shapiro will distribute the sponsorship tiers to the Board.

Additional sponsor and fundraising opportunities discussed included:

- Restaurant fundraising nights.
- Kona Ice.
- Additional local business partnerships.
- Board & Brew.
- Prince Street Pizza.

J. Social Functions Report – Darian Roberts

The theme for the 2026–2027 school year is **Disney**.

The Social Committee's goal is to create inclusive, community-focused events in which children and families can participate. Social events are expected to be free to attend, with the exception of the Gala.

i. Back-to-School Kickoff

The back-to-school event, themed **The Happiest Place on Earth**, has been booked.

Planned elements include:

- A star wall.
- Family wishes displayed on trees.
- Chalk decorations at the school entrance.
- Postcards featuring parents' wishes for their children, to be returned at the end of the school year.
- A fruit cart.
- A committee of approximately three to five volunteers to assist with the event.

ii. Proposed 2026–2027 Events

- **September 11:** Family kickball event.
- **October 2:** Movie Night.
- **December 11:** Frozen-themed pajama night and outdoor parent market.
- **March 12:** Family Dance, with a possible Star Wars or Marvel theme.
- **April 8:** Talent Show dress rehearsal.
- **April 9 at 5:30 p.m.:** Talent Show in the Multi-Purpose Room.
- **May 22:** Gala at the First Neighborhood Community Center.
- **May 28:** Open House, tentatively themed **White Oak's Greatest Adventures**.

The Open House date may be revisited because of its proximity to Memorial Day.

iii. Gala

The gala is scheduled for May 22 at the First Neighborhood Community Center.

The proposed theme is **Welcome to the Jungle**.

Potential activities and amenities include:

- Children's activities.
- A reptile presentation.
- A magician.
- Tacos.
- Wine and beer.
- Outdoor family entertainment.

The event is envisioned as a high-end family celebration. Ticket pricing has not yet been determined and will depend on final event costs. Pricing is expected to be calculated per adult and per child rather than per family.

K. Student Relations Report – Heather Case

nothing was reported

L. Room Parent, Teacher and Staff Appreciation Report – Roya Fathi and Diana Hanbury

i. Room Parent Program

The Board discussed:

- Increasing room-parent participation in PFC communications.
- Providing additional support to TK and kindergarten families.
- Considering a room-parent orientation.
- Creating clearer expectations and communication procedures.

ii. Class Baskets and Gala Support

Class baskets are intended to be student-centered projects.

The Board discussed:

- Reducing pressure on individual families.
- Expanding the gala committee.
- Seeking more business and corporate donations.
- Creating committees for each social event.

iii. Welcome-Back Lunch

The welcome-back lunch will not require a separate theme. The Disney theme applies primarily to the social-event calendar.

Board & Brew is expected to sponsor the lunch.

iv. Restaurant Fundraisers

Potential restaurant fundraisers include:

- Board & Brew on the first day of school.
- Prince Street Pizza.

M. New Business, Comments or Questions

i. TK Power Hour

Questions were raised regarding TK Power Hour and after-school programming.

LVUSD Plus is expected to provide programming, but detailed information has not yet been distributed. Megan Lefton will contact the district for clarification.

ii. Fun Run

The Fun Run is tentatively scheduled for October 30 start off date.

iii. Yearbook Committee

A Yearbook Committee is needed.

Possible participants discussed included:

- Sara Watson.
- Student Council representatives.

No members were confirmed.

iv. District Funding and Advocacy

The Board discussed district funding challenges, PFC-funded staffing, enrollment competition, and the importance of family and community advocacy.

Members noted that:

- District reductions continue to place pressure on school-site fundraising.
- White Oak families value the programs and staff supported by PFC funding.

- Broader advocacy may need to occur through individual parents or community members rather than through the PFC.
- The PFC must remain nonpartisan and may not endorse political candidates.
- Individual members remain free to participate in civic advocacy in their personal capacities.

ii. Field Trips and Curriculum Concerns

The Board discussed concerns regarding differences between field-trip opportunities offered in younger and older grade levels as well as compared to local schools in outside districts.

Members discussed:

- Identifying additional field-trip opportunities for younger students.
- Offering teachers logistical or volunteer support when possible.
- Recognizing that field trips remain subject to teacher interest, district requirements, transportation availability, and staffing.

The Board also discussed anticipated changes to district technology policies.

- Curriculum Council is expected to review significant technology policy changes.
- Questions were raised regarding family agreements and whether families may have options related to educational technology use.
- Additional information may be available around September 15.
- Families will be encouraged to carefully review district technology agreements before signing enrollment documents.

IV. Adjournment

There being no further business, the meeting was adjourned at **8:02 p.m.**

Next PFC Meeting

September 15, 2026 at 8:30 a.m.