



**Parent Crew Foundation
Meeting Minutes
Wednesday July 27, 2022
5:00pm – REMS Library**

In attendance:

Allie Waltee – President
Bri Mowen – Vice President
Ashley Cammack – Secretary
Brooke DiDomenico – Treasurer
Rachael Kelley – Communications Director
Lindsey Smithson – Member at Large
Trena Hand – Principal
Cari Lazarony – Staff Liaison
Kendra Arkfeld – Volunteer Coordinator
Lauren Picune – Carnival Chair
Ms. Trang – Voyage Coordinator

I. Welcome

Motion to approve June Meeting Minutes motioned by Rachael, seconded by Brooke. All in favor, motion approved

II. New Business

A. Back to School Carnival

- Volunteers still needed
- Everything is purchased except pizza
- Kendra to assist in sending out call to volunteer to parents
- Reviewed complete plan for games, food, stations
- Brooke to prepare cash box ahead of time, cash only event
- Thank you Lauren for all your hard work this year!

B. Volunteer Coordinator Report

- Manage Sign-Up Genius, manage flow with requests from parents and direct them to appropriate contact
- Keep track of volunteer numbers for committees and board members as needed
- Manage forms from district regarding willing parent volunteers
- Work with Rachael regarding planned social media posting timeline
- Need to communicate importance of volunteer hours to parents and community, and need of checking into front office if volunteering on property

- Parent letter being sent out regarding how/when/who/why to volunteer, drafted by Rachael

C. Transportation for Voyages

- Severe district wide driver shortage
- Need for parents to drive, especially grades 3-5 to Shady Brook
- Tabled various proposed plans/budget requests at this time

D. Gear Swap

- Drop off collection in morning, set up at Carnival

E. [End of Year Survey](#)

- Generally biggest improvement asked was for improved communication via email
- Volunteer opportunities will be presented to parents more readily
- Motion made by Brooke to only invite parents of leading class to attend BEAT in person and live streamed to everyone else for security reasons seconded by Bri. Approved by all
- Allie and Trena to discuss with Troy and district security to host parent meeting regarding security

F. OLE

i. Review Turf Proposal

- Motion made by Brooke to approve turf install, seconded by Rachael. All in favor, motion approved
- Perfect Turf will install at normal labor cost but materials discounted at cost
- Installed within next 6 weeks

ii. Review Climbing Wall Proposal

- 6x12 wall double sided, to be installed by district approved person
- Allie looking for CAB illustration to help promote plan to parents
- Tabled until after RAD to vote on approval for budget

iii. Gravel/rock

- Being installed, came in under budget

G. RAD Planning

- Motion made by Bri to use Boosterthon for this year's RAD, seconded by Brooke. All in favor, motion approved
- Set for October 7, 2022
- Return of 66% money raised
- Drive for Task Force Douglas County for community service project

H. Volunteer Breakfast

- August 28, 2022 on front lawn, hosted by Kendra

I. Listening Conferences / Kindie Assessments (review letter for families)

- Allie has handout for general Save the Dates to be given to teachers for distribution and emailed to new families

- Rachael working with printer

III. Principal Report

A. Scholarships

- 8 families applied for scholarships this year
- Motion made by Lindsey to award half scholarships to these 8 families from Trena's budget, seconded by Brooke. All in favor, motion approved

B. Focus on Trauma Cohort

- Have met 5 times over summer to plan
- Has been well received so far by teachers

C. Calming corners

- Requirement for all teachers this year.
- Ask for help from crew parents to install

D. Connectivness Outing

- All staff are meeting this Wednesday at Chatfield
- Plan to revamp mission statement, grounding practices, and unifying school colors all with team building
- Bri to incorporate new school colors for crew wear

E. Staff t-shirts

- Already ordered from Amy from Trena's budget for staff
- 10 new staff members this year
- Trena asked for swag (ie water bottles) to give out on Monday

F. Monthly Staff Appreciation

- Will work with Lindsey for updates to stay informed

G. Bond Committee

- District reached out asking help to spread information to spearhead bond
- Rachael to help lead

IV. Officer Report

A. President

- Asked we use emailed community form

B. Vice-President

- Using Big Frog to order crew wear, parents pay for shipping
- Receive a portion back from each order
- Have received some volunteers for yearbook pictures throughout yearbook
- Google drive set up for photos for teachers/staff to utilize
- Dorian being used again for photos

C. Treasurer

- Tabled budget proposal for year
- Run Club: pending district approval. Currently parent ran

D. Secretary

- August Spirit Night confirmed at Smart Cow
- Will communicate with Astrid (Spirit Night Lead) regarding funds raised each month from Spirit Night to communicate with parents/community

E. Staff Liaison

F. Director of Communications

a. ASAP

- Will embed newsletter
- Work with Brooke to create pie chart to post to parents
 - i. Registration Open, Voyage/Med Forms, Volunteer Forms Reminders
 - ii. New Staff Introductions
 - iii. Carnival Sign-Ups and Promotion
 - iv. Volunteer Breakfast
 - v. Listening Conference / Sneak Peak Day

b. Later

- i. RAD Save the Date
- ii. Committee Lead Needs
- iii. Crew Parents
- iv. Budget Transparency
- v. Parent Crew Newsletter
- vi. [Sponsorship Packages](#)
- Motion by Rachael to adapt sponsorship program, seconded by Lindsey. All in favor, motion approved
- To be used for donations by community
- In need of committee lead
- Allie will monitor using community business booths at events as sponsorship opportunities as need/want arises

G. Member-at-Large

- Many community businesses have made donations, more in communication
- Initial schedule of events/themes presented

V. Old Business

- Motion to approve proposed bylaw amendments made by Rachael, seconded by Lindsey. All in favor, motion approved

Adjournment

- Motion to adjourn Board Meeting made by Lindsey, seconded by Rachael. All in favor, motion

approved

Next board meeting:

August 22, 2022 5pm REMS Library