



**Parent Crew Foundation
Meeting Minutes
Wednesday November 16, 2022
5:00pm – REMS Conference Room / ZOOM**

In attendance:

Allie Waltee – President
Bri Mowen – Vice President – VIA ZOOM
Ashley Cammack – Secretary
Brooke DiDomenico – Treasurer
Rachael Kelley – Communications Director
Lindsey Smithson – Member at Large
Trena Hand – Principal – VIA ZOOM
Cari Lazarony – Staff Liaison
Natalie Wong – SAC Lead

- I. Welcome
- II. Motion to approve 10/26/22 meeting minutes made by Rachael, seconded by Brooke. All in favor, motion approved
- III. Good News Shares
 - Today's cocoa stand sales totaled \$190
 - Thanksgiving Lunch went well and had a great turnout
 - Book Fair is going well and has had a great turnout so far
 - Natalie Wong is working with Ms. Staci on crew art for auction – exciting and great stuff coming!
 - A big thank you from the staff for coffee cart
 - Climbing wall has been delivered, everything is signed off. Some dirt work to complete before installation. Installed by return of Winter Break!
- IV. Principal Report
 - a. Children's Hospital Project
 - Email received from Children's Hospital (Jenny Hawk) that they are in desperate need of blankets
 - Would like to set up a school wide service project, need for fleece donations and volunteers
 - Trena to present a date for crew tie party, considering during Christmas parties
 - b. Christmas Party Protocol
 - Crew parents are asked to keep times consistent between all crews throughout school
 - Date TBD. Food free/craft oriented
 - c. ADDED: New staff member
 - Welcome Samantha Osgood as Adventure Education Assistant!
- V. Staff Liaison Report

- a. Younger Sibling Swap Program (Mallory Ivey)
 - Idea presented by Mallory Ivey to organize and create babysitting swap between parents
 - Parents with younger children/siblings having trouble volunteering during/at school
 - Babysitting will count as volunteer hours
- b. Staff report and update
 - SPED has loved having a crew parent helper this year
 - Mr. Bob/Ms. Stacey would like indoor recess boxes containing used games, puzzles, etc
 - Mallory Ivey will organize, Sign-Up Genius for donations

VI. Old business

a. Staff Grant Program

- Reviewed program letter created by Lindsey
- Teachers to contemplate grant requests over Winter Break to be submitted in January

VII. Officer Reports

a. President

1. Auction Update

- Standing location is at Cielo; Biscuits and Berries catering
- Increased ticket prices this year at \$55/\$85 with early registration with goal attendance of 200 community members in person
- Rachael lead on communications, update sponsorship flier. Need for lead for wine wall with Cari and Trena, procurement with Colleen.
- Kickoff meeting December 6, 2022 at 9:30a at Kneaders for volunteers
- Parent Crew Secondary offered babysitting again

2. Holiday Decorating Party – Chair with Natalie Wong and Sarah Freeman

- Deck out the school December 3, 2022. Ask no children, food provided
- Motion for \$500 to be used as part of staff appreciation for December made by Rachael, seconded by Lindsey. All in favor, motion approved
- Sign Up Genius for volunteers, Parent Crew Newsletter, Rachael to create posts

3. Board Survey Results

- Overall positive feedback from Crew Parents
- Bri, Ashley and Rachael to set up Coffee with Board event
- Open invitation meeting with SAC to be planned with agenda

4. Staff Highlights and Interviews

- Starting this week Parent Crew Newsletters will link spotlights of teachers and staff

- Lead by Rachael

5. Donations for Health Room

- Ms. Denise has desperate need for blankets and pillow cases to help change out between sick kids
- Trena to oversee

6. Holiday Adoption Progress

- Good momentum going
- Due by December 2, 2022, wrap party last day before break

b. Vice President

1. Cruise updates

- Meeting with Jeff rescheduled for December 15, 2022 at 6pm
- Brianna to communicate in Parent Crew Newsletter

2. Crew Wear update

- Quarterly check of 20% of sales; ~\$250 this quarter
- Quote for 50 beanies and other items asked to use for teacher appreciation/new staff welcome kits

3. Dream Dinners

- Communicated with Michelle about fundraising options
- Motion to set up parent night fundraiser with limited guests in January made by Brooke, seconded by Lindsey. All in favor, motion approved

c. Treasurer

1. Application for State Tax Exemption

- Pending

2. Sign-Up Genius Grant

- Nominate ourselves "Renaissance Educational Alliance" for \$2000 grant

3. Run Club

- No lead coach at this time; parent available to help

d. Secretary

1. Spirit Night Update

- December 16, 2022 at Panda Express
- Raised \$183.87 from Freddy's in November
- Code Ninja offered to host a kids night for parents night out; reach out to 105 for parent night "Social Night"

2. Parent Volunteer Hours

- Email to be sent out with timeline end of January

e. Director of Communications

1. Staff Spotlights

- See above

2. Social media updates

- Reviewed priority items for end of year communications

3. Red Envelope Project

- Kickoff after Fall Break
- Envelopes and boxes purchased

f. Member at Large

1. Staff Appreciation

- Thankful feathers created; snowflakes for December

2. Coffee Cart

- Well received
- Our cost for coffee, snacks and tip was \$150

3. Grants – Colorado Gives and Mighty Cause

- Discussed difference between Colorado Gives and Might Cause; set up administrators
- December 6, 2022 is Colorado Gives Day
- Mighty Cause allows continued monthly donations from the community
- Thank you Lindsey for heading this and making this possible!

VIII. New Business

a. SAC with Natalie Wong

- Promotional video to be created to help educate parents about importance of voyage and what goes into planning and executing the voyages; especially in light of future fee increases. Include interest and need of chaperons
- Agenda item for SAC/PCF open invitation meeting
- Promotional video; use of our YouTube channel
- Natalie to get pictures and data for Rachael; Transportation and Cody/staff costs from Brooke; Trena and Cari to gather rest of costs; Rachael to create video and diagram for cost breakdown and fee allocation from sample voyage

b. Lindsey to lead discussion on board concerns

- Conflict resolution about concern was utilized

IX. Adjournment

Motion to adjourn board meeting made by Rachael, seconded by Brooke. All in favor, motion approved

Next Board Meeting: Wednesday December 21, 2022 @ 5:00pm - REMS Conference Room