



**Parent Crew Foundation
Meeting Minutes
Wednesday January 11, 2022
5:00pm – REMS Conference Room / ZOOM**

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 – VIA ZOOM
Cari Lazarony – Staff Liaison – VIA ZOOM

- I. Welcome
- II. Motion to approve 11/16/22 meeting minutes made by Rachael, seconded by Brooke. All in favor, motion approved
- III. Good News Shares
 - Many thanks from the staff for Red Envelope holiday giving
- IV. Principal Report
 - a. Recruitment Fliers
 - To be used for teacher audience during job fairs
 - Rachael to obtain for Ms. Trena
 - Welcome Mr. Jonathan (substitute)
 - b. Staff Grant Request
 - Several have been received
 - Motion to approve grant request from 1st grade for \$96.00 for Hello Literacy made by Bri, seconded by Rachael. All in favor, motion approved
 - Motion to approve grant request from SPED for \$117.00 for A-Z additional writing program support made by Allie, seconded by Rachael. All in favor, motion approved
 - Motion to approve grant request from 6th grade for \$50.48 for purchase of thermal laminator made by Rachael, seconded by Ashley. All in favor, motion approved
 - Request from Elisha Giger tabled
 - c. Staff Lunch by PCF
 - RAD incentive awarded
 - February 17, 2023 during Staff Development
 - Qdoba catering to be used
 - d. Valentines Day Parties

- Staff has agreed to not plan class parties this year. Will still celebrate with internal exchanges with emphasis on thoughtful cards
- Crew Parents to inform parents of any additional assistance as needed
- e. Amazon charity
- Reported to not be working at this time. Brooke will work with Rachael to set up
- f. Teacher Time
- Bri recreated letter to be put into staff newsletter

V. Staff Liaison Report

a. Childcare Swap Update

- Sign-up to be in newsletter to start group with contact info

VI. Old Business

a. Auction Update

- Thank you Lindsey for streamlining initial procurement
- Procurement meeting Tuesday January 17, 2023 at 6:30pm via Zoom. Link to be sent out
- Brooke to review sponsorship spreadsheet
- Budget estimated to be 20-23k in expenses
- Especially need community help with obtaining wine for wine wall
- Secondary providing childcare from 5:30pm - 10:30pm for event
- Kathy Kazan working on organizing brewery tour with specific number of guests
- Board members discussed various ideas and opportunities to obtain donations including overnight stays, hosted parties, skill set shadowing, etc

b. Kiln repair/service

- Motion to approve appointment on January 26 for service and assessment for repair of art kiln with prepayment of \$345 made by Ashley, seconded by Lindsey. All in favor, motion approved

c. Climbing Wall Update

- Was installed prior to winter break
- A big hit with the students!

d. December Volunteer of the Month

- Thank you to Kathy Kazan for all your volunteer help!

VII. Officer Reports

a. President

b. Vice President

1. Crew Wear

- Sales have stalled; item refresh on website coming

2. Dream Dinners

- Date to reserve TBD

3. Cruise

- As of last meeting, 20 cabins sold

4. Childcare from Secondary

- c. Treasurer

1. Red Envelope

- \$7,134.58 donated and distributed

- Many thanks received from staff

2. Insurance Policy

- Policies being reviewed by Trena and Katie from Risk Management

3. State Tax Exemption

- Initial request denied pending re-application

- d. Secretary

1. Spirit Nights

- Raised \$135.87 in November from Panda Express

2. Parent Volunteer Hours Letter

- Letter reviewed by all board members

- e. Director of Communications

1. Staff Spotlight

- Spotlights of classroom teachers to complete mid-February

2. Auction Flier

- Reviewed by Allie and Bri

3. SAC voyage video experience

- Accepting photos and experience testimonies to finalize production

- f. Member at Large

1. Staff Appreciation

- January 20, 2023: Self Care

- February 10, 2023: Chili Cook off

- March 31, 2023: Bagels and Coffee

- April: Supply Drive. Approved date TBD
- 2. Grant(s) / Funds Awarded
 - \$500 awarded from Douglas County Gives Foundation
 - \$200 Giving Fund awarded
 - \$37.80 received from Box Tops
 - Approximately \$900 to be received from King Soopers

VIII. New Business

a. Board Member seats

- Discussion regarding seat terms that are up

b. Bylaws

- Motion to approve updated verbiage regarding timeline for board member seat nominations made by Allie, seconded by Brook. All in favor, motion approved

IX. Motion to adjourn made by Brooke, seconded by Bri. All if favor, motion approved

Next Board Meeting: Wednesday February 22, 2022