



**Parent Crew Foundation  
Meeting Agenda  
Wednesday, April 27th, 2021  
5pm at RSS & via [Zoom](#)**

**In Attendance:**

Tiffany DeYoung, President  
Allie Waltee, Vice-President  
Brittnee Pierse, Treasurer  
Jaclyn Bradley, Secretary  
Rachael Kelley, Director of Communication  
Allison Armour, Staff Liaison  
Trena Hand, Principal  
Sarah Freeman, Co-Chair of Fundraising  
David Myers, Co-Chair of Fundraising

- I. Welcome
- II. Open Forum
  - Rachael made a motion to approve the meeting minutes from March, 2021. Brittnee seconded the motion and all voted in favor to approve the March meeting minutes.
- III. Fundraising Committee Update with Sarah & David
  - The main goal of this event is community building and get back to our REMS community
  - We are looking at holding the fundraiser in the Fall, hopefully in September, but many venues are still holding weddings in September.
  - The size of our event is a limiting factor to where we can hold the event.
  - Looking for something cheaper and more casual
  - Castle Rock Amphitheatre-outdoor venue
    - \$500/hour
    - The Mill House is an extra \$500 for the duration of the night (one-time payment)
    - The whole area would be reserved for us
    - We must have our own insurance (we do)
    - The biggest plus is that we can have any caterer we want, no restrictions, licenses, or permits.
    - For alcohol they have a contact that they have a contact with for the bar which would include their own permit.

- We could have live music
- Friday, September 10th is a date that is available
- Moving forward:
  - The event will be held on Friday, September 10th
  - One issue that we're seeing is Crew Art because the event is so early in the school year
    - We do feel like if the work is done and planned for this summer that crews can create their art piece before the event
  - Right now the goal is to get a committee together to start moving towards getting items checked off the list this summer
  - We're looking for an auctioneer for the event
    - We may be able to get connected to an auctioneer through 4H
  - How do we incorporate crew baskets since we don't have a lot of time?
    - Could we do grade level baskets instead of crew baskets

#### IV. Principal Report

- Update on hiring:
  - We will be hiring Discovery  $\frac{2}{3}$ , 6th grade position, and Performing Arts
  - We have hired for 3rd grade and 6th grade, and a new Psychologist (one day a week)
  - We will have a Speech and Language Pathologist assistant to help Melissa three days a week
  - We will have a few EA/IA positions open up
  - Trang will be working as half time Tech and Adventure Ed
- Gearing up for end-of-year celebrations
  - 3rd and 6th grade showcases are happening this year
    - We'll have refreshments afterwards
  - Full school drum circle on June 3rd.
    - Sixth graders will lead the drum circle and then we'll have them go to the park for their 6th grade celebration
    - Still determining what that looks like for parents to observe
  - 6th graders will have their pictures taken with their drums in front of the rock wall
- We are still working on getting all of the projectors installed, since they are installing them outside of the school hours
- SAC Recruitment is needed
  - If we can do a social media post to push the need out there, that may help

- Information is going out in the newsletter as well as through Crew Parents
- Staff Appreciation will be doing something for staff this Friday
- Transportation:
  - We have two bus trainings for staff to be able to drive the white bus
  - One teacher for every grade level will be able to drive the busses

## V. Officer Reports

### A. President

- Mental health Night is scheduled for Tuesday, May 4th with Allison and Terri
- Paint a Panel:
  - a) 12 panels were purchased but we only have 9 panels, so we have a parent who will be making a few more
  - b) We may need to decide as to whether or not we want to continue this in the future with using a different material that holds up better than what is held up
  - c) We may change it so the panels are purchased and hung up for the duration of the school year and then given back to families in May
  - d) Gwen Spahn will be hosting a panel painting night on May 15th.
- Looking at which committees we'll be needing for next year:
  - a) Bring OLE Committee back because of the state of the playground (We are going to combine this the Sustainability committee)
  - b) Adventure Ed Committee: We had wanted to start this committee
  - c) Art Walk: We'll keep this and ask Stacy
  - d) Back-to-School Carnival: Keep this committee
  - e) Box Tops: Rename this to Passive Fundraising
  - f) Crew Wear: Keep this committee
  - g) Drum Making/Repair: Keep this committee
  - h) Grant Writing: This will be a new committee
  - i) We Are Crew, Too: We will keep this committee
  - j) Book Fair: We will keep this committee
  - k) Renaissance Running Club: We will keep this committee and look for a new committee lead
  - l) Social Chair: We are going to combine this committee with Spirit Nights
  - m) Showcase Celebrations: We will keep this committee.

- n) Staff Appreciation: We will keep this committee
- o) Sustainability: This was to be a new committee for this current school year. This would be a committee that works with students. We are going to combine this committee with the OLE committee.
- p) Yearbook: We will keep this committee
- q) RAD: We will keep this committee
- Tiffany will send an email out to all the committee leads in the next week to ask if they are planning on continuing their position and if not, if they have any names of people who may be interested in taking the lead.
- We should put out a school-wide “Thank You” to those families who donated to the Renew the Crew fundraiser
- Track-it-Forward: We renew this each Fall and use it to keep data on parent volunteering
- Vista Vino, Wednesday, May 19th at 5:30. Gina, Sheila, and Jen will be joining us.

#### B. Vice-President

- Volunteer Gifts: All were in favor of the blankets

#### C. Treasurer

- We have \$189,000 in the bank but this is before any fees are paid out for this current school year
- Brittnee is still working on the final numbers for instructional fees
- Trena will be talking with Andrea tomorrow about the budgetary items from 2020-2021 so Brittnee can wrap and financial transactions that need to happen before the end of the school year.

#### D. Secretary

- Crew Wear store ended this week and distribution will happen in the Metzler parking lot.
- New Family Reach Out will happen in May once the final numbers of new families comes back

#### E. Director of Communications

- Staff Spotlights that still need to be done: Carmen (Brittnee), Sarah (Brittnee), Denise (Allie)
- Rachael created a brochure to be used for prospective families as well as new REMS families
- Rachael would be interested in creating marketing materials
- Rachael has put together list of REMS traditions and ongoing for Trena

- Rachael has made forms with questions for new staff spotlights
- Rachael will work with Staci and Sheila over the summer and towards August to make sure all of the website language is consistent.
- Rachael will review the volunteers opportunity form to make sure it is accurate and up-to-date. This is used during the online check-in for all REMS families
- Rachael will also update the “Favorite Things” form for the staff

#### F. Staff Liaison

- Allison has nothing to report out

### VI. Old Business

#### A. Board Election

- Looking at the bylaw changes that were voted on in April, looking at the language that will be incorporated in the bylaws
- This is a recap of what we voted on:
  - a) The board commits to use parliamentary procedure to add structure and order to the meeting
  - b) Change board member terms back to two year terms, effective immediately
  - c) **Principal will appoint the Treasurer and the board will vote to approve the appointment**
  - d) Add an at-large position to be elected immediately
  - e) Make Principal the voting tie-breaker in case of a board member tie
  - f) **Staff member of Advisory Committee is elected by the staff for a yearlong term**
- We discussed decision c. We actually do not think it would be appropriate to have the Principal appointing both the Treasurer and the Director of Communication. Instead we, as a board, feel like it is more appropriate for the Board to appoint these positions. The Principal would have veto power over the appointment. The new bylaw draft will address this change in language and appointment power.
- We discussed decision f. We will plan to change the bylaws so the staff member will be appointed by the Principal and the new board will revisit this decision going forward.
- We went through the bylaws and cleaned up language to make it consistent throughout the document.
- Brittnee made a motion to approve the bylaw changes mentioned above. Rachael seconded and all were in favor.
  - a) [PCF Board By-Laws](#)
- Rachael and Jackie agree to conduct bylaw read-throughs with the new board at the beginning of the 2021-2022 school year

#### B. Fall Fundraiser

- See above

### VII. New Business

#### A. End of Year Celebrations

- See above

#### B. Kindie Parent Orientation

- Tiffany gave Trena a run down about the Kindergarten Orientations that we have done in the past.
- Take it back to the Kindergarten teachers to see what they want to do.
- We will need to look at the current Covid restrictions and the possible changes coming up to see how we can move forward with this.
- Trena will get back to us after speaking with the kindie teachers

#### VIII. Open Forum

- Meeting minutes were approved 5/1/2021 by email vote.