



**Parent Crew Foundation
Meeting Minutes
February 28, 2024
5:00pm - REMS Conference Room**

In attendance:

Allie Waltee - President
Ashley Cammack - Vice President
Brooke DiDomenico - Treasurer
Leslie Bauer - Secretary
Rachael Kelley - Communications Director
Natalie Wong - SAC Chair Representative
Trena Hand - Principal
Lisa Jackson - Vice Principal
Cari Lazarony - Staff Liason

- I. Welcome
- II. Approval of Previous Meeting Minutes: **Motion made 1/20 via email; 1st Allie, 2nd Brooke. Motion approved.**
- III. Good News Shares
 - a. Tie dye/chili event was successful.
 - b. Previously canceled 2nd grade voyage will be rescheduled.
- IV. Principal Report
 - a. Expeditionary Learning School certification process
 - i. Would allow for more professional development and expeditionary learning. Voyages and classroom curriculum would further integrate. Allow REMS to have a network of other EL schools and support, locally and nationally.
 - ii. PCF will provide money to jumpstart this process. **Motion made; 1st Allie, 2nd Leslie. Motion approved.** Ms. Trena will go through the grant writing process via SAC, with money from PCF specifically earmarked for this.
 - iii. Auction will be raising money for continuing this process. Will have staff testimonials from previous EL conferences which will be included in an auction promo video to come soon.
 - b. Fieldwork experts
 - i. Admin will be sending out a google form in attempts to create a “rolodex” of REMS parents, etc. for experts in science and social studies for further fieldwork.

- c. Parent Champions
 - i. Reminder to us, and for us to help spread: Do our best to be examples of CREW in the community...fueling the positive, championing our students and staff, and dispelling rumors or misinformation. Encourage reaching out to Ms. Trena and Ms. Lisa with any concerns.

- V. Staff Liaison Report
 - a. Staff is still raving about Staff Appreciation “soup” and “stock the lounge”. They’re hoping we do those again soon.
 - b. Staff has been asking about whether their +1 tickets will be covered. (Auction budget recently determined they will be covered.)
 - c. Staff has been asking about our auction raising goals. (We’ll be raising money for further Expeditionary Learning training/certification process.)
 - d. The previously approved grant for a computer cart can be put on hold. There is potential for acquiring free ones. TBD.
 - e. Staff members often come to Ms. Cari for their specific classroom requests. Depending on the nature of the request, her ability to see the grant processing file, will help her determine whether school purchases or grant writing is warranted, and she will advise staff accordingly. If grants are awarded, she will ensure staff knows that Brooke will be doing any purchasing.

- VI. Old Business
 - a. Staff Recognition follow up: 5, 10, 15 year staff members will be acknowledged and awarded at auction.
 - b. Auctioneers confirmed: Ms. Trena and Ms. Cari
 - c. Paypal followup from Red Envelope donations: still in progress

- VII. Officer Reports
 - a. President
 - i. Auction followup
 - a) PCF approved tuition/fees as a gift for 50/50 game at auction. **Motion made; 1st Rachael, 2nd by Allie. Motion approved.**
 - b) Crew art to be transported by Natalie. Crew baskets will be transported by Leslie.
 - c) Rachael to prepare screens for sponsorships and live auction items.
 - d) Schedule being firmed up and itinerary of event to be provided to PCF and others ASAP.
 - e) Current bartender/server staff numbers being paired down as needed.
 - f) Request for communication to parents for more wine wall donations and also to remind that auction tickets will be full price 3/9/24.
 - g) March 9 PCF will meet for inputting auction items into computer software for bidding to begin shortly thereafter.
 - h) March 27 PCF meeting to take place off site to stuff/prepare check in bags, etc.

- ii. Auction sponsorship requests
 - a) Ensure all procurement uses proper school approved verbiage via the procurement letter available on the drive.
 - iii. Auction lead gifts
 - a) Decision was made and Leslie will purchase/wrap gifts for 3 leads.
 - b. Vice President
 - i. Carnival update
 - a) Ali Babcock will lead again. She and her team are meeting soon to begin prep for fall. Request for Carnival to be the 2nd Friday of school, rather than first. Ms. Trena and Ms. Cari agreed.
 - ii. Gear Swap
 - a) Discussed the potential for gear swap to be part of Kindergarten orientation, as the lower grades are in most need of proper gear. Perhaps a table in the back “shop your kids’ size as needed while you’re here.” TBD.
 - b) Gear closet to be cleaned out, organized, inventoried after all voyages for the year are complete (likely May/June).
 - c. Treasurer
 - i. Roughly \$200 spent for tie dye/chili event.
 - ii. Two additional grants awarded.
 - iii. Foreseeable upcoming expenses include: auction, EL training, and Staff Appreciation lunch.
 - d. Secretary
 - i. Staff Appreciation discussed. Slight change to the calendar as planned. Olive Garden lunch provided by PCF to be 3/6/24. Stock the lounge (with extra for CMAS) after spring break. Bags to be created for classrooms with snacks for CMAS.
 - e. Director of Communications
 - i. NA
- VIII. New Business
 - a. Board elections
 - i. Nominations begin 3/29/24 and are due 4/19/24. Board nomination letter to be sent from Allie to all board members for formal approval, and potential new board members must sign it to be included on the ballot. Voting to take place in May and May PCF meeting will include new members.
 - ii. Ms. Bethany requests SAC/PCF reps be present at Kindergarten orientation 4/30/24. Also request for PCF to provide light snacks. **Motion made; 1st Allie, 2nd Leslie. Motion passed.**
 - b. SAC
 - i. NA

IX. Adjournment. **Motion made; 1st Rachael, 2nd Allie. Motion approved.**

Next Board Meeting:

March 27, 2024; 6pm; SRP (85 Rio Grande Dr. Ste 200, Castle Rock, CO 80104)