



**Parent Crew Foundation
Meeting Minutes
January 17, 2024
5:00pm - REMS Conference Room**

In attendance:

Allie Waltee - 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 12/10 via email/text; 1st Brooke, 2nd Ashley. Motion approved.**
- III. Good News Shares
 - a. Congrats Natalie on being a school board finalist
- IV. Principal Report
 - a. Apple Award reps chosen (Ms. Sami and Ms. Cari)
 - b. Desire for staff recognition at marked years (5, 10, 15). Gifts corresponding to traditional gifting (5 yrs = wood, 10 yrs = tin/aluminum, 15 yrs = red glass) TBD. To be presented at Auction. PCF to financially support.
- V. Staff Liaison Report
 - a. Staff loved soups for January staff appreciation. Request for that event again.
- VI. Old Business
 - a. Auction update
 - i. Crew parents have begun asking for basket items
 - ii. Food/alcohol recap: food ordered (heavy appetizers) and deposit sent, alcohol contracted through Outback Liquor in Elizabeth (REMS family), bartenders contracted, desserts provided by Backyard Bakeries (Robyn Swinford - REMS family)
 - iii. Music provided by Sam Whitter and The Music Den
 - iv. MCs: Will and Arnett (brothers and RSS students)

- v. Auctioneer: Ms. Trena
- vi. Procurement in full swing; continue to promote parental involvement in requests to local businesses
- vii. Auction ticket sales to begin later this week
- viii. Crew art is currently in progress with Ms. Staci
- ix. Teacher Time is in progress
- x. Teacher tickets are 100% covered; +1 TBD (hoping for sponsorship)
- xi. RSS to provide childcare again
- xii. Auction goal amount 70K; used to replace tech, purchase theater sound system, purchase a snow plow, build OLE shade, etc.

VII. Officer Reports

- a. President
 - i. By-laws update complete. **Motion made to approve 12/16 via email/text; 1st Leslie, 2nd Brooke. Motion passed.**
 - ii. PCF timeline presented. Members asked to review and advise of any necessary edits. Document to be placed in the PCF folder for future members' reference.
 - iii. Showcase support discussed. Guidance for teachers/students to be provided by Ms. Trena, Ms. Lisa, Ms. Allison, Ms. Cari, and Ms. Amanda. (Extra support to be given to new teachers.) PCF involvement similar to last year - providing volunteers for showcase creation, practice, feedback, etc.
- b. Vice President
 - i. Submission via Allie (in Ashley's absence). Desire for PCF/SAC to be more diligent with WELCOMES/INTROS and CLOSING/THANK YOUS at sponsored events. Creating a united and professional front is important. Meeting attendees agreed and will be further implemented at the Feb. 8 Chili/Tie-dye event, and beyond.
- c. Treasurer
 - i. Re red envelopes: still missing Paypal deposits; Brooke to continue looking into why/where that money is
 - ii. December expenses: PCF insurance updated via PTO Today, deposit for food/drink made for Auction, Mr. Doug and Ms. Hillary grants approved
- d. Secretary
 - i. Staff Appreciation discussed. **Motion made 1/9 via email/text for PCF to pay for staff breakfast in February; 1st Rachael, 2nd Leslie. Motion passed.** Plans for March and April were also discussed. **Motion made for PCF to pay for catered lunch in April; 1st Allie, 2nd Rachael. Motion passed.** May and June planning has also begun.
- e. Director of Communications
 - i. NA

VIII. New Business

a. Board elections

- i. March - inform REMS community of 3 open board positions for 2024-2025 school year (2 vacancies and 1 re-run)
- ii. April - potential candidates invited to PCF meeting
- iii. May - board elections
- iv. June - first meeting with new board members

b. SAC

- i. Staff grants update; 14k have been awarded to 16 staff members; 2 additional grants currently pending; no additional money requested from PCF at this time; Visual to be created by Robert Smithson depicting how grant money is being spent to REMS community; to be printed in newsletter etc in 2 weeks
- ii. Tie-dye and Chili Potluck (Feb 8) update; shirts have been pre-purchased and participants to pay via school venmo
- iii. Overall 2nd semester push needed for volunteer involvement and core values reminders. Thank you to Ms. Trena for the "Crew Call to Action" email sent to the entire REMS community.

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

Next Board Meeting:

February 28, 2024; 5pm; REMS Conference Room