



**Parent Crew Foundation
Meeting Minutes
August 16, 2023
5:00pm - REMS Conference Room**

In attendance:

Allie Waltee – President
Ashley Cammack – Vice President
Leslie Bauer – Secretary
Brooke DiDomenico – Treasurer
Rachael Kelley – Communications Director
Kathie Kazan – Member at Large
Natalie Wong – SAC Chair Representative
Trena Hand – Principal
Cari Lazarony – Staff Liaison

- I. Welcome

- II. Approval of Meeting Minutes: **Motion made by Rachael, 2nd by Ashley**

- III. Good News Shares
 - a. Great feedback re volunteer training.

- IV. Principal Report
 - a. New mission statement written by staff.
 - b. “I can” statements used in classrooms to correspond with core values.
 - c. Movie night 9/21/23, 6:30 pm.

- V. Staff Liaison Report
 - a. Teachers would like a list of trained volunteers for classroom assistance. Ms. Hope/Kendra will work together to provide lists.
 - b. Ms. Cari would like a videographer to assist in promoting the newsletter.

- VI. Old Business
 - a. Ms. Lisa staff grant approval. **Motion via email/text 1st Leslie, 2nd Allie. Motion passed 7/21/23.**
 - b. Ms. Jena furniture request approval. **Motion via email/text 1st Allie, 2nd Kathie. Motion passed 7/20/23.**

- c. SEL library grant approval. **Motion via email/text 1st Rachel, 2nd Allie. Motion passed 7/18/23.**
- d. Crew Camp Training update. 75% of parents have been volunteer trained. Spirit sticks: staff will provide feedback regarding rollout. Kathie will be PCF lead.
- e. PCF roles/responsibilities RACI review. Will use RACI for events going forward. **Action item: fill out our own individual RACI for all events in the google doc provided by Natalie via email.**
- f. Guidelines for staff grants (re PCF/school missions) reiterated. Update via work session/team build: Board created grant approval criteria.
- g. Ms. Liesl - light covers. Does not meet current grant criteria, so was denied at this time.

VII. Officer Reports

- a. President
 - i. Crew Camp upcoming virtual dates TBD.
 - ii. Storage shed. Purchasing currently on hold. Working with Mr. Ken to share his shed for board immediate needs.
 - iii. Work session/team build. 8/19/23, 1-4:30, Dos Santos.
 - iv. PCF/SAC Huddle. Ms. Trena will facilitate September (date TBD) as a “coffee talk” to inform the community of DCSD current funding needs.
- b. Vice President
 - i. Carnival. Presentation by Ali Babcock. Event is in good standing.
- c. Treasurer
 - i. Budget/spending. Current PCF balance shared. Main points for further allocation to be discussed at the upcoming work session/team build. Update via work session/team build: Board reviewed spending priorities.
- d. Secretary
 - i. Teacher Appreciation. Taylor Sands to lead.
 - ii. OLE Fall Cleanup. Scheduled for October 28.
- e. Director of Communications
 - i. Crew Wear. Store nearing close date. Some stock to be on hand.
 - ii. RAD. Wellspring is the service project. Sponsorships in progress. Fundraising goal TBD.

- f. Member at Large
 - i. Auction venue. New venue options were provided. Request to also research Castle Rock Library and DCSD Legacy Campus as options. Topic tabled for next meeting.

VIII. New Business

- a. Next meeting date/time. September 13, 2023 5pm and October 25, 2023 5pm.

IX. Adjournment. **Motion 1st Brooke, 2nd Rachael. Motion passed.**

Next Board Meeting: September 13, 2023

5pm - REMS Conference Room