



**Parent Crew Foundation**  
**Meeting Minutes**  
**Thursday May 18, 2023**  
**5:00pm - REMS Conference Room**

**In attendance:**

Allie Waltee – President  
Bri Mowen – Vice President  
Ashley Cammack – Secretary  
Brooke DiDomenico – Treasurer  
Rachael Kelley – Communications Director  
Kathy Kazan – New Board Member  
Leslie Bauer – New Board Member  
Natalie Wong – SAC Chair  
Trena Hand – Principal  
Cari Lazarony – Staff Liaison

- I. Welcome
  - a. Joining us is Natalie Wong with SAC
- II. Motion to approve PCF/SAC Work Session Meeting Minutes made by Allie, seconded by Bri. All in favor, motion approved
- III. Good News Shares
  - a. Thank you card from Ms. Sam
- IV. Principal Report
  - a. Nothing at this time
- V. Staff Liaison Report
  - a. Staff very thankful and grateful for Staff Appreciation Week
- VI. Old Business
  - a. Fall Training (Natalie)
    - i. Tabled
  - b. PCF/SAC Training update (Natalie)
    - i. Discussion regarding timeline for parent fliers and stickers to be handed out. Registration is open
    - ii. Presenting to staff June 7. Overwhelming positive response from those staff asked to presenting at event
    - iii. Reviewed Leslie's quotes in progress, tabled
    - iv. RSS confirmed to be providing childcare for event at \$10/child, ran by Jackie Bradley. Need for 2-3 more adults to help
  - c. OLE Report (Leslie)
    - i. Good turnout, everything from Mr. Bob and Ms. Stacy's list was accomplished. Thank you to the volunteers for coming out to help!

- ii. Opened discussion for needs for fall including mulch, pea gravel around outdoor classroom and mobiles, shade, repainting sensory walk

d. Staff Appreciation

- i. Thank you Lindsey Smithson for organizing a great appreciation week!

e. Spirit Night Lead

- i. Astrid agreed to continue as lead to handle food-events m
- ii. Currently seeking co-chair to help organize activity events

f. Volunteer Hours with Track-It-Forward (Natalie)

- i. Discussion about utilizing all abilities Track-It-Forward app offers, including assigning multiple admins, profile field, filtered volunteer opportunities, calendars, milestones
- ii. Molly has ideas to 'gamify' volunteer hours as well as when kids demonstrate core values

VII. Officer Reports

a. President

- 1. Echo the celebration for teacher appreciation and showcase volunteers

b. Vice President

- 1. Glitch in Crew Store ordering, pending response
- 2. Updated clothing options
- 3. Pura Vida bracelets going well

c. Treasurer

- 1. 2023-2024 Budget Review – Reviewed worksheet
- 2. Motion to approve proposed budget made by Rachael, seconded by Ashley. All in favor, motion approved
- 3. Thank you to our parents for donating \$260 via Venmo for staff appreciation lunch
- 4. 6<sup>th</sup> grade pins ordered

d. Secretary

- 1. Nothing at this time

e. Director of Communications

- 1. Discussed needed deadlines for events and communications regarding Crew Camp

VIII. New Business

- a. Motion to approve updating verbiage in Bylaws regarding term start and end definition regarding member voting made by Bri, seconded by Rachael. All in favor motion approved
- b. Motion to approve \$500 to place social media post to promote REMS open positions for 2 weeks to allow us to reach the greater Colorado area targeting educators, pediatric therapists and parents made by Rachael, seconded by Rachael. All in favor, motion approved via email

- c. Motion to approve \$15,600 for proposed plan of painting interior of school made by Brooke, seconded by Rachael. All in favor, motion approved via email
- d. Motion to approve an additional \$800 for amended proposed plan of painting interior of school for a revised total of \$16,400 made by Allie, seconded by Bri. All in favor, motion approved via email
- e. Motion to approve \$71.96 for purchase of reusable ice packs for nurse station made by Allie, seconded by Ashley. All in favor, motion approved via text
- f. Volunteer Agreement for PCF
  - i. Reviewed agreement approved by Trena
  - ii. Motion to approved proposed agreement made by Brooke, seconded by Rachael. All in favor, motion approved
  - iii. Motion to approved amended proposed agreement made by Brooke, seconded by Rachael. All in favor, motion approved via email
  - iv. Ability to track who signs via Track it Forward
- g. 2023 Budget – Wish List items
  - i. TABLED
- h. Board Member Roles and Responsibilities
  - i. Discussion and assignments created
- i. Celebration of PCF Completed Projects for the year
  - i. Reviewed communication to be sent to REMS families
- j. SAC Chair Present at PCF Board Meetings
  - i. Motion to open PCF board member seat to SAC Chair Representative made by Rachael, seconded by Ashley. All in favor, motion approved
- k. Website Update
  - i. Updates being created and modified by Rachael for upcoming summer and school year
- l. End of Year Survey
  - i. “What can we do to build crew” survey to be sent to families for event ideas for continued planning and building of Crew
- m. Open Meeting Forum
  - i. Opened discussion regarding want and need to create vision statement for PCF
  - ii. Kindie Breakfast tentative for June 14. Need for PCF representative to attend
- IX. Motion to adjourn made by Bri, seconded by Rachael. All in favor, motion approved

**Next Board Meeting: June 21, 2023 at 5pm via ZOOM**