



## **REA Board Meeting**

### **Minutes**

**August 16, 2016**

**4:15 p.m.**

#### **In Attendance:**

Deborah Lemmer, Amy Stuart, Elise Bratz, Melissa England, Becca Koster, Tiffany DeYoung, Brittnee Pierse and Katie Coyne

- I. Welcome  
Amy called the meeting to order at 4:27 pm.
- II. Parent Open Forum
- III. Volunteers Update  
Tiffany DeYoung discussed how volunteer hour tracking is difficult for both the parent community as well as for her with Google sheets. There is a great deal of time and manual effort involved. She receives numerous parent inquiries because parents cannot easily tell if they have logged their volunteer time. She also receives at least a few complaints bi-weekly from the parent community. Track It Forward ([www.trackitforward.com](http://www.trackitforward.com)) is suggested as an alternative. Cost is \$240 per year (with 20% discount) or \$25 per month for up to 300 volunteers. Website is secure. There is a mobile app. Existing hours can be transferred. Volunteers need to create an account; accounts creation is simple. Considering asking for one account per family unless both parents volunteer a lot and want to see their hours separately. A decision before Bootcamp would be ideal.
- IV. Principal's Report  
Teacher resignation resulted in 4/5 and 5/6 Discovery. Now have a Flex-Room. Some of grant money for innovative learning spaces was spent on the Flex-Room; there is a remainder.
- V. Officer Reports
  - a. President  
Staff appreciation is well on its way – good shape.  
Amy and Elise met to divide liaison responsibilities.  
Amy will liaise with the following: Back to School Carnival, Challenge Day, OLE, Family Fun Nights, Volunteer Coordinator, Crew Parents, Marketing/Communications, Gear Swap, Yearbook and Showcase Celebrations.  
Elise will liaise with the following: Life Is Art: Artist Edition, Life is Art, Book Fair,

Community Service Chair, Renaissance Running Club, Girls on the Run and Boys with Core.

Melissa will liaise with: Crew Wear, Staff Appreciation Month, Facebook, Crew Parents and Assistant Treasurer.

Becca will liaise with: Script Cards, Box Tops and Family Fun Nights.

b. Vice President

c. Treasurer

Melissa distributed a Financial Update reflecting the funds raised from the Back to School Carnival. Future expenses to consider are EL Conference in October 2016 the bus maintenance of \$10K after bootcamp. Scholarships for the 2016-2017 school year were awarded in Spring 2016 and funds need to be transferred from the Reserve. DCEF Chapter Dues will be allocated out of reserves on September 30.

d. Secretary

A motion to approve the May 17, 2016 Board Meeting minutes was made by electronic vote via email on August 16, 2016 by Becca Koster. Seconded by Melissa on August 17, 2016. Affirmative votes received by Deborah, Elise and Amy with the motion passing on August 17, 2016.

## VI. Event Update – Bootcamp – Katie Coyne and Brittnee Pierse

a. Bootcamp will be rebranded as “Challenge Day Fundraiser”

Lorena Perry, the Community Service Lead, will lead Community Service portion.

There will be two non-profit service projects, and students will be encouraged to participate in both: 1) Task Force Toiletry Kits and 2) Soles4Souls: Wearing Out Poverty.

### Challenge Day

Brittnee and Katie walked through what would stay the same:

- All School Kick-Off – Discussion about how it could be a component of the Beat if on a Wednesday that the Beat occurs.
- Voyage approved performance shirts for all students
- Using Invent-A-Site with PayPal to process donation payments. Still accepting cash and checks.

Katie and Brittnee walked through what would be different:

- Seeking sponsorships to pay for entire prize categories where the sponsor would be able to have their logo on a prize along with the Renaissance ELOB logo.
- New event and new event flag with new logo designed by Cortney Williams.

Brittnee discussed ideas what they considered and reviewed but ultimately didn't work for the event.

Next discussion centered on possibilities for this year's Challenge Day

- Airbound Colorado – a mobile high ropes course. Determined that due to timing and not knowing if children under 54 inches could participate that they would not proceed with this option.
- EPIC Sky Trek at the MAC – Determined that due to concerns about the logistics of shuttling students to and from the MAC all day, not certain if all the students would be able to participate during the 9-3 timeframe, the fact that they would still be open for business during the same time our students would be there, and having have the events at our school taking away from the community feel of the fall fundraiser, they would not proceed with this option.

- Challenge Run – Comprised of a 15 minute pep rally and students then run for 30 minutes around a 1/16<sup>th</sup> mile course. Discussed how it could be crew based, relay based, individual and parents would be invited to participate with additional registration fee (which would include a parent t-shirt). Discussion centered on how to ensure that the most children would be comfortable and excited to participate in this challenge.
- Sixty Second Challenge – “Minute to Win It” – Determined that the Challenge Day co-leads would move forward with this option for the September 30<sup>th</sup> event. Suggestions discussed included: each challenge could have a special sound to signal the end of the challenge, have music for the challenges, could have team challenges such as moving water from one bucket to another using sponges and using sheets and water balloons, end of the day could be all 6<sup>th</sup> graders with the entire school watching. All present reviewed and agreed on a logo. Amy provided Brittnee the name of the flag company - Feather Flag Nation. Melissa made sure that we discussed the need to adult sized t-shirts for those students who wear adult clothing. Deborah inquired about the need for a plan in case of inclement weather. Suggestions included using the cafeteria, gym and/or flex room, setting up pop-up tents, and having the event in all weather and adjusting or removing specific challenges as needed. Brittnee and Katie asked about the use of Ms. Chelsea’s space for community service. They will contact Ms. Chelsea to discuss.

#### VII. New Business

- a. Funding Request: Artwork for Hallways. Ms. Pam is requesting \$200 to enlarge photographs taken by students for display in the hallways. Ms. Kim’s students took photos at the end of the last year would like to be installed permanently in the halls. Deborah motioned to approve the \$200 funding request. Amy seconded motion. All in favor. None opposed.
- b. Volunteer Hours Log: The Volunteer Coordinator is proposing utilizing a new program for logging volunteer hours – Track it Forward.  
<https://www.trackitforward.com/>  
Discussion centered on how important it is for the volunteer community to easily track their volunteer hours and the opportunity to have accurate volunteer data. It is known that numerous volunteers don’t record their time accurately and some don’t record their volunteer time at all. Since the cost is based on the number of accounts, Amy will check with Tiffany to ensure account administration is simple and not time consuming. Then, a process will need to be put in place to disable accounts when a family no longer attends the school. Deborah stated that perhaps the account disabling could become part of the disenrollment process. Deborah motioned to allocate \$240 provided administration of accounts is straightforward. Elise seconded the motion. All in favor. None opposed.
- c. Parent Survey – Moved to new business for next meeting.

#### VIII. Old Business

- a. Back to School Carnival Report – Raised \$582.27, which is almost \$300 more than last year.
- b. Update on Leadership List - Lorena Perry is the Community Service lead. Dianne Simmons is the Family Fun Nights lead.
- c. Update on Life is Art – Need a new co-chair. Focusing on obtaining sponsorships pay for the band, the bar, teacher tickets, dessert table, etc. Sponsors will get: logo placement on the newsletter and REMS website, introduced at the event. Sponsors also have the option of putting together gift bags for the event. Jen asked Elise if the sponsors could get the LIA the attendee email list. Those

present discussed that it would need to be an opt-in on the form during sign-up so attendees would be able to consent to providing their email address to sponsors. Jen would also like for families and business to buy tables at Life is Art. The business of one REMS family, in particular, is willing to give \$3.5K to sponsor a table. The plan is to have 5 Family tables at \$500 for each table with 2 complimentary tickets per table. Business sponsored tables \$1000-\$3,500 with complimentary tickets varying in range from 3 to 8 depending upon amount. The event is still slated for Plum Creek; there will be a band, wine wall, live auction as in previous years. The food will consist of heavy hors d'oeuvres. Plum Creek requires use of their approved caterer. Jen has contacted Melissa about contract and deposit. The theme has been selected. Jen submitted a funding request to Staples. Jen found a website where you post what your school needs are and businesses determine if they will meet the needs; the name of the website was not recalled during the meeting. Jen asked if Melissa is able invoice the sponsors. Melissa will contact DCEF to determine if it is possible to invoice sponsors. Melissa stated that the sponsorship needs to be a donation. Ticket sales and registration lead from previous years will be stepping down. Melissa stated that Checkout will need to work closely with the new lead. LIA Save the Dates will be sent out after Fall Break. Budget is in line with the 2015-2016 school year Life is Art event.

d. School Funding Needs

- i. Adventure Education
- ii. Outdoor Learning Environment
- iii. Special Features for students: Guest Authors, Presentations, Performances
- iv. Professional Development Opportunities for Staff
- v. Transportation/Technology Support

IX. Committee Updates

- a. Family Fun Nights - The first Family Fun Night is at Chipotle August 23 from 5 to 9 pm. Chipotle give 50% of the proceeds to our school.

X. Adjournment

Elise motioned to adjourn at 6:35pm. Becca seconded the motion. All in favor. None opposed.