

September 10, 2015 PCO Business Meeting

Christy Fitzpatrick Burns read the mission statement.

Guest – Lisa Perry, Chief Development Officer, ECS.

Lisa explained that she is new to ECS and will be working with the Home office on a 3 year strategic plan for the school. She will be focusing on fundraising. During her first year she's spending a lot of her time listening, talking with parents, staff and community members and getting to know ECS's story.

Her goal is to have a fundraising plan in place by the end of the year. She will be sure to work with the PCO so they aren't overlapping efforts. She stated that they are moving forward with an annual report and they now have a database of donors from the past. If parents would like to meet with Lisa, please feel free to reach out to her via email - lisa.perry@ecspgh.org

Beth Lott announced that the **Blooming Bash** is taking a year off. There will be focus on the Lower School Beautification Project (formerly known as the playground project). Fundraising efforts will take place for that, but more to come as other parents are leading this fund raising.

Beth would like to push Big Burrito fundraising this year. ECS can apply to any of the Big Burrito restaurants and ECS would have their own area in the restaurant and take all of the profit. More information here: http://bigburrito.com/community/benefit_faq.pdf

Staff Coffee needs - Margaret is still working with the Home office on the need for cream and sugar for staff coffee. Due to budget cuts, the staff is in need of sugar and cream on a monthly basis. The cost is approximately \$460-\$600 for the school year. The PCO can buy the sugar/cream or provide the money. Christy mentioned that we could use the profit from last year's shoe fundraiser to pay for the sugar and cream. Margaret will continue to work with the Home office and parent volunteers who offered to look into purchasing the sugar and cream from Costco.

Mini Grants – electronic submissions. It was mentioned that mini grants have to be submitted electronically. If someone doesn't have access to a computer they could ask someone from the mini grant committee to submit the form for them.

Topic ideas for the first public forum- New this year – the PCO will host public forums for the parent community.

- PAAR
- The Counseling Team at ECS
- Any ideas, please send to Christy – parents@ecspco.org

Change in by-laws- the PCO reviewed changes to the by-laws and they will be approved at the next meeting.

PCO Treasurer – Kerry Fogarty has stepped down as she no longer has kids at ECS. If anyone is interested in filling the role of Treasurer please contact Christy at parents@ecspco.org.

Chair for Fundraising, hoagie sales, bake sale and Box Tops. Kerry was the Chair on these Committees and they all need to be filled. If anyone is interested in filling any of these roles please contact Christy. parents@ecspco.org

The group discussed a gift for Kerry for all of her hard work over the years. It was in agreement that Christy will purchase a gift card from Big Burrito to give to Kerry on behalf of the PCO.

Wall Calendar - the group discussed the wall calendar and possibly charging families for it (\$2 or \$3) to help set off the printing fees. Families can also “opt out” as many folks may not use it if they prefer an electronic calendar.

Open position - PCO Representative to the ECS Board of Trustees liaison – Molly Bennett served in this position in previous years but will be stepping down to become a Board member. The PCO representative will act as the voice of the PCO at Board of Trustees meetings and will report to the PCO regarding the decisions and outcomes of those meetings. Any interested parties can submit a letter to the PCO Chair at parents@ecspco.org by October 1, 2015. The PCO Executive Committee will vote to fill this position from the pool of interested applicants.

The PCO Representative on the Board of Trustees is expected to:

- attend two meetings each month (PCO and Board of Trustees meetings);
- submit a PCO report to the Board of Trustees monthly;
- provide the PCO with agenda, minutes and other public documents from the Board of Trustees meetings;
- commit to this role for two years;
- fulfill the Board of Trustees' membership requirements.