

## **PCO Steering Committee Meeting Feb. 15, 2018**

### **Year-End Staff Appreciation Gift**

We discussed gift ideas drawn from a survey of Lower and Upper School teachers, including: updating water fountains and adding outside fountains (Michelle Landau will find out how much fountains are) and sprucing up staff lounges (the Upper School lounge would benefit from a microwave, toaster oven, silverware, curtains, and sofa; a little TLC would help improve the Lower School lounge). A rubric for the year-end gift would help us assess the feasibility of a couch for the Upper School lounge. The committee will move forward by coming up with a budget for the steering committee (Katie Lockley could give a number/amount on this).

### **Fundraising**

Reviewing our current budget and our year-end goal of being in the black by at least \$12,000, Jill Farrington raised the possibility of needing another fundraiser. In coordination with the Boxtop Committee and school administrators, Anna Scheid will organize a boxtop challenge to boost participation before the next deadline. We suggested that the grade level with the most boxtops would get a dress-down day (or an incentive similar to that for the food drive). In discussing if reminders would be helpful, we considered how we might send reminders without overloading email accounts, through room parents or an alternative method. Shop with Scrip was also suggested as a possible fundraiser.

### **Mini-grants**

Michelle discussed a request from September that fell through the cracks of our email system. The school nurse has requested a mini-grant of \$500 for a health fair offering screenings and self-care workshops for staff. Mandy Cribbs will provide an additional \$350. The committee will go ahead with the approval of this mini-grant. The committee will receive a new batch of applications by Feb. 23 and will send recommendations to the steering committee. We'll vote by email.

### **Legacy project**

We briefly discussed the 8th grade legacy project, for which the PCO gifts \$1,000 yearly. The application form has been updated.

### **Membership**

We confirmed the addition of three new members to the Steering Committee: Maggie Broderick, Michelle Landau, and Anna Scheid. Leslie Aronson was appointed chair, and Jill Farrington will serve as co-chair (or another agreed-upon title).

### **Helping Hands Fund**

A request for funds was directed to the Helping Hands Fund, which the PCO will replenish when necessary. We would also like to check with the Home Office on the status of the general Angel Fund.

### **Logo**

A majority of members preferred logos #1 and #4. Leslie will request more polished sketches from the designers.

**Upcoming PCO Meetings**

For the April PCO meeting, we discussed inviting Ryan Klingensmith of Shape the Sky to lead a workshop on kids and smartphones/social technology. The cost would be \$500 plus gas for mileage. April 26 is a possible date, but we will look into other dates. The program Wait Til 8 (no internet connected phone device until 8th grade) was also discussed.

**Strategic Plan**

We tabled discussion of the strategic plan until the next meeting (March 8, 2018 at 6:30 pm).