

ECS PCO Steering Committee Agenda
August 29, 2019
6:30 PM

I. Welcome and Introductions (Anna 10 minutes)

- Returning members: Anna, Michelle, Jill, Paulina, Lauren, and Beth.
- New members: Shaunna, Sade, and Clifford.

II. Budget Discussion (Jill 15 mn)

- **Main change** – using Square instead of PayPal now. Square deposits money daily. It's too cumbersome to separate out what money is coming in from where on a daily basis, so Jill will only do that once an event is done, then apply the correct amounts to item lines in the budget.
- **First issue** - Jill met with Michelle Resnick and Charlie Orr in August. They asked to eliminate the \$75/teacher classroom fund, as the school already doubled the amount they were giving to teachers. They asked that the money instead be used for either new books (~290 books/grade level), planters at the middle school, or buses for field trips (1 bus/trip/grade). Principals at each school have expressed need for books. Would end up being \$35k total for all schools (PCO doesn't have the funds for that).
- **Second issue** – The last Blooming Bash raised money for the specialist fund. Last year, it funded new gym equipment, new speakers, art supplies, etc. There is \$577 left over from last year's specialist fund. Michelle and Charlie want that money to offset the cost of the gaga pit (which is already paid for), or we can roll it into this year's specialist fund. This would mean the fund goes from \$350 -> \$400 per special, which would be nice for Spanish, as it's a new special and didn't get to use the fund last year.
- The schools already added more funds for field trip buses so that each class can take 2/year. Seems like there isn't a need to provide more buses for field trips. There is ~\$1500 in scholastic dollars raised from the last book sale that the school can use for books. Vicky Shay supposedly has the scholastic dollars and was working on organizing what books were needed. There is supposed to be an Amazon wish list of books for each school. If we use the teacher classroom fund for books, maybe give the money to Vicky so she can coordinate the whole thing. Maybe the PCO should sponsor a book drive.
- Jill will touch base w/ Vicky and send out emails about the 2 issues for a vote.

III. Report of Anna's meeting w/ Jon M.

- **First issue** – Jon wants to give the PCO a bulletin board in each building. This would be a dedicated board for PCO activities. Do we think it would be helpful and do we have volunteers to manage it?
- **Second** – Jon's big wish item is planters. He wants a beautification of all the schools. He wants the big permanent planters that will last forever. PCO would need to purchase and maintain them. Garfield and Highland Park have garden clubs that assist with maintaining planters. It's possible they could maintain ECS's planters if we purchase them. Need to think about fundraising money for planters.
- **Third** – Jon asked if PCO could pay for seasonal decorations and find volunteers to decorate the front halls of each school to make it festive fall all the seasons/holidays. If PCO did this, it should only be a one-time large purchase of decorations, but issue is where to store them. PCO storage areas are still not set. An idea was perhaps we could have door decorating contests to get the students involved. Or perhaps the scouts or different clubs would want to do this – possibly sponsor a season each. They could apply for mini grants to purchase decorations.

IV. Recruitment, Newly Filled, and Open Committee Chair Positions (Anna 35 mn)

A. Constitution of a Nominating Committee

- New structure was voted in MSY
- Need 3 people on the nominating committee to get people to join steering. This is an ad hoc, temp committee. Only needed when we have open positions that need to be filled. Beth Lott was nominated to be on the committee.

B. Listing of positions

- Reiterated the purpose and job duties of the chair positions. They are the liaison that coordinates things that fall under that section, not the actual organizers of what occurs under each section. So example - when volunteers need money, they would go to the Volunteer chair, and the chair then goes to PCO. Speaking of money, the home office set a strict policy this year for purchase orders of \$500, they need to be pre-approved.

Chair (Anna)

Vice Chairs

- The principals would all like to have one person be the contact person for each school. These vice chairs will fill that, so these positions are important. Vice chair job is largely to have regular meetings with administration (principals/vice principals) to communicate PCO needs and relay what is needed at the school level back to PCO. The Principals want to get rid of

grade reps, but PCO hasn't discussed that. Grade reps needs to be put on next agenda. There are usually 1-2 grade reps per grade.

Primary – Michelle is willing to take on this position if needed.

Intermediate – Lauren is willing to take on this position temporarily.

Middle (Gina)

Secretary (Stephanie?) – Anna will contact her to see if she is able to come regularly to meetings.

Treasurer (Jill)

Communications (Shaunna) – she is the point person for anything communication related. She needs someone to email her a list of contacts. She will handle all the newsletters.

Community Support – They work with mini grants, staff appreciation, etc. Michelle and Erika seem like perfect candidates for this chair position. Michelle is willing to do it, unless Erika will. Anna will contact Erika to see if she will.

Events – This is for non-fundraising events. For example, when there is a scavenger hunt or movie night, the people organizing the event will report to the chair about what they need (money/space) and the chair will relay that to PCO. The chair is not expected to organize the events themselves.

Fundraising (Beth and Lauren)

Volunteering – Beth Lott is a great volunteer coordinator, but she does not want to be on the steering committee. Someone needs to have regular meeting with Beth. The volunteering chair will be the liaison between Beth and PCO.

Board Representative – The board rep will go to board meeting and PCO meetings. New this year, the board rep will not vote at the board meetings, but will vote at PCO ones. The board rep will inform the PCO about what is happening at the board level.

At large 1, 2, 3 – members without a specific chair role. We cannot have more than 3 at large members.

IV. Fall Fest

- Possible dates are October 4 or 5 at the Intermediate School. Discussion about whether Friday night or Sat night would be better.
- There is no budget for it. The permits alone would be \$475-\$575. \$750 for carnival games, face painters \$200, prizes \$100. Will need to purchase food to sell (hot dogs or pizza, popcorn, hot chocolate, apple cider). Estimate \$1500 needed. Even with selling food, we wouldn't raise enough to cover the event. There will also be no pumpkins as there is a pumpkin shortage this year (lack of rain) so the farm that was going to donate pumpkins can no longer do it.
- Need to figure out where the money for this will be coming from, but probably not from the Blooming Bash, as funds from that are all accounted for. The Blooming Bash is the only thing that will get us out of the hole this year. There is an expected loss of \$1300 in the budget, even after accounting for an expected \$15k made from the Bash. We have \$33k in cash in the budget.

- Idea of having the pancake breakfast (which is already pushed to October) replace the fall fest. Make the breakfast a middle school open house and ask for donations instead of set price for the pancakes. Should make more with open ended donation amounts than set pancake price.
- Perhaps make fall fest just a movie night.
- The uniform resale and bake sale made \$900 last year at fall fest, but those amounts are counted as their own fundraiser, so can't be applied to offset fall fest costs. Victoria Fischer is the coordinator of the bake sales, she also coordinates room parents. Will need to contact her if organizing a bake sale for fall fest.
- Previous years fall fests only cost \$200 in the budget. Will need to figure out how that amount was so low.

V. Upcoming Activities Fair – September 11th (Anna 20 mn)

- Beth Lott is coordinating the volunteer stuff. Anna will liaise with Beth.
- Need to contact Aaron Coleman, Kristan Abeshouse, Girl & Boy Scouts, Music, Ms. Purdue, etc. for activities part of the fair.
- Need to recruit parent ambassadors if the school is looking for parent volunteers.
- Jill will organize a raffle to entice people to come to the fair.
- Shaunna will advertise the fair on the PCO website and Facebook page.

VI. Additional announcements and introduction of new business (All 10 mn)

- The PCO Pulse has over 300 sign ups. We should get room parents to send out communications encouraging parents to subscribe to the newsletter.
- Next PCO steering committee meeting is October 3rd at 6:30 pm.