

ECS PCO Steering Committee Meeting Agenda
 October 3, 2019
 6:30 - ~8:30 PM

| TOPIC | POINT PERSON | ESTIMATED TIME |
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| 1. Introduction to the meeting and new members | Anna | 8 minutes |
| <p>Returning members:</p> <ul style="list-style-type: none"> • Anna – Chair • Erika – Co Chair Staff Appreciation, Community Support • Beth – Co-Chair Fundraising • Marla – Stepping down, will help with transitions • Shaunna – Communications Coordinator/Newsletter • Michelle – Co-Chair Mini-grants, Vice Chair Primary School • Jill – Treasurer • Paulina – Secretary • Julie – Chair Grade Reps • Lauren – Co-Chair Fundraising <p>New Members:</p> <ul style="list-style-type: none"> • Selena – Co-Chair Staff Appreciation • Latasha – Vice Chair Intermediate School • Gina – Vice Chair Middle School • Kevin – At large member | | |
| 2. Room parent party kits; see attached email from Vicki Fisher below | Anna | 5 minutes |
| <p>Party kits are currently in classrooms, but missing pieces. Plus, there are new classrooms this year. Party kits contain rewashable plates and cups in a large rubber tub for storage. They adhere to ECS’s mission of sustainability. We decided we should keep the party kits – replace the ones that are missing and purchase new kits for the 8 new classrooms. The cost for the kits could potentially come out of the \$75 room parent fund or if the Blooming Bash does well this year, the kits could be funded by that.</p> | | |
| 3. Specialist fund application discussion and vote | Jill | 5 minutes |
| <p>Aaron Coleman requested money to rent space for basketball tryouts. It scored a 17/25. Questions of whether this is a good use of funds remains. Budget is \$323/specialist fund. The rental is close to the middle school, and is applicable for his special. It may be possible to get donated space from the JCC or perhaps the Boys and Girls Club. Will reach out to Aaron to see if he’s willing to hold tryouts somewhere else and save the funds for other purposes. After discussion of whether the rental space is an appropriate use of funds, the committee approved it, pending other available options for space. Update: He has decided to hold off on using the specialist fund now and will reapply later for uniforms.</p> | | |

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| 4. Mini-grants report and vote | Michelle | 12 minutes |
| <p>Budget is \$10k for the year, ~\$2.5k each for 4 rounds. This round was popular, shy of \$3800 requests for funds. All projects scored well.</p> <ol style="list-style-type: none"> 1. Stars of hope – Veterans Day project requested by the counselors. They want to purchase “box of hope” kits, which has supplies to make and ship wooden stars to veterans, but boxes only have supplies for a 45 students. Mini-grants committee (MGC) recommended funding \$150 of the request and encourage them to purchase regular craft supplies so more students can complete the project. 2. Flexible seating for 4A – MGC says to fully fund. 3. Full sound subwoofer for music events requested by Mr. R. He was approved for 3 mini grants last year. As this is application is not critical/time sensitive, whereas others are, MGC recommends holding off and asking him to reapply during another round. 4. Parent resource center in middle school. One request was for a magazine subscription, but MGC does not recommend funding that aspect of the application (how would the subscription be paid for long term? There may be free subscription services available). MGC does want to partially fund this application for the other components requested. 5. Grief t-shirts – They are asking \$280. MGC recommends funding \$220. 6, 7, and 8. Books, books, books. Typically, MGC doesn’t want to use a disproportionate part of the budget on books, but the message this year is the school really needs them. MGC recommends fully funding books requested for 6th, 8th, and Kindergarten. 9. Speed stacking cups. Requested by middle school PE. The cups pack up well, are easy to store, and provide another activity for kids when they are stuck indoors. Fully fund. <p>In total, all applications funded except the subwoofer. The steering committee approved the MGC’s funding recommendations. Some ideas to offset need for mini grants in the future – send email blast to parents asking for donations of supplies such as the subwoofer or books. There are also teacher grants available from outside organizations specifically for teacher classroom needs.</p> | | |
| 5. Game Night | Jill | 7 minutes |
| <p>The Game Right company has educational board games. They have a fundraising program – sell their board games at game night, and ECS gets 50% of the profit. The games are priced at \$15-\$20 and we would need volunteers to manage the games (people can play them, and then buy them). Perhaps teachers could make a wish list for games, and parents can buy to donate instead of keep. It may be better to resell gently used games (from garage sales or donated) in order to keep 100% of the profit, and it would fit in line with ECS’s mission of reuse. Game night is a free community event, so there are concerns about making part of it a fundraiser. Parents might not be expecting to spend money, but kids could end up begging for a new game. Consensus is to keep it as a regular game night – no sales. We need more games for game night, so will need to advertise for game donations.</p> | | |
| 6. Business meeting topics and report of meeting with Vanessa Veltre (school counselor) | Jill and Anna | 8 minutes |
| <p>Discussed helping hands money and best use for it. They also wanted to discuss counseling topics (handling anxiety, etc.) at PCO business meetings. We moved away from topic-based PCO meetings this year and only have business ones, so this may not be the best place</p> | | |

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| to discuss these issues. Perhaps they can make YouTube videos, mini TED talks on facebook, etc. so there would be more access for all parents (as not that many parents attend PCO meetings). Jill & Anna will follow up. | | |
| 7. PCO Committee directory | Shaunna | 5 minutes |
| <p>We have already sent out 4 newsletters. The next one will include Fall Festival, so need to take photos and give a small recap of it. Lots of people are clicking through the newsletter, and there are more subscribers.</p> <p>One thing that needs to be advertised in the newsletter is the transportation page on Facebook. Ashely has been posting bus updates there and not on the ECS site, so some parents who didn't know about the transportation page were left out of the bus updates. We also need more monitors for the page. There is a parent currently looking into whether there is an app for the buses that shows live updates of where the bus is.</p> <p>Shaunna is also creating an email directory where every committee will have a dedicated email. That means there will be a generic email for every aspect of pco (ex. 2Aroomparents@ecspco.org). There will also be a repository for yearbook photos.</p> | | |
| 8. Staff appreciation report | Erika | 15 minutes |
| <ul style="list-style-type: none"> • Already got things for national janitorial day. • Chelsea Young is the head of the social committee for teachers. They have a holiday part and end of year party each year. Last year, we gave them GC for the parties. We offered to do gift cards again (\$200) this year. We also gave ECS t-shirts, but Charlie Orr already bought them this year. • We will be doing Halloween treats – gloves stuffed with treats – for teachers and staff (55 primary/intermediate, 40 middle school, and 20 home office staff. Some float at all schools. That is a lot of gloves). • Beth Lott said assistant principals are asking for money for the staff lounge and to supplement their coffee supply. We can ask local coffee shops (Zeke's) if we can get a deal. • The national Staff Appreciation week is the same week as standardized testing this year. Will need to figure out a new week to do staff appreciation. | | |
| 9. Hoagie sale | Beth | 5 minutes |
| <p>Hoagies are \$9 each, we get \$4.25. There is a delivery fee of \$10. 4 types: ham & cheese, turkey & cheese, Italian, and provolone. Delivery time options are 9-10am or after 2pm. We should go with the morning delivery because we need time to sort out the orders, and teachers can buy them for lunch. Will be delivered on Halloween, so families don't need to cook that night before trick-or-treat. Hoagies will be kept in coolers until dismissal, when they will be sent home with kids on the bus.</p> | | |
| 10. Fall Fest report | Beth | 15 minutes |
| <p>The original pizza place increased their quote – now \$159.92 for 15 ten cut pizzas (150 slices). New pizza place can do \$246.78 for 15 sixteen cut pizzas (240 slices), and their pizzas are larger. Agreed to go with new pizza place - increased pizza cost was approved by the committee.</p> | | |
| 11. Grade reps and VCs | Julie and Anna | 25 minutes |
| <p>Grade reps is a group of parents (at least 1 per grade) that meets with administration to discuss trending issues/concerns about the school. Their monthly meetings would discuss questions asked by parents and resolutions. With the new school system, administration wants to remove grade reps, as each school has different issues, and wants to just have 1</p> | | |

building rep to talk about issues and let them know what the principals need. This sounds like it will be a one way communication (principals letting PCO know what they want, but not parents letting principals know their issues). PCO decided last year we would have 1 vice chair per school, but it was not so that grade reps would be disbanded. The idea of the vice chair was to bring principal needs to the PCO. However, if grade reps is gone, there would be no one bringing parent needs to the principal, unless the vice chair ends up being the point person for bringing these issues to the principal. There could be concern that only one person (the vice chair) would have the ear of the principal. Not sure all parents would be comfortable with that. A remedy to this would be having the principals attend the PCO meetings, as there would then be another avenue to meet and discuss issues with the principal. At other schools, principals attend PTA meetings. Another idea is to keep grade reps, and have the vice chair meet with grade reps before meeting with the principal (becomes a liaison between grade reps and the principals). Or principals could have set office hours for parents to meet with them. Anna will talk to the principals to see what they think about these ideas.

One important thing brought up is that the role of the PCO isn't really to bring parent issues to the principal. We should really encourage parents to talk directly to the principal or teacher if they have issues.

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| 12. Blooming Bash report | Lauren and Beth | 15 minutes |
| <p>Will be held at Union Project, Sat. night 3/21/20. Mr. R will do music. Mad Mex will cater. Will have some silent auctions (ex. Day with the mayor). Will look into having an online auction for those that can't attend (possibly use ebay). Will have \$250 game of chance lottery. Theme is: Bloom where you are planted. Other raffles/auctions such as buying stuff for a direct school cause (pizza party for a grade, mini grant, whiteboards, etc.) could be an option for parents who don't want to buy things for themselves.</p> | | |
| 13. Check in with new members and official vote | Anna | 5 minutes |
| <p>Officially voted in Kevin as an At Large Member, Selena as an At Large Member, Latasha as the Vice Chair Intermediate School, Gina as the Vice Chair Middle School, and Paulina as the Secretary. Anna will continue as Chair and Jill as Treasurer.</p> | | |