

MINUTES

Sherwood Elementary PSO

August 22th, 2017

6:45 – 8:45 P.M.

Board Members In attendance: Leslie Wilke, Co-President; Suzanne Bridgeford-Campbell, Co-President; Vanessa Knowles, VP of Fundraising; Sarah Lewis, Co-VP of Volunteers; Melissa Johansson, VP Hospitality; Molly Spellman, Co-Treasurer; Lauren Timpe, VP of Communications; Kristin Haverlock, Former VP of Communications

Not present: Carrie Hulbert, VP of Events; Liz Morgan, Co-VP of Volunteers; Jessica Allende, Co-Treasurer, Kelly Jain, VP of Family & Community Relations; Diana Gray, Auditor

Welcome

Leslie/Suzanne

Board Overview

Leslie/All

- Mission
We are committed to making the school a better place to learn; providing enrichment opportunities for all children; building school community; and influencing legislature on behalf of all children.
- Meeting cadence – we will have 4 General Meetings in the year and the PSO will meet on a monthly basis. We will circulate doodle for best meeting night and target the last 2 weeks of the month. The discussion led to how we can get more people to attend the General PSO. We had a suggestion that one of us should attend the Back to School Teachers Breakfast to ask for their support in spreading the word about PSO activities.
- Open Committee Roles – Family Dance, Movie Night are still open – Liz and Sarah will be working to find chairs at the back to school coffee event. Please let them know if you can think of other roles to fill.
- Volunteer time – we'd like everyone on the PSO to go to at least one PSO sponsored school event throughout the year
- Voting process – a Quorum is one president, one treasurer and a majority of the remaining elected officers. Voting at the meetings will work this way - sometimes there will be financial requests that are urgent. If above \$100 we may vote via email to make this process fluid.

Board Bios & Email

Leslie

Please get us your updated bios and photos so Leslie can get the board members updated before the calendar year begins for this school year.

Review Month to Month Planning

All

Carrie will be working to confirm event dates for the year – most are tentative and pending.

Here is what we have right now:

Playground Cleanup this Saturday

Jump Start – Suzanne will present background on PSO on Friday morning

Barbeque coming up – **we will move the date to Thursday the 31st**. Melissa is not available on Wednesday as there is a school conflict that evening which will also effect 2 classrooms and other teachers.

Welcome back coffee – First day of school 9/6 from 9a.m. – 10a.m. – **we'd like all board members that can be in attendance and to bring something if they can.** Can anyone think of a good way to identify ourselves as PSO? We settled on simple name tags.
Melissa has the Back to School breakfast handled for the teachers on the 30th.
TBD date for Curriculum Night

Parent Portal/Directory

Liz

Liz is working to finalize the parent portal through a new format in google docs. We hope to have this ready to share at the beginning of school. Please look at her link and give any feedback to Liz as this is a new format and we want to anticipate questions from the community. Our plan is to create a new googledoc each year based on input we receive. This is our best way to know that the data is current.

Budget

Leslie

We are not prepared to discuss this tonight. We will have a formal budget meeting after the Walkathon results to confirm our operating budget for the new school year.

Playground/Recess Enrichment

Suzanne

Now that we have Gaga Ball finalized, we would like to continue the momentum for considering our options to make the playground more interesting. Suzanne shared a sample survey monkey she'd like to send out to the community linked through the newsletter and website. We will encourage parents, teachers and children to fill it out. Suzanne would like to establish a committee to work on future playground enhancements that we could establish. At this early stage we will solicit feedback of what people would like to see. A committee to start isn't necessary but it would be nice to see what talents we have in the community and what feedback we have to address projects for all interests.

Upcoming Events

- School Clean-Up 8/26 **Suzanne**
- Back to School BBQ, 8/28, 29, or 30 **Melissa**
- Welcome Back Coffee Wed, 9/6 **Melissa / Sarah**
- Walkathon 10/13

Most of our fundraising is raised through the walkathon. This year the event they will work towards will be Art in lieu of the 2 day Pacific Science event. We discussed if the PSO would be able to pick up the cost of the pacific science activities but it is \$3,000 and that is likely more than we are comfortable to spend. We can discuss later this year once budget is set if there is strong interest.

Comfort Kits

Melissa

550 copies for the order forms will be going out in backpacks on the first date – They will be due on September 15. **Melissa would like someone to shadow her** next year to take over Comfort Kits. We discussed that they have been

Movie License Renewal

Vanessa

We will renew the movie license this year and we'd like to get as many movies in as possible so to recoup the cost for keeping the license up. We would like the movie committee chair to help with the movie selection but would like to be informed of the choice ahead of time. All of us enjoy working the event but there are a lot of details and we hope to find someone who would handle this consistently.

Handouts to Update:

- Upcoming Events/Portal
- Calendar
- Comfort kits order form

Vanessa
Carrie
Melissa

Amazon Smile

We discussed moving back to Amazon Smile – We will follow up and ask Carrie or Jessica what is needed to be done to move this over.

Photo Use Permission

Permission forms for photo use in newsletter or the PSO website. – We'd like to have more personal photos on the newsletter to get more attention but we'd need to find the children and confirm they have parent permission to use the photos. We will hold for now and discuss with Christi what the school policy is.

Watch Dogs

We've had this recommended as a great program for men to get more involved in the community through volunteering at recess or other school activities. Dad's would sign up for their scheduled event and they would work a variety of roles such as office, gym, ground patrol or whatever was needed. This could be a nice add for recess enrichment ideas.

First Newsletter

Lauren is working with Kristin and will have a newsletter posted this week informing the community of the new BBQ date, the

Next PSO Board Meeting: Propose within last two weeks of September

General Meeting: Propose 9/28