

# Sherwood Elementary PSO

October 23<sup>rd</sup>, 2017

Meeting starts at 7:05pm, meeting ends at 9:05pm

## **Board members in attendance:**

Leslie Wilke, Co-President; Suzanne Bridgeford-Campbell, Co-President; Vanessa Knowles, VP of Fundraising; Jessica Allende, Co-Treasurer; Heather Alschuler, Secretary; Katie Shook, Assistant Principal; Melissa Johansson, VP Hospitality; Molly Spellman, Co-Treasurer; Kelly Oliver, VP of Fundraising

## **Not in attendance:**

Liz Morgan, Co-VP of Volunteers; Lauren Timpe, VP of Communications; Carrie Hulbert, VP of Events; Kelly Jain, VP of Family & Community Relations; Christi Kessler, Principal; Sarah Lewis, Co-VP of Volunteers; Diana Gray, Auditor

## **Welcome**

Melissa Johansson moved to approve minutes from September PSO meeting, and Suzanne seconded. Minutes were approved.

**Leslie/Suzanne**

## **Calendar/Events**

Dates for PSO events for the 2017/18 school year are set, with the exception of the talent show and skate night. All dates can be found on the school calendar located on the Sherwood website (not the PSO site).

**Suzanne**

## **Walkathon**

Walkathon 2017 wrapped up and was a success. As of right now the numbers we have in show we raised \$32,000+. This number does not include pay pal or matching gifts. It is projected that the final total will be around \$33,000. This is better than previous years in recent memory. However, money raised per student is most likely down a little, since we have so many more students this year. Costs of the event did increase from previous years, totals have yet to be calculated.

Walkathon committee and DJ thank yous still need to go out. Leslie will take care of sending them out before the budget meeting in two weeks. Looking ahead for next year, we can publically acknowledge the volunteers during the walkathon assembly by including one slide with their names listed.

**Vanessa/Jessica**

Side note: Melissa has been taking care of thank you cards and has sent out cards for volunteers who helped with back to school coffee, and vision and hearing testing.

## **School Kids - school supply fundraiser**

PSO organized, back to school supplies was successful. Approximately 15 students per grade ordered supplies through School Kids. We ended up receiving over \$2000. This was a higher percent of sales than we originally thought we would receive due to an error that School Kids made and corrected by a larger cut of the profits. The money raised from this is earmarked for the front office/ used at Joni's discursion.

**Jessica**

### **Budget Planning**

**Jessica**

Budget meeting will be on November 5<sup>th</sup> and attended by the presidents, treasures and principal. The new permanent budget line items that have been added to the current budget are:

- Water for the portable classrooms
- 5<sup>th</sup> grade trip to Olympia (separate from field trips)
- 6<sup>th</sup> grade musical expenses
- PE recess fund

### **Playground**

**Suzanne**

The Playground survey that is circling still needs more feedback. Final feedback needs to be received by November 5<sup>th</sup>. We need to continue to ask parents, teachers and recess teachers to provide their feedback. We need to ask Joni to send out a reminder to the teachers to fill it out. Lauren can also include the survey in the next PSO mailing.

At this point, some ideas for recess purchases have included:

- A Rock River
- Large Chess set (approx. \$500/set) – concerns expressed is that they would be cumbersome to store and maintain, and only two people can play at a time
- Board games that can be checked out for recess
- Large boulders/climbing objects
- Obstacle course
- Sandbox/Digging area – Katie mentioned that the kids are very into digging and have been digging in the sand by the trees. We need a sand area/pit that is away from the trees. Potentially with a cover and put it in the north end of the field. District would have to approve it.

Watch Dogs is a program that continually comes up on the playground survey and discussion. Watch Dogs is a program that brings fathers into the school and outside for recess to help lead some organized games and sports. We would not necessarily have to run an official Watch Dogs program, but could coordinate having male volunteers come and help organize games at lunch/recess. This sort of program would need a committee chair to set up and organize.

### **Principal's Report**

**Katie Shook**

Recess. An email went out from Mrs. Kessler last week outlining some concerns, guidelines and rules regarding recess. The recess teachers are concerned about the students' safety due to the large numbers of students, the very limited space and the overall roughness that the students are playing with each other. We discussed some ideas of how we can bring additional help to recess. The idea of having other people/groups into the school to run organized activities/games to provide some additional supervised activity for the students seems to be one solution to the situation.

Some ideas of how to get additional recess support include:

- High school students could come in and help with late recess. The high school students would volunteer at second recess to receive community service credit. Vanessa is going to look into getting high school students to come to Sherwood once per week during primary and secondary second recess.
- Katie/administration has been talking with the YMCA about some options for more organized activities at recess.

- Heather will speak to some Seattle based youth sport and fitness nonprofits that may be able to bring some new activities/sports on a demo basis throughout the year. Ex. erg ed, first tee, etc.
- We could use some of the games and equipment from Move 60 during recess, if we had a volunteer to supervise/manage it.

Recess volunteers only need to come in for one recess (morning or afternoon) and for just primary and secondary (not kindergarten).

Recess times -

11:45-12:10 Kinder

12:15-12:45 Primary 1-3

12:45-1:15 Secondary 4-6

2:15 – 2:45 Kinder

2:45-3:15 Primary 1-3

3:15-3:45 Secondary 4-6

Suzanne is going to attend the monthly recess teacher meeting in November, (Wednesdays 9:40-10:00) to see what their prospective is and to find out what they feel that needs are during recess.

### **Holiday Wreath Order**

**Vanessa**

With the holiday greenery orders we just found out that we will need to pay sales tax on the purchase of the merchandise, unless we apply for a resale permit (and potentially business license). Molly is going to look into this Wednesday 10/25 and confirm with Vanessa, whether or not we need a business license) .

With the sale of the wreaths, all proceeds will go towards the “giving mittens” program. The “Giving Mittens program will help assist families from our school, Sherwood, who need assistance with food, gifts and other costs around the holiday season.

We need to send the fliers home by Friday, Oct 27<sup>th</sup> and have them due back next Thursday or Friday (November 2<sup>rd</sup> or 3<sup>rd</sup>), since the order is due by November 7<sup>th</sup>. If we wanted delivery before Thanksgiving, we would have to have the order in by Nov 1<sup>st</sup>. A cover sheet will be put together by Vanessa to send out with the fliers going out later this week. Leslie can help Vanessa with stapling, and Melissa will send Vanessa some wording on the description of the ‘Giving Mitten’ program.

Will have to order bulk numbers of each item, therefore we will have some extra and will try to sell the extras at Craft night. Orders can also be picked up at craft night as well.

### **Art Walk**

**Leslie**

The Walkathon committee determined that we are going to do an “artist in residence” program with some of the funds raised this year. An artist in residence program will bring in an artist to the school to do an art project with each class. These projects will then be displayed during an ‘Art Walk’ evening at the school. There needs to be a chair to help with the Art Walk and Artist in Residence. The chair will talk with the district to coordinate the artist in residence schedule and projects. The timing of this should be the Edmonds Arts Show (Father’s Day weekend) so the best of each class can be highlighted at the community student Art Show. Mrs. Mindt is the staff contact person on this project and has a connection to people at the district.

### **Comfort Kits**

**Melissa**

The kits will be kept as individual kits, as they were advertised as this for this year. Starting next fall, we will change the kits into class sets as previously discussed at the last PSO meeting. This

will be the last year that Melissa heads the comfort kit project and distribution. We may want to look into revamping what is included in the kits for next year, by reaching out to the Red Cross or other disaster preparation organization.

**Teacher Retiring**

**Suzanne**

We have four teachers retiring this year - Theresa Hilde, Rondi Murdock, Jodi Rempel, Nancy Keating. Melissa is going to look into what has been done in the past and we can discuss at the next meeting what the PSO would like to do to honor these teachers. We may potentially want to do something with the school.

Next PSO board meeting proposed November 27-29