**PARENT GROUP AGENDA**

**Tuesday, September 11, 2018 6:00 p.m. CVM IMC**

**Meeting called to Order by Sarah Aiken-Felling at 6:01pm.**

1. **Roll Call (Informal) :**

*Attended:* Melissa Gargulak, Jane Christianson, Brittany Hattrem, Sarah Aiken-Felling, Sarah Szymanski, Amy Daw, Courtney Worley, Erica Zerr, Rebekah Ulwelling, Abby Reilly, Mindy Braun. Parents: Charlotte Campos and Leah Shenk

*Absent:* Todd Johnson

1. **Approval of August Minutes**

Motion to approve August minutes was done by Aby Reilly; motioned seconded by Rebekah Ulwelling. All members approved the August minutes.

1. **Principal’s Report - Todd (absent, emailed report)**
2. Construction is in the final stages. Here are some items that need to be finished:
3. Trim around the roof
4. Fencing
5. A little cement workDoor openers on the office
6. Cabinets and furniture in the office
7. One counter top in a classroom
8. A couple windows are backordered

B) The school is off to a wonderful start due to the hard work by staff, parents, and Buildings and Grounds

**4. Partnership Coordinator Report – Jane**

1. Volunteer paperwork is coming in and there may be a delay on approvals due to numbers that come in the beginning of the year.
2. Volunteer Orientation discussed. Information and details TBD.
3. Logowear coming soon. Jane needs to communicate with Todd about what can be done/district policy.
4. **Teacher/Support Staff Report -Courtney and Amy**
5. Important Dates:

September 17-Vision Screening for 5K, 2nd, and 4th grade in the am

September 18-Beaver Creek Field Trip for 2nd graders (district sponsored)

September 21- hearing screening for 5k and 1st grade in the pm

September 28- Lifetouch Picture Day in the am

October 1- Governance Board Meeting

October 2-Parent Education Night 6:30-8:00

1. **Safe Technology Usage Idea- Erica**                                 (10 minutes)
2. Mr. Aaron is open to having a presentation (school versus district-wide) on parental controls, healthy use, conversation tips with kids around the holidays as an educational session for parents. Date and location TBD.
3. **Treasurer Report – Melissa**                                          (10 minutes)
4. Not much income/expenses yet for this time of year.
5. Some teachers didn’t use their money from last year and budget was changed to reflect this.
6. Discussion about getting PayPal account set up for Parent Group. Motion to accept this proposal by Abby Reilly; seconded Melissa Gargulak. All members approved.
7. See attached documents for full report.
8. **Committee Reports**
9. Fundraising: Abby                                          (5-10 minutes)
10. Footslog updates: Fleet Feet will be doing the shirts; color ideas discussed, new reusable signs were made for advertising, sponsorships and registrations starting to come in.
11. Next meeting: stuff bags: This was set for 5pm on Oct 9.
12. Mallternative Date: Set for November 17. Discussed new option of student booths that are smaller in size and offered at a discount. Committee liked the idea.
13. Family Events: Brittany                                 (5 minutes)
14. Culver’s night: October 15 from 4-7 and May 6 from 4-7
15. Volunteer Coordinator: Bekah                          (5 minutes)
16. Sign-ups from Back to school picnic and signing day
17. Volunteers needed for Harvest Festival and Footslog
18. Garden Committee: Lane                                  (5-10 minutes)
19. Harvest Fest update: Scheduled for Oct 11. Foster Cheese Haus will be here again making pizzas. Donations requested for extra vegetables.

**9. Chair report**                                                        (15 minutes)

1. Formally approve code of conduct for PG members (see attached): Official reading done by all members in attendance. Motion to approve Code of Conduct done by Melissa Gargulak; Seconded by Abby Reilly. All members approved.
2. Review of Officer Job Descriptions: Secretary and Volunteer Co-Chair (see attached)
3. Possible vote to amend bylaws: More research needs to be done and decision made to table this for later review.
4. Secretary: Mindy Braun nominated to serve the interim opening of Secretary. Motion to accept made by Erica Zerr; seconded by Britany Hattrem. All members approved.
5. Fundraising Co-Chair: Charlotte Campos self nominated. Motion to accept made by Mindy Braun; seconded by Melissa Gargulak. All members approved
6. Discussion Fundraising and Volunteers, possible removal of 1 event:
7. Decision was made to keep the existing 5 events as the primary fundraising opportunities for the school. With the filling of the Fundraising Co-Chair vacancy this is a reasonable number.
8. **New Business**
9. Newsletter, Due September 24, approval by Sept 28, print date Oct 1-2, send home in backpacks
10. Days off: ?
11. Mallternative/ Footslog: Abby Reilly
12. Technology Presentation: Erica Zerr
13. Picture Taking Rules for the School: Jane Christianson
14. New officers: Each officer will submit bio on self
15. Governance Board Collaboration and meeting changes being proposed.
16. **Next meeting:** October 9, 6-8pm, IMC

**Meeting Adjorned at 7:38pm by Sarah Aiken-Felling**

**Treasurer Report**

**Checking Account Balance as of** 7/10/2018 $ 7,761.48 **(last Meeting)**

**Checking Balance** 9/11/2018 $ 7,715.86

**Savings Balance** 9/11/2018 $5.23

**Outdoor Environment** 9/11/2018 $8,347.49

**Balance $16,068.58**

**Garden Club Checking** 9/11/2018 **$1,031.67**

**Income**

**Expenses**

Amazon $51.61

Run Sign Up $37.00

**TOTAL $88.61**

**Expenses**

CR Funds $51.57

Last Year Field Trip $130.00

**TOTAL $181.57**

Culvers Night Spring $400.00

**TOTAL $400.00**

Back to School Picnic $76.82

Footslog (Race Clock) $75.00

**TOTAL $151.82**

**Balance for Classrooms**

CH Ms. Anna $ - **$ 150.00**

CH Ms. Courtney $ - **$ 150.00**

CH Ms. Julie **$ 150.00**

E1 Ms. Jamie **$ 150.00**

E1 Ms. Rebekah $ **198.43**

E1 Ms. Jenny **$ 150.00**

E1 Mr. Jeremy **$ 150.00**

E1 Ms. Leslie **$ 150.00**

E1 Ms. Pam **$ 150.00**

E2 Mrs. Maddie **$ 150.00**

E2 Ms. Melissa **$ 150.00**

E2 Mr. Kirk $ **150.00**

Ms. Tracy **$ 150.00**

Ms. Kelly **$ 150.00**

Mr. Bart **$ 150.00**

Library/ Other Dept **$ 150.00**

## Basic Parent Group Officer Code of Conduct 2018-19

1. Be positive and respectful of others.
2. Arrive on time. Stay to the end.
3. Avoid absences.  If an absence is necessary, send apologies along with committee report or followup for your assigned tasks to the chair.
4. Prepare for the meeting by reading the agenda, documents and any emails before the meeting.
5. Talk to the appropriate committee chair before the meeting if you need to clarify anything.
6. Help others concentrate on the meeting.
7. Turn your cell phone to silent.
8. Listen when others are speaking.
9. Discourage side conversations.
10. Don’t discuss personal issues during the meeting.
11. Take turns talking.
12. Stay on topic.
13. Come prepared.
14. Have the best interests of CVMCS students, parents and staff in mind at all times.
15. Fulfill any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.
16. Step up, step back.

**2018-19 Open Parent Group Positions and Job Descriptions:**

**Secretary:**

Keep accurate records of all meetings

Be custodian of all meetings, reports and documents

Keep attendance records of each meeting

Facilitate communication between Parents, Teachers and the Parent Group by

producing a monthly/bimonthly newsletter, must be approved by principal before finalization and printing. Content is responsibility of entire Parent Group. Secretary to oversee deadlines on content.

Distribution of newsletter by:

posting newsletters to the FB page

printing newsletters and delivering the copies to each teachers' mailboxes and school assistant for distribution

sending digital copy of newsletter to school assistant to be emailed to parents and also posted to school website

promptly writing minutes and sending completed minutes via email at least 1 week prior to next Parent Group meeting (uploaded to Trello for review)

promptly sending the school assistant approved minutes to be posted on the school website

Maintain a contact list of email and phone numbers of Parent Group members (within drive and Trello)

**Fundraising Coordinator Co­-Chair:**

Assist the Fundraising Coordinator with duties to facilitate school and parent group fundraisers.

Fill the role of the Fundraising Coordinator should the Fundraising Coordinator be unable to do so and resume role of Fundraising Coordinator the subsequent year.

Fundraising Coordinator (2nd year duties):

Responsible for overseeing all fundraising opportunities (Footslog, MALLternative, Read-a-Thon, Chicken Q, etc.)

Set goals for fundraising based on annual budgetary needs.

Explore a variety of fundraising options and prepare an annual calendar of fundraising events.

Oversee and manage events or the sub-committee chair of these events.

Collaborate with the Treasurer to keep accurate financial records of income and expenses as they relate to fundraising.

Time commitment varies/ month depending on if there is a fundraiser scheduled. Biggest time commitment is Footslog.