

PRM Foundation - Meeting Minutes
September 5, 2018 PRM Cafeteria

Attendance: Emma Massie, Sara Bourgeois, Birgit Hooker, Lauren Posta, Carrie Beidleman, Erin Spears, Paisley Starbuck (3-6), Colleen Arbuckle (6-9), Ken Jump (asst principal), Jackie Bonfield (k-6 gifted)

(Meeting begins at 7:08pm)

1. Old Business

- See Initiative Spending report
- Minutes: Colleen moves to accept minutes from June; Birgit 2nds; motion passes

2. Roles

- Need a grant writer volunteer to replace our current writer, training available
- Need commemorative brick champion to coordinate the bricks sales every other year
- Need a Summit appetizers champion to obtain apps for each monthly summit

3. Financial report

- See Financial report
 - All previous accounts (PTO, Boosters) now rolled into Foundation's account
 - PTO, Boosters, and Foundation have their own budgets
- Bank statement passed around for review

4. New Business – Initiatives (\$14K to spend)

- Trauma-informed Care training requested by staff to Foundation
 - Foundation paying for training through Children's Home, which PRM already has a relationship with
 - Trainings on Professional Development days for teachers and for IPPs
 - Classroom items will need purchased for "peace corners"
- Playscape – led by parent-volunteer
 - Restoring the land-slide area in phases
 - Maintenance of all grounds
- Grant report – see attached from Marianne
 - Miss Jackie and Mr. David had applied for several things last year, received a couple including a 3D printer
 - Marianne will be here this year to train the next person to lead this effort

5. Upcoming Fundraising

- Read-a-thon (Erin Spears)
 - Parent volunteers will be in several areas of the school during drop-off to collect money envelopes
 - Parent volunteers also will collect reading logs each Friday
 - Encourage on-line donations
 - Incentives – bouncy-house bracelets, fun badges to put on key ring, whole-class participation will get a day out of uniform (i.e. sports clothes)
 - Volunteers needed – we will send out SignUp.com

- Fall Festival – Oct 13
 - Yard Jenga, connect-4, carnival games, face-painting, karaoke, inflatables
 - Pizza, bake sale, snacks (we don't need the kitchen)
 - Split-the-pot, but no baskets or grand prize raffle
 - Volunteers needed – we will send out SignUp.com
- Magazine sales (Marissa coordinating) starting now and running all year round
- Restaurants of the Month (Jaime coordinating), starting Sept 18 @ Freddie's

Adjourn; Meeting ends at 7:55pm

Submitted by Sara Bourgeois

PRM Foundation - Meeting Minutes
October 3, 2018 PRM Cafeteria

Attendance: Emma Massie, Sara Bourgeois, Lauren Posta, Colleen Sheridan, Missy Krylach, Tami Kauffman, Paisley Starbuck (3-6), Colleen Arbuckle (6-9), Ken Jump (asst principal), Jackie Bonfield (k-6 gifted)

(Meeting begins at 7:07pm)

1. Opening Business

- Demonstration of new singing bowl
- Minutes: Colleen moves to accept minutes from September; Paisley 2nds; motion passes

2. Initiatives

- Recap (mindfulness, playscape, classroom mindfulness materials)
- Mindfulness
 - Anything that teachers need for their rooms, let us know
 - Reps to get with their teams and bring us suggestions next months
 - Teachers to discuss if items need to be consistent between levels

3. Financial report

- Bank statement passed around for review
- We are now receiving invoices from the Krylachs for their hours of website work
- Budget (Tami) – see budget handout
 - We need a commemorative brick lead volunteer, this is a year to sell them
 - 5c Scholarships are for after school programs, Angela R. asks us for help
 - Sara moves to accept the budget; Colleen 2nds; motion passes

4. Current fundraising

- Read-a-thon
 - Can teachers help log in-class sessions?
 - Teachers help collect logs on Friday
 - Parents keep logs in blue folders
 - Next year suggestions
 - Teacher's roster to have one list to check sessions off in class
 - Need a recap meeting when this is finished
- Fall Festival
- Parties
 - Jen Kramer-Wine organizing a fall party
 - Gingerbread house making party during David Church's craft show
 - Maybe holiday Rhinegeist

5. New Business

- Music Club – program has grown and exceeding capacity (see attached proposal)
 - There are 80 students, want to divide into 2 groups
 - Asking us staff support for a 2nd night of music club \$647.97
 - Grant line item 5A has enough to cover this
 - Colleen moves to accept her proposal; Colleen 2nds; motion passes
- Sensory obstacle course

- Ashley Green and a parent are teaming up on this (large motor release)
- Shapes on the floor – need to run past facilities
- Printing material for floors, dollar amounts are rough
 - They are willing to fundraise
 - What are we willing to put towards this
 - We need more info, need an actual amount (Emma to get more info)

5. Grants (see Marianne's summary)

- We submitted GCF Summertime Kids report
- Lowes grant on calendar for February for playscape/garden
- Looking into upcoming grants for playscape as well
- Target Aesop's fables – field trip
- Transportation grants available
- See list of potential grants – need staff input, principal input
- 3-6 requesting to go to Nutcracker (need \$700 for buses) and monthly field trips
 - We approved the Nutcracker and will finalize how we pay for it as it gets closer
 - Emma will tell Marianne to look for field trip grants

Adjourn; Meeting ends at 8:08pm

Submitted by Sara Bourgeois

PRM Foundation - Meeting Minutes
November 7, 2018 PRM Cafeteria

Attendance: Emma Massie, Nicole Webb, Sara Bourgeois, Missy Krylach, Tami Kauffman, Birgit Hooker, Lisa Frentzel, Paisley Starbuck (3-6), Jackie Bonfield (k-6 gifted) (guests: Allie, Lindsey, Diane, Erin, Sabrina, Esp?, Missy)

(Meeting begins at 7:07pm)

1. Opening Business

- October minutes not printed, but in email and on website

2. Initiatives

- Trauma informed care
 - Lindsey Felder has contact at UC that wants to help; directed to Principal Ridley
- Playscape
 - Company ready to work, but waiting for rain-free weekend
 - Meeting of interested parties on Nov 14
 - Trying to get prices for playscape items for parents to sponsor at Silent Auction (in place of sponsoring Montessori Materials)

3. Financial report

- Bank statement sent around for review
- Lots of money coming in and going out this month; see Tami's report

4. Review of Events

- Festival Feedback - Missy has survey results and will email a PDF
 - Generally good comments about festival, maybe offer books as prizes
 - Four-square was a big hit
 - Lots of appreciation for the quiet spaces
 - Check in was a little clunky because of the wait and several stops
- Read-a-thon
 - Reading logs at home and at school
 - Keychain prizes were well received
 - Shortened reading sessions for younger students
 - Make it open, few rules, what works for families
 - How did I know if my kid read at school?
 - Two weeks might be too much, maybe Friday to a Monday w/ Festival that Saturday
 - Advertise more to community and to families

5. New Business

- Silent Auction (Nicole)
 - Not getting Disney tickets this year which was a good money maker
 - Kings Island may not happen either
 - We need some big-ticket items (Time Share, Beach House, etc)
 - Working on getting some sponsors
 - Costs to increase because of venue change, ticket costs will increase
 - Putting auction on-line

- PTO needs our support with Grandparents' Day and Winterfest
- Annual Appeal letter will get distributed at Grandparents' Day
 - Do we put letter and remit envelope in kids' folders? Cost is \$700 (no)
 - Send letter to people that have given in the past
 - Send out PDF so that families can share
- Staff have specific requests for funding – Emma will email the group
- Lindsey – suggesting a March date for product testing and school gets money

6. Grants (no report)

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Adjourn; Meeting ends at 8:16pm

Submitted by Sara Bourgeois

PRM Foundation - Meeting Minutes
January 9, 2019 PRM Music Room

Attendance: Emma Massie, Nicole Webb, Sara Bourgeois, Birgit Hooker, Lauren Posta, Jackie Bonfield (9-12 rep) (guests: Marissa A. Lisa F., Allie G., Lindsey F., Diane B., Erin F., Missy K., Susana Ch., Milynn G., Elizabeth J.)

(Meeting begins at 7:04pm)

1. Opening Business

- Allie moves to accept Dec minutes; Jackie 2nds; motion approves

2. Initiatives (Emma)

- Playscape
 - This initiative affects only 3-6 and 6-9 because 9-12 does not have garden time
 - Jackie says they are discussing ways to change this
 - Wishlist for playscape will be at silent auction to sponsor
- Trauma Informed Care
 - Again, not so helpful for 9-12 at this time because they are in crisis mode with no extra time to focus on things like this
 - They might want crisis intervention training insteadShe would like some items to take and show her teachers
 - Any suggested items should be send to Emma (web links)

3. Silent Auction (Nicole)

- Call for volunteers to set up at 2:30, tables will already be set up, less set up than in past years
- Red Balloon catering, more eat-on-the-go items, less fork and knife items
- Wine Pull still needs 18 more bottles of wine, need us (and other parents) to provide bottles
- Bidr.co is our online bidding site, on prmrocks.org calendar
- Allyson Richer coordinating classroom project/baskets
 - Reach out to your teacher and/or room parent to see what help they need
- Donations of restaurant gift cards still needed
- Tim Bonfield to coordinate business
- Volunteers night of: Split-the-pot, bartenders, a shift at the check-in table before during and at check-out, tear down is take garbage out and remove left-over auction items

4. Financial/Grant report (Emma)

- Bank statement sent around for review (Lauren checked)
- See Financial report from Dec
- Cell tower fund applications due late Feb, we may hep write them
- Call for new champion of commemorative bricks (program/logistics already set up)
- Call for new grant writer to work with current writer Maryanne Q.

Adjourn; Meeting ends at 7:55pm

Submitted by Sara Bourgeois

PRM Foundation - Meeting Minutes
March 6, 2019 PRM Music Room

Attendance: Emma Massie, Sara Bourgeois, Birgit Hooker, Marianne Quellhorst, Colleen Sheridan-Guy, Carrie Beidelman, Paisley Starbuck (3-6), Colleen Arbuckle (6-9), Jackie Bonfield (9-12 rep) (guests: Lisa F., Allie G., Lindsey F., Michelle M.,)

(Meeting begins at 7:04pm)

1. Opening Business

- Colleen moves to accept Feb. minutes; Carrie 2nds; motion approves

2. Initiatives (Emma)

- Playscape
 - Further damage/erosion recently happened - Left area is completely off limits, currently has caution tape but need a better barrier
 - Core outdoor ed team has list of items some of which need to be put on hold until CPS decides what we can do
 - Foundation needs to provide a rep to the correlate
 - Meetings sporadic, determined as needed
 - Foundation to continue raising funds, we can continue talking and planning, but cannot make concrete plans at this time (CPS says this is their lowest priority)
- Trauma Informed Care – no update
- We have \$1,000 left

3. Fundraiser

- Commemorative Bricks
 - Needs a champion – to learn from Marianne
 - Discussion of including bricks in future labyrinth (next year)
- Continue to push the items we already have in place to raise remaining funds needed (\$15K)
 - Margs and Moms might have a new host, Emma to reach out to her
 - Product Panel needs participants AND volunteers
 - Burgers and Beers this Friday

4. Grant report (Marianne)

- See grants report
- Learning Links through GCF have ideas, need to choose
- Dollar General Youth Literacy need ideas
- Lowes due in Sept – could be garden resource, need some ideas

5. Balance of our initiative funds for mindfulness materials (\$1,000)

- Colleen
 - Fidget sensory toys - \$195
 - Noise-cancelling headphones – \$10 each
 - White noise machines - \$19.99 x 14
- Paisley
 - Squeeze Balls –
 - Weighted blanket or gel lap pad or shoulder weight

- Himalayan salt lamp
- Jackie new team lead for 4th-5th
 - Not ready to buy stuff

6. Financial report (Tami)

- Bank statement sent around for review (Paisley and Carrie checked)
- Letters going out to teachers for supply balances – get reimbursements in by end of April

Adjourn; Meeting ends at 8:06pm

Submitted by Sara Bourgeois

PRM Foundation - Meeting Minutes
April 3, 2019 PRM Music Room

Attendance: Emma Massie, Sara Bourgeois, Birgit Hooker, Carrie Beidelman, Tami Kauffman, Paisley Starbuck (3-6), Colleen Arbuckle (6-9), Jackie Bonfield (9-12 rep) (guests: Allie G., Lindsey F., Jen KW., Elizabeth J.)

(Meeting begins at 7:04pm)

1. Opening Business

- Colleen moves to accept March minutes; Nicole 2nds; motion approves

2. Initiatives (Emma)

- Playscape
 - Go Local doing a couple projects with landscaping
 - Back land is eroding and in bad shape, CPS installed hard fence to block it off
 - Our plans on hold until CPS decides what to do
 - Laurie with outdoor ed took a new job, Sara(h) starting soon
- Trauma Informed Care – Mindfulness materials
 - Lists sent by Paisley and Colleen to Nicole
 - 9-12 not providing a list at this time, but we could allocate a dollar amount

3. New Business

- We need ~\$10K to fulfill our budget ideally wrapped up in May
 - Nicole to do Buddy cards again
 - Restaurant of the month down and party money raised down
 - Still to come – Margs and Moms, Jen KW's BBQ
 - Possible pink flamingo flock
 - Possible dinner in the garden
- Need request for \$10-12K from Imago for a qualified person for Outdoor Ed
- Art in the Garden needs a champion to promote and make flyers
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4. Commemorative Bricks (Colleen)

- Should we increase cost
- Small two lines \$75 and three lines \$85, large two lines \$150 and three lines \$175
- We need an installer, contact Marianne

5. Grant report (Marianne)

- See grants report
- Learning Links through GCF have ideas, need to choose
- Dollar General Youth Literacy need ideas
- Lowes due in Sept – could be garden resource, need some ideas

6. Treasurer's report (Tami)

- Bank statement passed around
- PTO budget to be approved next month - Pretty bare bones

7. Succession Planning

- Champions from events this year need to be asked if they intend to stay again next year
- Question on whether officers were voted on for two-year terms, refer to last June's minutes (Sara to check)
- Send Emma an email if you want on or off next year

Adjourn; Meeting ends at 8:15pm

Submitted by Sara Bourgeois

PRM Foundation - Meeting Minutes
May 1, 2019 PRM Music Room

Attendance: Emma Massie, Sara Bourgeois, Tami Kauffman, Birgit Hooker, Carrie Beidelman, Colleen Sheridan, Lauren Posta, Paisley Starbuck (3-6), Colleen Arbuckle (6-9), Jackie Bonfield (9-12 rep) (guests: Jill K., Lindsey F., Jen KW.)

(Meeting begins at 7:14pm)

1. Opening Business

- Colleen moves to accept April minutes; Colleen 2nds; motion approves

2. Initiatives (Emma)

- Gift cards going to Stefanie Hughes, Brittany Fuller, Maceo Barnes, and Angela Robertshaw per Emma's emailed responses
- We only covered Mindfulness this year
 - New materials already received in 3-6 and 6-9 (Thank you Nicole, Colleen A., Jackie, and Paisley)
 - Any materials purchased should stay in classroom; letters going out to all teachers
 - 9-12 materials can be purchased next year
- Colleen S. moves to Make Outdoor Ed primary initiative for next year; Carrie 2nds; motion passes

3. New Business

- Business sponsorship – Tim Bonfield wrote a letter and a chart for sponsorship levels
 - Still in draft form, can discuss over the summer
 - Coordinate list of businesses
- Flamingos – Lindsey leading the charge
 - Two people already offered to help with birds plus girlscouts
 - Ask community if anyone has birds before purchasing
 - Lindsey to ask Missy about paying online and tracking

4. Outdoor Education direction

- We have 3 options in a proposal from Imago (it was emailed last weekend)
 - We would commit to one year and plan for future years
 - Jill from Imago (also a parent) good input on it being common for partial funding for employees and would like to work to get this position appealing for a good candidate to stay put
 - Colleen A says – teachers are not ready to take over lessons and if a person wasn't here giving lessons, they wouldn't do it
- Lauren moves to select option 1; Colleen S 2nds; motion passes

5. Bricks

- Buy a brick for P.R. Presby church – Emma to reach out to see what they'd like on the brick
- Pierce Hoffman brick is ok w/ Principle Ridley

6. Grants

- Marianne will continue to support; Lauren P offered to learn from Marianne

- See Marianne's report

7. Events

- Margs and Mom May 10
- Art in the Garden – Tuesdays June 11, 25, July 9, 23, and 30 (5-8:00)
- ROM – Tuesday May 21 and Friday August 16 at LaRosa's (use your buddy cards)

8. Treasurer's report

- No bank statement because it's only May 1
- Buddy cards highest its ever been
- We bought lots of things this month (thanks to Jackie's Amazon "wish list")
 - Tell room parent coordinator to share with their room parents to get their teachers to utilize Amazon's wish list
 - Amazon Smile sends us reward money once a quarter
- Formal budget to be presented at June meeting
 - PTO budget to get rolled into ours
 - Tami to send draft before June meeting

9. Succession Planning

- See Foundation Roles and Responsibilities
 - Still need Party coordinator, board members
 - Need to get ILT to put Read-a-thon on the school calendar
- Nominations go to Emma or Nicole; Sara puts ballot together for June meeting
- Teachers do not go on ballot, but do get to vote on Foundation

Adjourn; Meeting ends at 8:47pm

Submitted by Sara Bourgeois

PRM Foundation - Meeting Minutes
June 13, 2019 @ Casa Figueroa

Attendance: Emma Massie, Nicole Webb, Sara Bourgeois, Tami Kauffman, Carrie Beidelman, Colleen Sheridan, Lauren Posta, Jen KramerWine, Missy Kyrilach, Jackie Bonfield (9-12 rep), Michelle Marlow

(Meeting begins at 7:00pm)

1. Opening Business

- *Colleen moves to accept May minutes; Jackie 2nds; motion approves*

2. Initiatives (Emma)

- Outdoor Ed (\$12.5K)– Sara's stipend
- Mindfulness (\$3) – more focus on 9-12 this year

3. Business Sponsorship

- Colleen and Emma continue to work on
- Letter is good to go; need contacts

4. Bricks

- ~\$2K came in on orders

5. Grants

- Marianne will continue to be on the board; Lauren P offered to learn from Marianne
- See Marianne's report
 - We did receive Summertime Kids to cover Art in the Garden
 - Submitted apps to GCF, Two Learning Links grants
- Cork strips have been purchased, Jackie to coordinate complicated installation process

6. Treasurer's report (Tami)

- Two bank statements to review
- See Financial Report
 - May brought in \$7K
 - Every fundraiser brought in \$52K
- See 2019-2020 Foundation Budget
 - Income budget does not include any grants
 - Money raised this year goes to spend next year's needs
 - Line 1A Mindfulness is currently at \$3K but it will go up depending on summer fundraisers
 - Change #8 Summit food to \$100 and increased #4A Silent Auction to \$3,900
 - *Sara moves to accept the budget with changes; Lauren 2nds; motion passes*
- Quickbooks has several accounts, some of which are now obsolete and we have money allocated that cannot be touched
 - Out bank account currently sits at \$90K, but we can only touch about \$60K
 - Need Foundation's permission to move it to our active classes within Quickbooks

- *Colleen moves to give Tami and Emma authority to balance old Quickbook accounts to reconcile into current accounts if under \$1,000. Anything over \$1,000 needs to be brought before Foundation for a decision; Nicole 2nds; motion approves*
- People sometimes give money to a specific teacher and if it doesn't get used after a year, it should then go into a general teachers fund
- An annual reconciling needs to be part of our process, fiscal year; this needs to be addressed in our bylaws – Sara to tackle

7. Funding requests

- Amber Simpson (new principal)
 - Asked for Tues August 6 retreat for staff at Camp Joy
 - Her proposal is \$5,200 for 60 people (42 are teachers)
 - When Tami and Emma reconcile our Quickbook accounts, we will have the funds
 - *Nicole moves to accept this proposal if coming out of reconciled funds; Colleen 2nds; motion passes*
- Marcy Berns (reading specialist)
 - Grant submitted to Dollar General awarded in August, if we receive this, Marcy to use \$3,800 for evidence-based program
 - This program addresses our literacy problem – why PRM's report card is low
 - Though we should get funded through ODE, there was oversight in their budget
 - If we do not receive the grant, could Foundation cover this
 - Concern of why district isn't covering this
 - Table this until September
- Police Officer – consider funding this coming year

8. Events

- Thank you to Clare for Margs and Mom
- Art in the Garden – June 25, July 9, 23, and 30
- Summertime in the Garden – no details yet

9. Elections

- Write-in Jen KW
- Members accepted unanimously by secret ballot
 - Officers: Emma Massie (Pres), Nicole Webb (VP), Sara Bourgeois (Sec), and Tami Kauffman (Treas)
 - Members at Large: Colleen Sheridan Guy, Erin Spears, Lauren Posta, Michelle Marlow, Missy Krylach, and Jen Kramer Wine
 - Staff: Jackie Bonfield (9-12), Colleen Arbuckle (6-9), Paisley Starbuck (3-6), and possibly assistance principal as in past years (TBD)

Adjourn; Meeting ends at 9:30pm

Submitted by Sara Bourgeois