

West PSCO Executive Meeting Agenda

Attendees: Ms. Caruthers, Ms. Paige, Ms. Schooler, Josh Hertzberg, Nat Gillespie, Lisa Jackson, Sara Markle-Elder

1. Book Fair (3/2 – 3/6)

The book fair plans should be laid out soon so that volunteer signup can start early.

Action: Josh will reach out to members of the committee from last year and add this to the 1/22 PSCO meeting agenda.

2. Family Reading night (3/5)

We discussed preparation for Family Reading Night – specifically food preparation.

Previously, we have purchased food from IHOP. Alternatively, we can make food, which would be less expensive and (likely) healthier, but more volunteers would be needed.

Action: Josh will add this issue at the 1/22 PSCO meeting.

3. Ordering testing materials

Ms. Caruthers discussed options for materials to help students prepare for the PARCC: online study materials or printed books. She will discuss with the teachers and select an option. The PSCO budget has \$2,750 for this expense.

4. Outreach

We will pursue the following:

Action: Sara Markle-Elder will establish a list of parents who are available to field calls / emails from prospective parents.

Action: Josh Hertzberg will arrange a happy hour for current / prospective parents in mid / late February.

Action: Ms. Caruthers will explore the possibility of an “in-house open house” (targeted to let parents from younger grades see what goes on in upper grades)

We will not pursue the following opportunities at this time:

Additional parent-led open houses (beyond the school-led open houses on schedule)
Saturday open houses.

5. LSAT and school budget season

We need to restart LSAT meetings in preparation for the upcoming budget cycle. Two parent vacancies need to be filled including the LSAT chairman. There is an LSAT meeting on Thursday 1/22 at Coolidge from 7-9pm. Current members are (staff:) Ms. Bell, Mr. Harvey, Mr. Biega, Ms. Bradley, Mr. Stewart, (parents:) Carrie Tiller, Joshua Hertzberg, Lisa Jackson (ex. officio).

Action: Ms. Caruthers will look into current and potential LSAT members and establish the first LSAT meeting.

6. PSCO Budget

a. Technology purchase from tree sale

Ms. Caruthers is exploring options for a technology purchase. The leading option is Chromebooks, which would be shared (cart or checkout system) throughout the classes.

Action: Ms. Caruthers will discuss options and her recommendation at the 1/22 PSCO meeting

b. City Blossoms

Nat has been working with City Blossoms to put in for an OSSE grant, which is due 1/23. Grant amounts are available from \$5,000 to \$15,000, but would require 20% matching from for amounts greater than \$5,000.

Action: Nat will proceed with putting in for a \$5,000 grant for this year, and discuss the grant and associated volunteer opportunities at the 1/22 PSCO meeting.

c. Class activities out of school

We discussed a new idea of having team building / out-of-school activities within a class or several classes. To encourage this, the PSCO could partially fund an activity (e.g., ice skating / roller skating).

Action: Josh will propose at the 1/22 meeting adding four \$100 subsidies for events if parents from the classes will organize, notionally: PK3-K / 1st – 2nd / 3rd – 5th / 6th – 8th. Parents from the classes will have to organize / run these events.

d. Teacher funds

Teacher funds were budgeted at \$1,500 (or approximately \$60 per teacher). We discussed increasing the amount allocated to each teacher to \$100 to allow teachers greater flexibility. This would have a maximum budget impact of \$2,500.

Action: Josh will propose at the 1/22 PSCO meeting increasing the budget for teacher funds from \$1,500 to \$2,500.

7. Spring Dance / community auction

We discussed the need for a strong lead / committee to run the Spring Dance. If that role can be filled, then Josh will pursue an additional volunteer or committee to run a community auction as an associated fundraiser.

Action: Josh will discuss this at the next PSCO meeting.

8. New business / open forum

a. Claire's Gourmet

We currently are counting on \$500 profit from a Claire's Gourmet fundraiser in our PSCO Budget. This fundraiser requires a dedicated person to manage pickup / distribution on the day of delivery.

Action: Josh will discuss at the 1/22 PSCO meeting

b. School fun day

Sara brought up the idea of having an indoor activity day during the winter, which could be combined with community outreach and possibly a school tour. This would be done on a Saturday, potentially in February.

Action: Ms. Caruthers will determine if the school can be opened on Saturday for this type of activity.

- c. Next executive board meeting

Action: Josh will schedule a PSCO executive board meeting in March