

Parent Club Board Meeting Minutes

Meeting Date: June 7, 2018

Meeting Attendance	6/14/17	8/17/17	9/14/17	10/12/17	11/16/17	1/18/18	2/15/18	3/15/18	4/22/18	May. 18	June 7
Adrienne Gallardo	x	x	x	x	x	x		x	x	x	x
Tyler Gould	x	x	x			x	x	x	x	x	x
Kim Rabe	x		x	x	x			x		x	
Claire Turner	x	x	x		x		x	x	x	x	x
Grizeth Sanchez	x		x	x		x	x			x	x
Christine Baker		x	x	x		x	x	x	x	x	x
Heather Zehr			x		x	x	x	x			
Tatiana Reeves and/or Claudia Hernandez	x-TR	x-TR		x-CH	x-Both	x-TR		x-CH			x-CH
Rosa Ramos	x						x				
Joanne Smith		x									
Denise Planey											x

Topics of Discussion:

1. Approval of Minutes

- Claire moves and Tyler seconds the motion to approve the May meeting minutes.

2. Introductions

- Denise Planey will be shadowing Claire and take over at the end of the 2018-2019 school year

3. Treasurer’s Report and SCRIP Update-Claire and Grizeth

- **Treasurer’s Report-Claire**
 - We’re up for the first time in five years.
 - We are currently over budget.
 - We brought in less money than we spent. SCRIP sales is where we fell short.
 - Virtual SCRIP took longer than expected to roll out but now there are many families who are currently using it
- **SCRIP Report-Claire and Grizeth**
- Claire and Grizeth met with Cathy Wanner and Claire presented a All SCRIP Team Positions
 - Planning on distributing different positions to different volunteers
 - **Claire** will send the electronic version of these positions to **Christine**
 - We need a selling team coordinator—all share hours will be met for the year

- will have over sight of the selling team and training them
- 4 key positions: Business customers rep., Digital and Community Communications, Selling Coordinator, and Sales and Data Entry Team
- These four positions will have 100% of share hours completed
- Cathy Wanner: SCRIP Coordinator
 - **Selling Team Coordinator:**
 - Business Customer Rep: Mary Rojas
 - Digital and Community Communications: Grizeth Sanchez
 - **Sales and Data Entry Coordinator:**
- Treasure will be the one to report on the actual numbers that are happening out of the SCRIP office

4. Positions for 2018-2019

- Christine will ask Joanne about the positions that are open and communication from any parents
 - regular communication at a regular interval for volunteer details and opportunities
 - 1 email per topic drilling in on that specific
 - Clear contact for each position
 - Clear detailed information about what different program
 - Make parent club more visible to all parents
 - Continue to create the community to show who we are as a parent club
 - Making sure we are visible at all school events from the entire board and parent club
 - Purchase two table clothes, banner, and consistently identifiable to the parents
- Positions will be emailed out again reflecting the new SCRIP positions that are available and current open positions
 - Misc. Fundraising Director: Serena Villafana (possible)
 - Boy Scouts have not responded we will carry it for one more year and then propose to move it again back to the Scouts
 - Focus: Organized and communicates with volunteers and classes assigned to each event (4th Oregon Trail, 6th Outdoor School, and 8th Retreat)
 - We need individual flyers with descriptions of current board positions that are available especially at the Ice-Cream Social **Christine** will work on these flyers with a functional description that will list details and contact information
 - We should consider that the Jog-a-thon Director and Misc. Fundraising Director should be under one person—New position as Fundraising Director
 - Christine will help Serena or whoever oversees jog-a-thon for organizing the packet to send home and the student assembly
 - Tyler will contact Serena

- Cathy O'Connor: open to Staff Appreciation Director will need someone to take over after her at the end of the school year. Needs more support and information for this
- **Jog-a-thon Director**-still open
- **Vice President**- still open

5. Moving Forward

- Rotation of meeting schedule was a hassle need to keep a set date
 - Thursday's at 6:30 (1 ½ hours max)
 - Next board meeting: August 16th at Primrose and Tumbleweed downtown Hillsboro **Tyler** will coordinate and make reservation
 - New principal and new board members
 - September Meeting: September 13th at 6:30 location TBD
 - Sgt. Brian Wilber with Washington County Sheriffs Youth Services Unit to attend our Back-to-School with a Q&A that he will be available to answer questions during this night
 - **Christine** will email Sgt. Brian Wilber to set the date and forward to Tatiana
 - First Parent Club Night: Bing Night Friday, September 21st
 - Simple food (hot dogs, chips, water, beer, wine)
 - Looking to break even
 - Kids can participate in Bingo Night
 - Denise has volunteered to pay for Parent Club t-shirts
 - We will look into this