

PACE at Lockwood

General Meeting Minutes

Tuesday, August 23, 2022

7:00pm – 9:00pm

Executives in Attendance

Kelly McDonald – President

Natalie Streich – Vice President

Christie Lounsberry – Membership Chair - absent

Lara Allen – Secretary

Sarah Pietsch - Treasurer - absent

The meeting was called to order by Kelly McDonald at 7:05.

Kelly: Welcome, so exciting to start the year! Hopefully it will be more normal from the start!

New families can enter the yurt drawing, 2 are saved for new families, if you're interested, put your name in the chat and talk to Cristi.

Kelly can't see chat, Jessica monitoring the chat.

Meeting Agenda shown.

Kelly: Hopefully we will have time to go into breakout rooms, hopefully everyone has emailed with their coordinator, nice to have time in person!

THANK YOUS:

Kelly: Thank you to the teachers, it's so nice to see their faces on zoom! Also nice to connect in the classroom, makes it feel real!

Thank you to our principal, and vice principal.

Thank you to mentoring team for delivering the welcome new family bags.

Sarah is going to be gone, but she put together a presentation for us to watch, Kelly will answer any questions.

Thanks to the board for coming together to start the year off right!

To our 32 new families, thank you! It's so exciting to see fresh blood and to see you excited about our program.

Natalie read the mission statement.

Kelly: Be sure and sign in on the chat, and put your name in chat for the new family yurt drawing.

PRINCIPAL REPORT:

Principal Tamorah Redshaw: For pick up/drop off continue to drop off walkers across the street. No changes to pick up/drop off this year. May use upper AND lower crosswalk this year. Ok for parents to be on the school side of the lower crosswalk. Better to use the same for student routine. It's working very well.

Lunch is in the café this year, submit your free/reduced lunch application. Weekly announcements will be during Monday lunch and kids will get PAW prizes during lunch. Seana will be managing that piece.

We are coming out of COVID, more endemic phase now, there will be no more free breakfast and lunch, will send Kelly a link for free/reduced eligibility form.

New lunch payment system, "TITAN". Go on the district website to sign up before school starts.

Playground updates, not good news. The field behind fifth grade wing is getting turfed. Delayed, but done by end of September. Getting soccer goalies and other cool stuff. Gaga pit is installed. Play structure will be repaired, not by first day of school, parts taken from other schools. Brand new would cost 52,000 dollars. Or can repair for 7-10,000 dollars. Chose to repair, and can get new playground next summer. Otherwise, no new structure until Nov/Dec. Repair will happen in next week or 2. Will follow up to make sure that recess will be safe and fun.

Vice Principal: Recess is big priority, making it a safe place, working on more monitoring. Currently have 4 assistants, 2 in the café, 2 in the field. Need parent volunteers, want them to watch the gaga pit especially.

There will be a blurb in the next PTA newsletter: Can go to signup genius and choose a day. Must be fully vaccinated or have a religious exemption. Kids love guests at recess! Encourage all to sign up.

Principal: Our focus this year is around students and student voice and belonging, making sure they feel a sense of belonging at our school. If you want to help, that's another way to help, we will have several events, last year we did career day, it was really embraced by students and staff. Cultural awareness forum was also very successful, we would like families to come in and be a part of that again. We want to wrap around our students. First 30 minutes of class will be morning meeting/connection time, students get to share about themselves and do team

building. Another great time to volunteer to help your child feel a part of the classroom community.

Upcoming events: some parents here have K students, first 3 days they don't attend, that's WA kids assessment time, group A Sept 6, B Sept 7, 8th all. Curriculum nights 1st/3rd on 9/6, 2nd/4th on 9/13, and K/5th on 9/20.

Call, email anytime, I'm always available.

Vice Principal: Recess is a great time to fulfill PACE hours.

Kelly: It's a super fun time to volunteer!

Principal: We are getting banners for all the rules for games, foursquare, etc.

Kelly: It's a great way to spend your lunch hour!

PACE TEACHER REPORT: Mr. Wallace: We had some zoom technical difficulties, we appreciate your graciousness as we get re familiarized. There is a great sense of anticipation this year, hopefully less zoom and more in person and with kids in class. It's very warm and gratifying as I see familiar faces, that's one of the benefits, I get to see parents of children who are 3rd and 4th graders, and this is a learning community together, it's very rewarding as teachers, we like the longevity we get to have with our families and students. 2 new teachers are excited to be a part of this. We are eager to meet our students and new families, we have a deep sense of gratitude. The focus of school this year/staff is to elevate the student sense of belonging, making them feel like an expert at who they are, feel comfortable sharing who they are. PACE is a leader in that way, putting money where your mouth is, volunteering and really doing what we are aspiring to do this year!

Kelly: we appreciate you Mr. Wallace and want to help any way we can. You know how to find us.

Action item: Kelly: Approval of 5/31/22 general meeting minutes. Distributed via email with zoom link in it. Any corrections, edits or additions? Raelynn motions to approve, don't need to! Minutes are approved as distributed.

Approval of 22-23 budget, board met and made additions and corrections. Let's watch Sarah's video, then we can talk. Turn your volume all the way up!

Sarah: Sorry I can't be in person! I will discuss the state of finances and the new budget proposal. Last year there was a deficit budget to spend down reserves to a more consistent level. How we spent money this last year: I will walk through the budget. Income donations in lieu much less than anticipated, also less scrip line item. Made up for in other donation line item, corporate matching, helped make up the shortfall. So appreciative of Microsoft, Boeing, etc. Expenses significantly under in field trips, community unity, (no big purchases like t shirts)

outdoor ed due to no evening program this year. The fiscal year ends 8/31, so this will change a little. Spent a little more than we brought in. Budgeted 20,000, 7,000-dollar deficit.

Kelly: Any questions? Next piece is proposed budget:

Sarah: 2022-23 proposed budget. On 8/2 the board met to work through the budget, we are voting to approve it tonight. Recommend vote to approve (board recommends). Income is simply made based on enrolled PACE students, 109 x 200 dollars to get estimated budgeting income and enrollment fees. Bumped up matching. Reserve interest set at 4 dollars, that won't change. Will be a withdrawal from savings, which was our hope, will happen Sept 1, no more Chinook books, reduced Scrip extra income, Charleston Wrap, if any families make extra, goes in that line item. Spring Fundraiser, we are expecting a \$6000 profit, that's in line with our historic fundraisers. 2 years ago, we made much more. I want to keep expectations modest on fundraiser. Expenses: We looked at where we spent last year and filtered through program priorities. Field trips and remote enrichment. Last budget we increased the per student in 1-3 grades for bussing. This year want to increase \$117 to \$125/student for 4th and 5th grade.

Kelly: quick comment: We prepared this before we had our full class rosters, we will need to make an amendment once we have our full rosters. 6 or 8 students are not accounted for in this portion of per child expenses.

Sarah: In PACE support (changed the title), we removed PACE setter and Spanish textbooks, moved 2 into a different section, one new added, adding leader training to attend classes or workshops to make sure that we are doing best practices for our non-profit. Funding it with \$75. Largest expense is student enrichment. In the past, Toymaker for example. Section E is Lockwood and teacher support. This is direct teacher and Lockwood support as a whole. We moved parent ed and staff appreciation. We increased teacher discretion to \$4000 so they have a bit more to spend. Admin cost section: this will continue to go up. The storage unit budget increased significantly in case we will no longer share with PTA. This will cover the current unit without sharing. The last budget was a \$20000 deficit. We didn't spend it all down, so it will be another deficit budget, \$10000 this time. Our budget is a reflection of our program values. 32% directly to field trips, 42% to student enrichment and family support, 18% to Lockwood and PACE teachers support, 8% admin costs. Thank you for your time, hope it was clear.

Kelly: Questions? Field trip amendment, do you see the 10,000 dollars and are concerned? Field trip amendment, we had 22 students in 1, 22 in 2nd, 23 in 3rd, 24 in 4th, 22 in 5th. NOW have 24 in all classes, additional 2, 2, 1, and 2 in 5th.

Kelly: Need to amend the budget to include :7 additional students would be a total of 900 dollars additional to add to the field trip budget.

Chat question: How does PACE and PTA budget interact?

Kelly: Not at all except storage unit, zoom account that we share.

Jessica: Also, parent ed and staff appreciation.

Chat question: Does Deficit spending this year mean that there will be things not funded in subsequent years?

Kelly: Not likely, we have had an excess for 3-4 years. We lowered the enrollment fee to account for it. The idea is we have a years budget in our account just in case. We have done a lot of extra things, t shirts and signs, extra teacher money, generous gifts to school. We tried to spend more money than we were even able to last year. It should be easier this year with all the enrichments we have historically done.

Jessica: The spring fundraiser increased our reserve with a successful fundraiser.

Kelly: We are trying to run a deficit because as a non-profit, we are trying not to hold on to funds and "profit." We are no trying to make money.

Chat question: What about art docent supplies?

Kelly: The program is run through the PTA, they have a line item for that.

Raelynn motions to approve the amended budget. Carly Summers seconds.

Launch a poll to approve/oppose/abstain the amended proposed budget. 94% participation, 94 approve, the motion passes.

Chat question: Storage space question: do we need it?

Kelly: We have a lot of items for enrichments, no good place to store things we don't need on a daily basis. We used to have a center room, but we have dia del nino, outdoor ed, etc. I know it feels like a lot of money.

Committees and roles, we have almost filled our rosters and committees, looking for Pace Setter and 5th grade art docent. It takes a lot of work to make lessons, but if you're interested let me know. Dana is interested. We try to have them in each class, it's so fabulous and fun. The roster will be updated and re-sent in the next broadcast on Monday

Natalie: parent participation agreement: time commitment, we all signed and read agreement, they are online as well.

We're all required to commit to a minimum of 80 hours, in class, through PTA, teacher prep.

Each family should participate in a committee if not on the board.

3rd is fundraising, required obligation for each child, deadline is 1/31, can be met by program fundraisers (scrip, Charleston wrap), donation or by arrangement, which is kept confidential.

4th is attendance is required at all meetings.

5th is behavioral expectations: respect each other, teachers, all of school. Volunteer commitment form. Be supportive and positive at all times.

Kelly: we all signed this, it's a good reminder of what we agreed to and what we need to aspire to. What does good standing mean? Hours: we fulfill hours, fundraising obligations and active engagement. This is how our program runs. Sheer willpower and volunteering. Hopefully we can all agree, this is why we joined. My children will flourish and that's why I joined. We know there are exceptions and hardships, if you are having trouble, or don't know what to do, please reach out. Always a confidential conversation. We don't want money to be an obstacle in participating in the program. We want all of you here. We are very appreciative of all of you.

COMMITTEE REPORTS:

MEMEBERSHIP: Tera and Katlyn will step in for Christie: Enrollment: 32 new families this year, 48 new students with a total of 120 students. Nice, full classrooms for the most part. Volunteer background checks:

Tera: Reminder everyone who is volunteering is required to do a level one volunteer background check. If you've done level 2, you only need to do that once. If you have done level one in the past, wait until you get a notification to renew. Links in PACE broadcast to do that.

Kelly: It's for anyone who wants to be on campus for any event. Level 2 for 4th and 5th grade driving to field trips.

Chat question: Do teachers still need to complete volunteer paperwork?

Jessica: Not sure, we need to ask the district.

Chat question: Where is the form? In PACE broadcast or NSD website, link to volunteering. Not a PACE specific requirement.

Chat question: What if I don't remember if I did it? Ask Christie, we'll try to figure that out.

We don't need to upload to Jovial. Check your junk/spam sometimes the emails go there. In the broadcast it has the actual email who it comes from. Office can help too, you can check with Sonja. With level 2 there is a fee associated with it, so don't just do it twice.

Jessica: just don't do level 2 if you're not in 4th or 5th grade.

Kelly: ignore reminders to re-do level 2. You only do level 2 once and then done. You have to re-do level one every year. There is a glitch, ONLY RENEW LEVEL 1. It's \$12.95 to do level 2. If it's a hardship, let us know.

Kaytlyn: I'm the parent participation coordinator this year: There is an 80-hour requirement: we submit hours 3 times a year Dec, March and June, we will breakout the hours like last spring, next broadcast will detail that and we will send examples of hours trackers. We use this data to best support our families, It's really very helpful. More info to come.

Jessica: Are you going to send examples?

Kaytlyn: Yes, for example one is classroom hours. Were you at an event, were you a classroom volunteer, we will give you specific examples.

Kelly: I use a spreadsheet; it's however you like to organize yourself. Awesome Kaytlyn.

ENRICHMENTS: Sharee Lowe: Sounds weird but as I'm speaking, I'll give a blip on what each is about, new families, let me know if you want more detailed info, or Spanish: contract work to purple school, they come to class at allotted time. I am the middle man between the committees and board. Mini units, Spanish and family camping. When things go wrong, it falls on me. That's ok too. Spanish lessons, 1x week starts in Oct-May, not full year, but close. Dia Del Nino, lots of parents and hours earned, great event that the kids loved. COVID protocols, in the past mini units had been 2x year, alternate stem/art. Goal to get kids from each grade in a group. 24 groups, work on a project together. Example: recycled art, families bring recyclables in and kids do art together, displayed in the library. Great way for kids to get to know each other. We'll see how it goes this year to see. Some in Nov, think it's 2nd, 3rd or 4th, like it Thursday or Friday usually. AM and PM sessions. Keep those dates in mind. Few hours in AM or PM. 3/6 or 3/7 for the Spring. This year it's STEM, Paula is Mini units lead, we are very excited, she had the UW STEM buses brought in, we are very excited to have you.

Jessica: check paceatlockwood.org website for enrichment details.

Sharee: best way is to volunteer.

Camping: Linda R: We will go first: Mike and I are jointly doing camping co-chair this year. Family camping will be 9/23-9/25 at Kayak Point which is the Marysville exit, head west until you hit water. There are volunteer hours opportunities, great way to get a chunk of hours, sign up genius with games, food. No potluck this year, may have a breakfast or snack station, movie night set up/clean up. Movies both Fri and Sat and a beach walk on Saturday. Craft stations not at the beach, this year, all will take place in the amphitheater, so we don't have to haul supplies. Will have scavenger hunt. Lots of opportunities to get involved! Great opportunity to exercise your creativity! We are going to come up with a camping list, it's also ok to come up for the day, parking is 10 dollars. Pets? Not sure.

Cristi: We are encouraging new families to come, it's a great opportunity to meet everyone, we are going to have coffee, enjoy craft time, beach walk, movie night, there's going to be a whole schedule out, so it's going to be great. If you don't get a yurt tonight, all the campsites are rented, maybe we can share, go ahead and reach out if you're interested. Put in the chat if you know your campsite number, we are going to put a map together of who is where. Ok to email

Cristi which campsite is yours. Something new we are asking if families may be up for sharing their firepit, you can go and cook your hot dogs there, etc. Scavenger hunt which is new this

year, if you're willing to be a host, a nature object will be hidden, let us know in email or chat. Morning coffee in yurt 10, sign up genius will have all the volunteer opportunities you can sign up for, few people to run crafts, great time to get hours! You'll be sitting pretty, not scrambling. Sign up for snacks, we will be asking for prepackaged snacks. With every campsite you get one car, if you have any additional cars, you need to pay 10. Just for the day, there is an overflow lot, will include it on the map. There is a trail to the beach. Trying to coordinate each grade to meet and vote on something they want to do, like tie dye. We'll figure it out, and get a class photo. More details coming in the next broadcast. Yurt lottery: First name: William Carr. Second name: Riki Pierotti. If you didn't get a yurt, send Cristi an email.

Field trips/Incursions: Kristin Beima-Sophie: Nothing to share yet. More to come.

Fundraising: Ana Memmel: I'll be reaching out to meet. Charleston Wrap and Scrip go toward your \$200 financial obligation. Scrip you'll hear more about that, it runs year-round, it's a program where you purchase gift cards and a percentage comes back to you/PACE. Charleston Wrap will be 9/21-10/5. Just 3 weeks, it's an online catalog fundraiser. 2500 items. So many items, home goods, décor, kitchen gourmet food, personalized items, all things like that. There's a link you can register your family, it keeps track of your earnings and you can share the link with your family and friends. 30-40% of what you sell comes back to you. Scrip 5-20% comes back to you.

Last is Spring auction: things to note: no date yet, TBD soon, sometime in March. Procurement starts ASAP. We have a list of businesses from the past, but if you are comfortable reaching out we can provide a form. Or, you can just share the name of the business with us. Please feel free to email the Spring Fundraiser lead. There may be an in-person component this year. On the smaller side likely, maybe each class can do a basket, it's fun for them to put together. Not solidified yet. For sure there will be an online auction. RaiseRight is what Scrip used to be called. Not super easy, takes some time to figure out but is super awesome.

Kaytlyn: At first, it's hard but becomes much easier. I raise the \$200 obligation and more each year, after you raise that, the rest goes to PACE. I will send the presentation out to everyone so you can review it on your own. Raise Right is about gift cards, they buy and then sell to nonprofits, e gift or physical cards. 3-18% average, sometimes there are bonus days. Gap/ON right now there is a sale and you get 18% back, \$18 if you buy a \$100 card! Things you use every day! Starbucks, Safeway, Home Depot! Screenshot from website: Buy a gift card with your bank account or cc, must verify your bank account the first time, you can use it right away if it's an ecard. Will mail it to your house if it's physical. Easy way to track how much you've earned on the website. How to start? Will send link to website, or there's an app. You will need an enrollment key to get started. There is a small transaction fee, 15 cents, or 2.5 percent, you can do one big order and save money. They never expire and there are no additional fees. Here to help, and the new Scrip family will be well versed and ready to help soon.

Kelly: I used it for a Disney trip once!

Jennifer: they will email you offers too.

Kelly: It's super easy to reload in the Starbucks drive thru.

Jessica: do you have a code to share now?

Jason: Yes.

When are the amounts due? 1/31

Code: 88EL9AB865L2. You have until 1/1 to earn money.

COMMUNICATIONS:

Rebecca: The Broadcast email will be coming every 2 weeks, next on Monday. We want it to be reliable. MailChimp will be easier to read and digest info and manage. Hoping the next one will be ready with MailChimp. Add Kelly's email to your contacts. Always a transition period where things might go to junk.

Did you know we have a website? Ricardo and I are working to make it updated and a great source of info for you.

Info night is coming up! 10/18, keep an eye out for more info. It's another opportunity to get those hours in.

We made a calendar you can subscribe to with all the PACE events, we will change and update throughout the year, it will be available, link in chat, also another with board member events on it. Will send in separate email to board, will send in a future broadcast as well.

Ricardo: PACE Email accounts: if you're on the roster you have a PACE email assigned to you, please sign in and check it out. Emails automatically forward to your personal account. The reason why is because we are on a non-profit Microsoft program, to maintain, we need to have a utilization rate of 85%. OneDrive and SharePoint are great for saving your documents, it's the best practice to follow, for next year's handoff. If you need help: IT@paceatlockwood.org.

COMMUNITY SUPPORT: Todd: We are supporting YOU the parents, teachers and staff. Staff appreciation will put snacks and lunch out, fun to connect and support the staff. Events: several throughout the year, will have more this year, pumpkin carving, ice cream socials, cornhole, watch for those invites, new family dessert coming up 10/4 will celebrate and allow you to ask questions. Mentoring: delivering bags to new families, 33 bags went out. Feel free to reach out!

Kelly: Now we will try committee meetings in Breakout Rooms: membership, enrichment, field trip, fundraising, communications, community support, class coordinators.

(Breakout rooms not working..)

Jessica: can you just post the rooms?

Kelly: no option to do that now...

Kelly: any last questions or comments? Lovely to see all your faces, love the new families, and all the old ones too, new broadcast on Monday, school starts Wednesday!

The meeting is adjourned at 9:01 PM. Hope to see you soon on campus!

Prepared by your PACE Secretary Lara Allen