PACE Board Retreat Minutes
Monday, August 10, 2026

Call to Order - Holly called meeting to order at 5:19 p.m.

Board Members in Attendance:

1. Julia van Rensburg
2. Holly Quindt
3. Monica Kachmarik
4. Shoshana Blank
5. Rikki Pierotti
6. Melissa Trygg
7. Rachel Ogurkow
8. Kaytlyn Hoch
9. Amy Lindblom
10. Cynthia Tran
11. Laura Lorenzo
12. Jennifer Ekstrom
13. Alisa Hanft
14. Gloria Park
15. Rebecca Skoog
16. Karen Nijher

Welcome and Introductions

- Holly welcomed everyone to Board retreat for 2026-27 school year

Mission Statement — Julia van Rensburg

- Julia read the mission statement

Intro & Icebreaker

- Each person shared name, role, ages of kids and favorite thing they've done this summer

Appreciations — Holly Quindt & All

- Appreciation shared for everyone being in attendance tonight

Approvals/Action Items

Approval of Board Meeting Minutes from 6/2/26 — Holly Quindt

- No recommended edits. Minutes approved as distributed.

Handbook & Parent Participation Agreement Update Approval

- Some job descriptions updated; added a probation status & process section mirroring Parent Participation document

- Rachel Ogurkow motioned to approve. Cynthia Tran seconded. Quorum met. Motion approved.

President's Report Holly Quindt

Upcoming board 1:1s

- Holly will send email to go over job duties, answer questions, brainstorm for the year;
- Class coordinators will meet with Julia 8/14
- Reach out with any questions you have or ideas of what you want to see this year

Open 2026-27 PACE roles

- 5th grade newsletter reporter
- Info night lead
    - Ideas share for jobs it could be coupled with
    - Julia will send messaging that can be shared by class coordinators

Board of Directors Expectations Holly Quindt

Code of Conduct review

- Respect each others' voices, opinions, by responsible, ethical, honest
- There is a process for formal complaints & a conflict resolution worksheet if needed
- Reach out to Holly if feel like voice not heard

Teacher's Report Jennifer Ekstrom

- New teacher for 2nd grade
- Jennifer will be board liaison - will attend board meetings & report back to other teachers; Spanish liaison & outdoor ed
- Beth will be main contact for Mini units & secretary of teacher meetings (notes)
- No assistant principal @ admin level, school enrollment numbers are down
- Look forward to exciting year; want to be on top of information; want to support the program
- Jennifer to receive all communication – other teachers can opt in or out of communications, board minutes only to Jennifer

Chair & Committee Reports

Membership Kaytlyn Hoch

- Enrollment
    - All coordinators should have initial class rosters
    - Teacher assignments in Parent Vue August 19th, anticipate principal placement info prior to 8/19
    - May be class changes up to start of year, or even after
    - May not get finalized roster until 1st day of class, please be patient
    - Two students moved out – 2nd & 3rd
        - Filled 2nd grade
        - No more students on waiting list that can be added to classes right now
    - Lockwood is closed to waivers; Kaytlyn shared info on how students are added to classes

- Goal will be to boost the waiting list; best recruitment is word of mouth; email Kaytlyn new ideas for marketing
- Kaytlyn answered questions re: principally placed students
  - 24 principally placed students last year
  - If want PACE communications, with options; field trips (pay upfront, individually or financial assistance)
  - Field trip attendance
  - Idea for principally placed family orientation
- Numbers of PACE students:
  - 1st – 19
  - 2nd – 24
  - 3rd – 14
  - 4th – 20
  - 5th – 20
- Anticipated numbers of principally placed students:
  - 1 in 1st
  - 0 in 2nd
  - 8 in 3rd
  - 8 in 4th
  - 7 in 5th

- Parent Participation
  - 6 families under 80 hours for the year; Holly will be following up with them
  - Kaytlyn answered questions re: parent participation & hours
  - Many 5th grade families did not report final hours
- Volunteer background checks
  - Meeting 8/14 to transition the job
  - Send updated background checks to volunteer@paceatlockwood.org and cc Sonja, sgillmore@nsd.org
  - NSD updated website with clear info
    - NSD employees need to complete Level 1
  - Families may need to download badge & send, vs just forward the approval email

Treasurer — Cynthia Tran

- Treasurer's report for July 2026
  - Not a lot of activities this month
  - Opened CD for higher interest
  - Fiscal year ends 8/31
  - $12,000 of unpaid field trip expenses from 2025-26; has accounted for it in the 26-27 FY
  - Ending total: $65,927.05
- Budget review and 2026-27 budget approval — Cynthia Tran
  - Cynthia reviewed the budget & explained the report.
    - Less PACE students, less overall income
    - Donations in Lieu includes 2 scholarships
      - Discussion to increase the scholarships to 3 for the year, will adjust
    - Enrollment fees planned for 100

    - Spring fundraiser year - $10,000
        - Discussion re: fundraising ideas
    - Field trips – increased budget per child b/c eliminated separate toy maker line; classes should factor into classroom field trip/incursion plans
        - Teacher input re: toymaker: toymaker for 1 mini unit or toymaker every other year
        - Unpaid invoices from 25-26 have to be applied to 26-27 budget
    - PACE Support
        - Spanish reduced to 8 weeks (from 12 weeks)
        - Student enrichment (Toymaker) eliminated (shifted to field trips/incursions)
    - Lockwood teacher support
        - 2 new teachers
    - Admin
        - Added Track-it-Forward
    - Goal is a surplus of $5,000 with an auction year, planned budget will be $5,465 after field trip carryover expenses resolved
- Motion to approve the 2026-2027 proposed budget
    - Julia van Rensburg motioned to approve
    - Kaytlyn Hoch seconded the motion
    - Quorum was met, motion approved. The proposed 2026-2027 budget was approved by the Board and will be presented to the general membership for approval on 8/24

6:40 – 17 minute break

Enrichments Rachel Ogurkow & Melissa Trygg

- Met & reached out to coordinators
- Mini units – a lot is TBD given push for things to be after school due to walk-to-math
    - Question re: topics: teachers want to be consistent w/ what is on the list of options – follow the 5-year plan
    - 1 day after school in fall (possibly 2) & 1 in spring
        - Input that 2 weeks is hard b/c of storage of materials
- Challenges re: after school plans & school access before 2:30 release
- Outdoor ed will start planning this winter for fall 2027
- Spanish – 8 weeks starting in second semester
    - Questions re: teacher, not able to find another at this point
    - Provide input to Spanish teacher re: engagement & rigor at older grades
        - Perhaps need more writing
    - Discussion & ideas regarding
        - Language rotation
        - Stagger grades during the year
        - Connect to PTA multi-cultural night
- Fall festival

    - Shift to classroom based
        - Teachers prefer classroom based event; mirrors what other classrooms are doing; helps build community with own parents & kids
    - Consider partnering with PTA for fall festival
    - Good opportunity for recruitment
    - Each class to have fall festival lead – plan activities
- Science Docent idea
    - All teachers have Mystery Science curriculum access, paid for by PTA
    - If there is interest, could be used for a Science Docent program
    - Materials costs could be about $1500 for all grades, monthly STEM lessons
    - Next steps: share with Teachers as an option, class coordinators discuss with teachers at initial meetings
    - Standing item to board meetings to check in on
    - Potential as a good replacement for Toymaker for next year

Community Support — Holly Quindt in lieu of Roland Radtke

- Family camping planning going well, down to 1 coordinator; 9/25-9/27
    - There is a waiting list for families who still want to camp
    - If not camping, encourage families to come up on Saturday
- Staff appreciation lead will be connected to PTA staff appreciation lead
- Mentoring team – questions to ponder:
    - New PACE families not going into 1st grade, more difficulty connecting – discussion & suggestions re: welcoming, paragraph for class coordinators to include in communications re: welcoming new families;
    - Suggestion that class coordinators be available at new family orientation night on 9/15
        - Or have a slide in the presentation
    - For big events, asks that coordinators wear name tags
    - Wonder re: new family mentor voice on the board; can this be part of member-at-large position
    - Discussion re: mentors begin connecting in spring vs. August
    - Can New Family Mentor roles be shifted to Membership chair?
        - Holly will check on process
    - Next steps: Conversation with Mentoring Coordinator & class coordinators, develop recommendations to the board; invite Mentoring Coordinator to next board meeting to brainstorm
    - Idea re: Curriculum night – opportunity before/after to talk about volunteer schedules; approximately 10 families

Fundraising — Holly Quindt in lieu of Nina Madsen

- Charleston Wrap 9/14-10/18
- Raise Right set for the year
    - Continue option for physical cards due to cost associated?
        - Discussion of how handled previously to minimize card ordering costs
- Spring Auction – planning starts early September, will be run similar to 2 years ago, bidding prior to general meeting

Field Trips/Incursions Alisa Hanft

- End of June - encouraged new reps to reach out to teachers for idea of what teacher wants; goal to pre-book things for the fall b/c things are booking up early
- Will do September meeting with field trip reps. Some returning reps
- From teachers: Goal is for all out of school trips booked by 10/15 and all invoices to Cari, cc PACE Treasurer
    - Kids who miss math b/c of field trip, responsibility is on family/child to catch up on missed lesson
    - No tests on those days
- Questions regarding:
    - Do teachers prefer incursions?
    - Can 4th/5th try for afternoon field trips to avoid walk-to-math?
    - 4th/5th driver & insurance forms to families to prep for October field trips?
    - Would FT rep orientation be helpful before summer?

Communications Shoshana Blank

- Broadcast will be out every 2 weeks; upcoming Broadcast will be 8/18 due to content & timing for late August reminders
- All had good hand-offs from previous job holders
- No job-guide/how-to in OneDrive
    - Difficulty logging into accounts
    - Mailchimp – requested input regarding not archiving families from mail list, letting them opt-out
        - Board input is to archive families

Class Coordinators

- 1st grade (Laura Lorenzo)
    - Couple playdates set-up; 1 so far with 6 kids attending; group of families ready to engage, another will need nudging; most eager & responsive; may offer 1st grade info session before general meeting
- 2nd grade (Gloria Park)
    - 1 communication out; two playdates, one 8/16, one later August;
    - Most families returning, 2 new families so will work on closely connecting with them
    - New teacher – meeting next week
- 3rd grade (Rebecca Skoog)
    - Email to teacher to intro
    - Most kids know each other already; class is 14 PACE – 10 girls
    - Hoping for new students/principally placed student info before do summer playdate
    - Will do 1 before school starts
- 4th grade (Karen Nijher)
    - Had 1 playdate before school ended
    - Hoping for new students/principally placed student info before do summer playdate
    - Will wait to talk with Ms. Hong until school starts

- 5th grade (Amy Lindblom)
    - 2 new students; couple returners who were principally placed last year;
    - Hoping for new students/principally placed student info before do summer playdate
    - Will wait a week to reach out to teacher
- Suggestion to set dates for playdates before school starts and then invite new families as their info is received

Business for Discussion

Track it Forward — Kaytlyn Hoch

- Set-up is completed; all board members got an email as pilot test group
- Email Kaytlyn feedback: what's missing, what's confusing, etc.
    - Feedback: Subcategory designation would be helpful
- Only 1 email address for each family; will ask families to set up own account
- Include any hours since July 1
- App & web browser version available
- Can do event sign-ups in Track-it forward… need to discuss if want to use it or continue with Sign-Up genius
- For families who have lower hours – more up-to-date info so Parent Participation coordinator role can shift to following up

Looking Ahead — Holly Quindt

Calendar Review

- Remove facilities for Fall Festival
- Need to schedule Toymaker
- Need timeframe for Spanish – initial plan is beginning of March

Meeting adjourned - 9:00 p.m.