PACE General Meeting Tuesday, August 25, 2026, 7-9 pm via Zoom

Attendance:

Quorum: 44

In attendance: 59 families

Welcome

Call to Order — Holly Quindt

Holly called meeting to order at: 7:02pm

Mission Statement — Julia van Rensburg

Julia read the mission statement

Thank You's — Holly Quindt

Appreciation shared for PACE board, Robin Madsen, Mr. Ramirez, PACE teachers, Committees & general membership

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Principal and Teacher Report

Principal Report — Samuel Ramirez

- Sam welcomed everyone and thanked for joining; shared this is a good community;
- Shared changes:
  - 1st grade teacher: Jennifer Ekstrom returning to the PACE teacher role
  - 2nd grade teacher: Kai Redman- new to Lockwood; 10+ years at Lake Washington school district in Kindergarten
  - Overall at Lockwood there are 2 teachers & 3 paras who are new; Lockwood is fully staffed
  - 460 students enrolled which is about 25 lower than last year. This is due to last year being the final phase out year of EAP program at Lockwood
  - Meet the Teacher on 8/26 from 3-4pm
  - Teachers are all back today for training
  - For PACE meetings, Sam will attend as many as he can; without an AP this year, he will do both PACE & PTA meeting

Teacher's update — Jennifer Ekstrom

- Teachers had their 1st PACE teacher meeting
  - Talked about what are goals for the year & program; they're excited to be back in the classroom; looking forward to the year

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Approvals/Action Item

Approval of May 2026 General Meeting Minutes — Holly Quindt

- No corrections, minutes approved as distributed. Meeting minutes will be archived.

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2026-2027 Budget — Cynthia Tran

- Cynthia reviewed proposed budget, including changes from last year
  - Field trips include expenses that did not hit the 2025-26 budget
  - Question re: what would be needed to add 4 more weeks for Spanish, Holly explained how teacher input drove the change, wanted more in class time for curriculum
  - Question re: outdoor ed reservation going on this year's budget for park reservation; last year, did not need to book prior year; Cynthia can add $500 into that line item; or can be discussed at next board meeting re: which park
  - Question re: what is in the storage unit; contains financial records, lots of materials for enrichments & outdoor ed
- Motion to approve 2026-27 budget by Izabela Michnicki. Motion seconded by Monica Cagayat. Quorum was met. 2026-2027 budget is approved.

Approval of Handbook Bylaws & Job Descriptions — Holly Quindt

- Holly summarized what items and job descriptions were changed
- Motion to approve updated Handbook Bylaws and Job Descriptions by Cynthia Tran. Motion seconded Eric Meng. Quorum was met. Motion is approved.

Approval of Parent Participation Agreement — Holly Quindt

- Holly noted changes and additions to Parent Participation Agreement
- Motion to approve updated Parent Participation Agreement by Izabela Michnicki. Motion seconded by Shoshana Blank. Quorum was met. Motion is approved.

Treasurer's Report

July Treasurer's Report — Cynthia Tran

- Cynthia shared July report

Updates/Reminders

PACE Committees/Roles Roster — Holly Quindt

- Holly reviewed the PACE board & committee chairs with slides showing each roster

Parent Participation Agreement — Holly Quindt and Julia van Rensburg

- Julia reviewed Parent Participation Agreement
  1. Time commitment: 80 hour volunteer requirement; up to 40 can be for PTA related volunteering
     a. Opportunities include: in class, enrichments, community events, PACE role/job

   b. Lots of opportunities for volunteering. If struggling to complete 80 hours, reach out to your committee chair, board member or parent participation coordinator for support in meeting hours
2. Committee: each family participates in a committee (if not on board)
   c. PACE job/role: If unclear of your role, please reach out
3. Fundraising: obligation per child and capped per family
   a. Fundraising obligation is by calendar year; based on what still due 12/31; to be paid by 1/31.
   b. There will be a variety of fundraisers
      i. Charleston Wrap & RaiseRight contribute to it
4. Parent Meetings: Attendance required at all PACE general membership meetings
   a. Held on Tuesdays; some Zoom, some in person at Lockwood cafe
   b. Remember to sign-in to record attendance
   c. Members are required to vote
5. Behavior expectations – behave appropriately, put students first
   a. In class, refrain from cell use, show up on time, find a sub if unable to go to volunteer time, share with class coordinator & teacher if unable to find sub
   b. No pop-ins to classrooms
   c. No younger children at field trips or volunteering commitments during school hours unless cleared by Lockwood Administration

- Reminder for volunteer renewal/clearance
- Good standing: The goal is active engagement from all members so good standing means you:
  - Fulfill volunteer requirements or have a plan in place (can buy out up to 20 hours at minimum wage)
  - Fulfill fundraising obligation; if commitment provides financial hardship, scholarships available, reach out to Holly (president@paceatlockwood.org)
  - Active engagement via participation in your role/committee, classrooms; if needed, have a plan with Parent Participation Coordinator for increasing engagement
- General membership meetings are Tuesday evening from 7-9pm
  - Aug. 25 via Zoom
  - Oct 20 @ Lockwood cafe
  - Jan 19 via Zoom
  - March 16 @ Lockwood cafe (combined with Auction)
  - May 18 @ Lockwood cafe

Committee Reports

PTA Update — Julia van Rensburg

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- Julia is PTA liaison, PTA provides support for all students at Lockwood including: field trip support, teacher stipends, student clubs, family events, curriculum enrichment programs
- They have open positions (student club leads, teacher snack pantry lead, spirit wear lead, family movie night lead, nominating committee lead, book swap co-lead, 5th grade celebration). If interested, let Julia know and she'll connect you to PTA
- PTA membership needs to be renewed every year; currently $15, will be $20 starting October 1st
    - Currently most of fees go to state PTA; so increase will provide Lockwood PTA with some of the fee
- Weekly PTA newsletter – Must opt-in if you want to receive it; weekly@lockwoodpta.org
- Supply drop-off/Meet the Teacher is tomorrow (or can send supplies on 1st day)
    - 3:00 A-L last name
    - 3:30 M-Z last name
- New family tours 8/27 - arrival, dismissal, specialists
    - If you want to provide tours, PTA is looking for folks to provide tours
- Incoming Kindergartener's playdate 8/27 5:30-7
- General meeting 9/8 @ 7:00 in cafe
- Ice cream social 9/18
- Curriculum night 9/22
- Fundraiser 9/30 (Move-a-Thon)

Membership Kaytlyn Hoch

- Current PACE enrollment: 78 families; 22 are new
    - New or principally placed students in every grade so reach out, say hi when you see a new face, help welcome others
- Background checks – will receive email when time to renew
    - For field trips, need to do level 2. There is a one time cost for level 2 clearance
    - Email badge, once approved, to volunteer@paceatlockwood.org and sgillmore@nsd.org
    - If badge says level 1 and have previously done & maintained level 2, there is a link to get changed to level 2, email volunteer@paceatlockwood.org for the link
- Hours reporting – 3 times/year: 12/1, 3/1 and 6/1 (June is an estimate for the amount completed for rest of the year)
    - This year will use Track it Forward so families can record hours at any time
        - 3 categories – classroom hours, administration hours, PTA/Lockwood community hours;
        - Question re: art docent is not an option in app (Kaytlyn will update)
        - Will go over hours reporting at new family orientation
        - Attendance at meetings count toward hours
            - Question re: last spring or early summer meetings for new families counting to hours – hours start July 1

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- Monica Cagayat shared additional Track-it-Forward information
  - No need to use excel tracking spreadsheets anymore
  - Each family will self-register (1 account per FAMILY)
  - Register to begin using by 10/1, but recommend ASAP
  - Website or app; **https://www.trackitforward.com/site/lockwood-pace**
    - Complete info for you and your child under Edit Profile – info for YOUNGEST CHILD in PACE

Enrichment Rachel Ogurkow & Melissa Trygg

- Some things will be different from the past as they are adjusting based on feedback from teachers re: the timing of enrichments
- Mini Units – 1 day in winter & 1 day in spring
- Spanish – 8 weeks after mid-winter break
- Fall Festival – in class on October 30th instead of all PACE combined event; will help supplement & participate in Trunk or Treat
- Egg Drop – June
- Toymaker – February

Field Trips/Incursions Alisa Hanft

- Shared info on how to become a Chaperone, chaperone expectations, driver expectations for 4th/5th grade
- Members will receive documents needed
- Shared PACE Chaperone Expectations, all chaperones will need to sign
- Shared drive expectations for 4th & 5th – parent drivers for field trips; PACE has supply of boosters if needed (based on height)

Fundraising Nina Madsen

- Two types of fundraising:
  - Toward personal fundraising goal:
    - RaiseRight
    - Charleston Wrap
  - Toward PACE generally:
    - Company matching
    - Spring auction
    - "Mini" fundraisers (ie: Menchies, MOD pizza, etc.)
  - If you have ideas for fundraisers, email Nina; looking for fundraisers that are low barrier to participation

Communications Shoshana Blank

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- Broadcast goes out about every two weeks on Tuesday

Community Support — Holly Quindt for Roland Radtke

- Pancakes & Pajamas – please RSVP, volunteering available
- New Family Orientation – 9/15 7-9pm @ Cafe
- More Community Events TBD
- If need childcare for events, please fill out the form
- PACE apparel available (link)
- Family Camping — Robin Madsen
    - 9/25-9/27
    - Friday night – movie night
    - Saturday – full day of activities, breakfast & coffee, hike, crafts, lawn games, class photos, dance party
    - Sunday morning – breakfast & coffee
    - RSVP if camping or coming for Saturday
    - Volunteer opportunities available (link)
    - Remember to check-in, sign-in, waiver form, drop-off supplies
    - Can email Robin if don't have site and would like to camp, there is a waiting list

Adjourn Meeting — Holly Quindt
Holly adjourned the meeting at: 8:38pm

Committee Meetings in Breakout Rooms — All

- Members self-selected to breakout rooms to meet with their committee chair for their PACE role