Lincoln Elementary PSG Meeting Minutes

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| **Meeting Name**: PSG | | **Meeting Purpose**: Everyone getting to know each other, share ideas and plans for the future of the school | | |
| **Date of Meeting**: 8/6/2018 | | **Time**: 6:00 | **Meeting Leader**: | Elizabeth Spenner, President |
| **Prepared by**: | Shannon Dixon, Secretary | |

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| **1.ATTENDANCE AT MEETING** | | |
| **Name** | Position | Note |
| Megan Thomas | Principal |  |
| Elizabeth Spenner | PSG President |  |
| Jim Noland | PSG Vice President | Left early for meeting w/Dr. Snapp |
| Angie Coughlin | Treasurer |  |
| Shannon Dixon | Secretary |  |
| Wesley Warren | Teacher |  |
| Jennifer Carlson | Teacher |  |

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| **2.MEETING NOTES, DECISIONS, ISSUES** |
| 1. **Welcome:** Board members, Teachers and Parents introduced themselves and said |
| A little bit about their kids and what school they came from. Snacks/Refreshments available |
| 1. **Thank- you to Volunteers:** Elizabeth stated how much we depend on our volunteers and with |
| Out them we wouldn’t be able to do the things we do and how much they are appreciated. |
| 1. **Volunteer Opportunities:** One of our greatest areas of need is forming our committees and |
| Finding volunteers to “chair “those committees. We have really been pushing using Survey |
| Monkey volunteer questionnaire, as well as the Lincoln PSG website. Jim (Vice Pres.) has |
| Created an extensive excel sheet with all the volunteer’s information. We will definitely need |
| Continued help throughout the year and will continue to push for requests for volunteers. |
| 1. **Committees:** Box Tops- Holliston Huhn, Dine-to-donate, Donuts with Dad, Family Nights, |
| Grandparents/friends Evening, Laps for Lincoln, Mini-Economy store, Muffins with mom-Jim |
| Noland, Room Parent Coordinator: Stephanie Jones, Scholastic Book Fair, Spirit Wear, Spring |
| Carnival, Staff Support: Elizabeth Spenner. |
| 1. **Sponsor Update:** We are at over 110 companies contacted in regard to donating or sponsoring |
| The school. Shannon (secretary) has been keeping track of all the contacts in a spreadsheet. |
| We are still looking for companies to sponsor the Laps for Lincoln Fun Run. We need as much |
| As we can get so that we can start next year on a positive note. |
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| 1. **K-Breakfast-** BooHoo to YAHOO!! Will be Thursday Aug. 9th at 9:00am to 10:00am. |
| We have 20-25 RSVP’s. Parents are donating drinks, fruit, cups, plates, napkins. |
| Kevin Kerzee will be donating the donuts for parents and siblings, Starbucks is donating the |
| The coffee to our parents as well. Agenda: welcome/introductions, food, talk about PSG and |
| Other volunteer opportunities, Parents can sign up for a K-parent contact list to get to know |
| Other K parents outside of the school, 2 door prizes, and small/craft activity for visiting siblings, |
| Elizabeth also has a new box of crayons for siblings to take home. Extra spirit wear will be avail- |
| able for purchase. All leftover coffee, donuts and food will be left in the teacher lounge for our |
| fabulousteachers. |
| 1. **Lincoln Luau-**Friday August 17th from 5:30 to 7:30pm, 100 confirmed RSVP, teachers are |
| volunteering to cover everything!! We are SO very thankful for their help! Food is set!! Panoony’s |
| will bring over pizza for everyone and Kona Ice will be there as well. Sign-up genius has been |
| Created for drinks, tablecloths, cups, etc., We need more yard games! We only have right now |
| Corn hole and connect four. Our raffle is now a silent auction. We have TONS of items , and we |
| are SO grateful for our community. They really have spoiled us!!! We need to order Leis & some |
| other things, I have a person who may want to sponsor a partial order for these things. Once |
| Things are worked out with him we can work out the final costs! He will help cover: limbo game, |
| another large yard game, leis and small prizes. |
| 1. **Laps for Lincoln-** We respectfully broke ties with boosterthon to keep profit and to prevent |
| from taking away instructional time. We need all sponsors committed by the 1st week of |
| September so Mindy from Brownsburg signs can make our banner before she gets married! She |
| is donating the banner to Lincoln. We need to form a committee!!!! Things to think about as this |
| Committee works together: 1 PSG member will always try to attend the committee’s meetings, |
| Mr. Staup, PE teacher, is also willing to help with anything……. even using a class session that |
| week to get students excited!! **VOLUNTEERS,** Panoony’s want to help with a teacher/volunteer |
| Luncheon, Kevin Kerzee would like to provide student/staff drinks/water. Other: How to track |
| Students laps, how to collect funds-PayPal vs Thegetmovincrew.com, Prizes for certain levels of |
| Fundraising/laps, how to get volunteers for different parts of the day, where will the event take |
| take place? EMS track possibly or field between Lincoln and EMS. Bring ideas to next meeting. |
| -**Suggestion-Events scheduled on Friday’s will get more parent volunteers-** |
| 1. **Lincoln Dedication**- Monday September 24th, 6:30pm, We will only need a handful of parents |
| To volunteer. Kevin Kerzee is interested in providing refreshments. Unsure of location but may |
| Be in the cafeteria or the gym. |
| 1. **Calendar/List of New Event Dates-**Thursday Aug. 9th BooHoo for YAHOO!! Kindergarten |
| breakfast 9:00am, Monday Aug. 13th Picture Day, Friday Aug. 17th Lincoln Luau 5:30-7:30, |
| Friday Aug. 31st Mini-Economy store, Monday Sept. 10th PSG meeting 6pm, Monday Sept. 24th |
| Lincoln dedication 6:30pm, Thursday Oct. 4th Laps for Lincoln Fun Run. |
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| 1. **Upcoming PSG Meetings at 6:00pm:** Aug. 6th, Sept. 10th, Oct. 8th, Nov. 12th, Dec. 3rd, Jan. 14th |
| Feb. 11th, March 4th, April 15th, May 6th. |
| 1. **Treasurer Update: Angie Coughlin-** Spirit sale has gone extremely well!! We have only 25 |
| Shirts remaining to sell. We have paid for the shirts and profited as well. We are now signed up |
| for Amazon smile, Box Tops and Kroger community rewards. https://smile.amazon.com/ch/82- |
| 5257349 and <http://krogercommunityrewards.com>, search for Lincoln PSG or GI278 |
| 1. **Bulldog Bucks Mini-Economy Store-** Students in grades 3-5 are currently earning “Bulldog |
| Bucks for good behavior/responsibility/etc. On the last day of each month, at the end of lunch, |
| Students will be able to go to room ------ to shop with their Bulldog Bucks. We will need a chair |
| to “head” this, round up volunteers (Elizabeth Spennner can help), set up store in classroom, |
| Price items, etc. Several parents have expressed interest in donating goodies for this, we will |
| begin pushing this through Megan’s weekly email, Facebook, Classroom newsletters, website & |
| More, so that we have plenty of donations. The store will run on the following dates, Aug. 31st, |
| Sept. 28th, Nov. 16th, Dec. 21st, Jan. 25th, Feb. 22nd, March 22nd, April 26th, May 31st. |
| 1. **Upcoming Fundraisers (thru PSG)-** Tie-dye lab 9-11 thru 16th, Canvas with Katie, |
| Shop-to-donate Caroline’s Boutique, Crew Carwash (spring), Wylie’s, Hot Skates, Kid’s |
| Planet, Possibly Bear Home Goods. |
| 1. Teacher/Staff Appreciation: August |
| Elizabeth is working on this and will keep in contact with Sunshine Committee as to not |
| overlap with things. Thursday Aug. 9th leftover doughnuts & coffee. Em Studio and Salon |
| for teachers this week. Treat in mailbox: third of August. Ballot box to recommend a colleague |
| that has done something great for them in the first 2 weeks of school. As well as drop their name |
| name into a box for a prize drawing. Thought we could leave the banner up through August!! |
| People can add to it and I will draw 2-4 names throughout the month. Best Friends Coffee & |
| Bagels or Chic Fil-A Breakfast or Lunch? Last week of August. |
| 1. **Teacher Needs-** We have 2 consistent copy/workroom helpers each Wednesday, covering full |
| days. Shannon and Elizabeth will also try to be in as much as possible to help. |
| What other needs do teachers have currently? 1- Copies in cabinets? 2) Create a signup genius |
| for media center volunteers. Teachers to make a wish list and send it to Elizabeth. |
| 1. **Decorating Cafeteria Walls/Bathroom Decals**- Rachel Davis from (the purple palette) has |
| generously offered to come paint something on our cafeteria walls, if approved! |
| We would like to hold a cricket party the last week of august 21, 22 or 23 right after school to |
| create fun inspirational bathroom decals. Snacks/treats? Teachers & Parents? Split into teams |
| by grades? Can PSG purchase vinyl/decal material? Teachers will provide crickets. A fun way to |
| get to know one another in a social setting. |
| 1. **Other/Final thoughts/ Parent comments, questions, concerns:** |
| -Shelves for PSG closet- We need these desperately |
| -Childcare for future PSG meetings to ensure parents can attend -Elizabeth & Megan are |
| -working on this. Suggestions included: Middle/High schoolers, Kei club members, Kidz Depot |
| or ambassadors. |
| -Bring some fun “field trip” type fun to the school: Science Time/Eli Lilly visit, Silly Safari, |
| speakers such as vets, piolet, etc…, Eagle Creek Park, etc. |
| -Plan events on Fridays will allow more parents to be able to volunteer and attend due to being |
| being able to take time off work. |
| -Laps for Lincoln T-shirt design- Allow 4th graders to vote on the design they want on the shirts. |
| -Class parties are Dec. 21st and March 22nd |
| -PSG meetings at a restaurant or something for a more relaxed feel. Talked about maybe every |
| third meeting. |
| -Pay to play-$1=extra recess |
| -Art to remember- This is something that the art teachers do. |
| -Parents pay lump sum at beginning of year- Parents can pay money for things they don’t want |
| to actively volunteer for can help with the financial and those who don’t want to deal with the |
| financial can actively volunteer. |
| -Parties going against tradition-inflatable or something similar for the older kid’s vs a Pinterest |
| showdown. Video game truck for K-1 or 2-3. Would need less volunteers for things like this? |
| -PSG event calendar for the year |
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| **4. Next Meeting** |

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| **Date: September 10th** | **Time: 6:00** | **Location: Cafeteria** |

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| **Objectives:**   1. **Form committee for Laps for Lincoln** 2. **Assign people to committees that want to help.** | 1. Volunteers 2. How to track laps-hole punch vs marker 3. How to collect funds 4. Prizes for certain levels 5. How to get volunteers for different   parts of the day.   1. Where will event take place? 2. Run laps vs Obstacle Course |