Lincoln Elementary PSG Meeting Minutes

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| **Meeting Name**: PSG | | **Meeting Purpose: Prepare for upcoming events** | | |
| **Date**: September 10, 2018 | | **Time**: 6:00pm | **Meeting Leader**: | Elizabeth Spenner, Pres. |
| **Prepared by**: | Shannon Dixon, Secretary | |

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| **1.ATTENDANCE AT MEETING** | | |
| **Name** | Position | Note |
| Megan Thomas | Principal |  |
| Elizabeth Spenner | President |  |
| Jim Noland | Vice President |  |
| Angie Coughlin | Treasurer |  |
| Shannon Dixon | Secretary |  |
| Wesley Warren | 2nd grade Teacher |  |
| Kim Ramsey | 4th grade Teacher |  |
| Allie Noland | Computer lab/2nd grade parent |  |
| Rachel Odom | Room Parent Chair | Parent to 5th grader |
| Holliston Hun | Box Top Chair | Parent to 1st grader |
| Brooke Whitman | Mini-Economy Store Chair | Parent to kindergartner |
| Elizabeth Lencke |  | Kindergarten Parent |
| Leah Burris |  | Parent to 1st grader |
| Cynthia Pachew |  | Kindergarten Parent |
| David McDade |  | Parent to 1st grader |

**3. Meeting Notes, Discussions and Issues**

* **Welcome:**
* PSG Member Introductions
* Teacher Introductions
* Parent Introductions
* Snacks/Refreshments
* **“Thank-You” to Volunteers**
* We want to offer a very special “thank-you” to our volunteers through the past month. Beginning with essentially nothing has been a challenge, but you all have been amazing!!
* **Volunteer Opportunities:**
* Fill out form on website.
* Elizabeth is sending weekly/bi-weekly volunteer updates.
* Upcoming Volunteer Opportunities:
* Donate prize/gift card to “Laps for Lincoln” Fun Run
* Donate items to Lincoln Reward Store (3rd-5th Bulldog Bucks)
* Teacher Workroom
* Media Center
* October 4th “Laps for Lincoln”
* October 10th -11th Dinners for Teachers (Pitch-In sign up coming soon) Angela is checking with Connection Pointe about donating the dinner on the 11th.
* Holiday Staff (and Parent?) Blood Drive at Lincoln- Cynthia is going to check into the details for this and let us know.
* **Committees & Chairs:**
* One of our greatest areas of need is forming committees and finding volunteers to “chair” those committees.
* Our PSG wants to reiterate that we are here for you! If you decide to “chair” a committee, we will make sure you have a lot of help! This is a great way to meet other parents socially and help our school community grow and build a strong foundation! Our PSG will fully back, support and guide anyone interested in “chairing”!
* **Blood Drive:** (Thinking Nov./early Dec. for holiday giving)-Cynthia is going to check into this and let us know what she finds out.
* **Box-Tops:** Holliston Huhn
* **Dint-to-Donate:**
* **Donuts with Dad:** Jim Noland
* **Family Nights:**
* **Grandparents//Art show:**
* **Mini-Economy Store:** Brooke Whitmann
* **Muffins with mom:** Jim Noland
* **Relay for life:** Team leaders are Taylor Golding and Kim Ramsey. They will let us know what they need from us.
* **Room Parent Coordinator:** Rachel Odom
* **Scholastic Book Fair:** Amber Twieg
* **Spirit Wear:** Tandy Moffitt
* **Spring Carnival:**
* **Staff Support:** Elizabeth Spenner & Julie Wilmot
* **Kindergarten Breakfast Feedback**
* **Next year, we will consider including the K students BEFORE school, and once students are dismissed, parents can stay to meet one another, talk with Board member, etc. Information for the breakfast can be handed out at K screenings/testing in May!**
* **On K night set up several laptops so that parents can fill out their background checks before they leave the building.**
* **Lincoln Luau Feedback**
* Overall, we thought it went amazingly well. We will want to start early (June) again next year to begin collecting items for Silent Auction, food sponsorship, etc.
* **Other:** It was suggested that next year we pre-pour the drinks and pre-plate the food prior to serving.
* It was also suggested that we separate the food and drinks, so that it is not so crowded.
* Silent Auction item suggestion could be a lunch with the principal, eat lunch in your classroom, etc.
* **August Mini-Economy Store Feedback**
* **Brooke Whitmann**: Incredible Job!!! So much time and effort put into this!
* Gathering more donations: Best way to do this? Ask Parents?
* Nontangible prizes/rewards for kids
* Mr. Golding has a list from his previous school to give us ideas.
* Brooke has a sign-up genius ready to go for items needed
* Suggestion: Entire class spends $200 for an extra recess
* Brooke will need 5-6 volunteers to help her with the store
* **Upcoming Fundraisers**
* Duct Tape Mr. Staup for Lap for Lincoln
  + Ella Mae’s Shopping Experience: Thursday September 27th (7:00-9:00, thanks to Tandy Moffit for setting this up!!)
* Tie Dye Lab September 11th-16th (Wednesday Night K-Night)
* **Teacher Wish-Lists**
  + Distributed and online
  + In another week or so, our PSG will get with lead-teachers and ask what has/has not come in from wish-lists and try to help purchase several items per grade level.
  + Apologies for the errors (second grade and K)
* **Box Tops Update: Holliston Huhn:**
  + August: Approx. $180 made!
  + When students reach $250 they earn a Silly Sock Day.
  + Incentives at $250, $500, $750, $1,000, $1,500 (Our Goal)
  + Our Goal=$1500, and if we reach this, Mrs. Thomas will be slimed 😊
  + There are monthly drawings and quarterly rewards.
  + We need parents to please use sheets to make it easier for counting, and check expiration dates.
  + Other: There were some expired turned in but not too many.
  + Monthly drawing= 2 names per grade, contest runs from August until Oct. 12th. The winner will receive an extra recess.
  + The Poster in the PSG closet could be utilized temporarily until something else is ready. Just something for the kids to see and to know where they are. Elizabeth is to ask Holliston about this.
* **Laps for Lincoln**
  + **Sponsors: Done $4500+**
    1. Student and staff shirts covered!!
* **Fundraising:**
  + **Get Moving Crew: Angie Coughlin**
    - Cash and Checks we keep 100%
    - Paying with card uncheck the box, no processing fee charged.
* **Incentives/Prizes for kids**
  + For signing up, for every $25 increment earned, Top
  + See additional sheet
  + **Laps/Course:**
  + Tyler Staup, P.E. Teacher, has indoor and outdoor courses prepared
  + **Volunteers**
  + Paper/Sign-up genius sign ups
  + Water for students/volunteers: Kevin Kerzee
  + Lunch for teachers/volunteers: Kevin Kerzee?
  + **Committee Formation:**
    - Our apologies. We know there was a lot of interest in helping with this committee for our inaugural year. This was a HUGE learning year for us with “Laps for Lincoln”
    - Next year will be a great year for a committee and chair, but we want to thank you SO much for all your ideas/donations/thoughts.... we are learning as we grow. 😊
* **Class Parties Update: Rachel Odom**
  + Parties need to remain at the same time, due to the fact that a police officer will be stationed at each school during that time.
  + Discussed having combined grade level parties or combine whole school party.
  + Decided on having grade level parties, each grade level and room parents can decided if they want to combine their parties. Example: Mrs. Bratcher and Mrs. Verhelst rooms have a door between where they can combine their classrooms.
  + Grades K-2 party ideas are fake snowball fight, fake ice fishing and fake ice skating.
  + Grades 3-5 – A parent suggested that someone come up with 4 or 5 different party theme ideas and then the students get to vote on the one they like best. The one with the most votes wins. Everyone liked this idea!
  + Parties will be from 2:30-3:15pm
* **Treasurer’s Report: Angie Coughlin**
  + Lincoln Luau: We made $650 from silent auction and donations; Kona ice $120, Wylie’s (July 30th) $25.
* **Teacher Needs:**
  + We have workroom volunteers Monday afternoon, all day Wednesday, and some Thursday/Friday currently.
  + **What other needs do teachers have currently?**
    - Media Center Volunteers (We have sign-up genius created.)
    - Mrs. Johnson wants volunteers to email her directly to set up a time to come in and help.
    - Need to remove the Media Center Volunteer sign up from the Website.
* **Kindergarten Social Events:** 
  + We have 4-5 events in the works:
    - Tie-Dye Lab (RSVP)
    - Playground Date later in September
    - City Ranch experience in October
    - Pumpkin Painting/Park Playdate in October
    - Caroline’s “Mom’s Night Out” in November
  + We have 4 K parents who are interested in helping us as a lead/contact person.
* **Decorating Cafeteria Walls/Bathroom Decals**
  + Rachel Davis (The Purple Palette) has generously offered to paint something similar to the following on one of our cafeteria walls, if approved?
  + We would like to hold a “Cricket Party” potentially the week of September 17th, immediately after school, to create fun, inspirational bathroom decals.
    - Snacks/treats
    - Teachers (and parents?)
    - Split into teams: K/1, 2/3, 4/5 to find appropriate sayings/decals
    - Can PSG purchase vinyl/decal material?
    - Teachers will provide Crickets
    - A fun way to get to know one another in a social setting!
    - **The September 17th party has been cancelled for now. We are still working with teachers to get this together.**
* **Other/Final Thoughts/Parent Comments, Questions, Concerns:**
  + Purchases to consider:
    - **For PSG:**
      * We are good for now.
    - **For Teachers:** 
      * **Larger Paper-Cutter**
      * **Kitchen Item Supplies**
      * **One/two “Wish-List” items per grade-level**
      * **Vinyl for Cricket Party**
  + **Childcare for future PSG meetings to ensure parents can attend (Elizabeth and Megan are working on this)**
  + **Science Time/Eli Lilly Visit: Thought it might be neat to bring in fun, hands-on Science for our third graders. We know that STEM is very important/popular in our up-and-coming career fields, but that girls especially tend to lose interest in Science. Since Third graders do not go on a field trip, could we consider this for them? Science Time said she would even donate one “party/classroom visit” to us. She would bring all materials, can come to each classroom one day, one given week (maybe November)**
  + **Family Night Ideas?**
  + **“Parents Night Out” in December: Christmas Shopping (Donation/cost): Committee to plan this?**
  + **Other:** 
    - **Scholastic Birthday Books: How are we doing?** 
      * **We currently only have 80 books, once get more and we know that we can cover all the kids in the school, We will start handing books out on their birthdays.**
    - **Teacher mini-grants: Available AFTER “Laps for Lincoln” (so after fall break)**
    - **We would like to move our Art/Grandparents event from November to February/March. We have had a lot of big events lately, and with fall break taking half of October, we think this would be a good move.**
    - **Santa Shop…Next year??** 
      * + **We just can’t add any more to this year than we already have.**
      * **Laminating:**
        + **Teachers have parents who would like to have work at home to do and then sent back into school with the kiddo.**
        + **Shannon will work on creating a Laminating Request Form that will go with the projects that the teachers will fill out. The volunteer should have clear directions as to what the teacher wants done.**
        + **Volunteers need to be sure they have time to complete the project before they start cutting. If they do not have time, then the uncut laminating needs to go in the teacher’s slot so they then can send it home to a parent to do.**
      * **Spirit Wear Sales:**
        + **Parent Teacher Conferences**
        + **Art/Grandparent Night**
        + **Family Nights**
        + **Music Programs**
        + **Any event held at the school**

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| **4. Next Meeting** |

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| **Date: November 12th** | **Time: 6:00pm** | **Location: Cafeteria** |

**Objectives:**

* + **October’s meeting will be Board-Only.**
  + **Holiday Blood Drive-Cynthia**
  + **Parent’s Night Out-Donation for parents to have 2 hours on a Friday evening for some Christmas shopping, dinner, etc.**