# Lincoln Elementary PSG

## Meeting Minutes

December 3, 2018

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| Present: | Elizabeth Spenner, President (by phone)  Jim Noland, Vice President  Angie Coughlin, Treasurer  Shannon Dixon, Secretary  Megan Thomas, Principal |
| Next meeting: | January 14th ,6:00pm, Lincoln Cafeteria |

1. Scholastic Book Fair

-We will be requesting volunteers, even if they can only give one hour versus the 3 hour sign up.

-Need volunteers for Friday 7th for set up.

1. Teacher Wish-Lists

-Shannon is collecting teacher/staff responses and will enter them into the excel sheet.

-We will share this information via our website, Post photos on FB and Shannon is creating a binder for the front office. When parents come in to pick up kids, they can look through the binder for gift ideas for teachers and staff.

1. Dessert/Hot Cocoa Bar December 13th

-Elizabeth will create a sign up and get things as set up as possible on the evening of the 12th.

-discussed purchasing an electric kettle, so the staff would have hot water all day long. We found and purchased a coffee urn. We will be to use this for multiple things.

1. Lincoln Reward Store

* We agreed that we will move forward with the store as things are, but the PSG will assume full responsibility for purchasing items for the store.
* Elizabeth is to follow up with Brooke in regard to her surprise to the students.

1. Classroom Party Food

-We agreed to no food for consumption in the classrooms but will allow food for things such as gingerbread houses.

-Megan suggests we revisit this for the spring parties!!

1. 5 days of Christmas

-We are going to cater a meal from Pit-Stop for the teachers on Friday, December 21st.

-Angie will get drinks and other necessary items.

1. Teacher Gifts

-We agreed to purchase the 33 teachers with $5 Teacher Pay Teachers gift cards

-Jim is going to contact someone in regard to applying for a grant to get Recess Equipment.

1. Grandparent’s Event

-Holding off on this for now.

1. Budget Report: Angie

-We went over the budget item at a time and discussed if we agreed with the numbers or if we felt that they needed to be increased or decreased.

-We did change the budget expense for the popcorn sales from $82 to $150.

-We also discussed whether to charge a fee for Mornings with Mom & Donuts with Dad or just put out a donation box and let people donate what they can.

-We also discussed Teacher appreciation and Teacher meals. The budget expense amount was originally set for $500 each. Upon discussion and looking into the future, we decided to increase Teacher appreciation to $750 and Teacher meals to $1000.

1. Other:

-Dairy Queen Programs: They have a dine-to-donate and they also have a reading program for kids.

-Discussed looking into dine/shop-to-donate options for January. Some of the options mentioned were: Books & Brew, So Italian, Hot Skates, Kids Planet and Caroline’s Boutique.

-Blood Drive is scheduled and ready to go for February 26th.

-Elizabeth is to talk to Ms. Weeden about her thoughts on having an Art Show.