

# OPERATING COMMITTEE Meeting Minutes

Name:	Operating Committee		
Date:	October 16, 2018	Facilitator:	Rebecca Reddin and Liz Walker
Time:	6:13 pm	Recorder:	Carol Lucero
Location:	LS Cafeteria		

Distribution and Attendee List: (X indicates that the member was present)

Attendee		Attendee	
	<b>Allison Caldwell</b>	X	Megan Lewis
X	<b>Carol Lucero</b>	X	Rachel Guleson
X	<b>Cheryle Figgess</b>	X	Sara Jentz
X	<b>Karen Enriquez</b>	X	Scarlet Tang
X	<b>Liz Walker</b>		Stephanie Manning
X	<b>Mychel Cortese</b>		Shelley Avery*
	<b>Nadia Boulos</b>	X	Gretchen Bucsko *
X	<b>Patsy Williams</b>	X	Heather Carter *
X	<b>Rebecca Reddin</b>		Jennifer Bowles *
X	<b>Sunantha (Sue) Day</b>	X	Natalie Bennett *
	Amanda Gilder		Stephanie Sadler *
X	Erin Ocegueda	X	Sue Yorks *
	Juan Ocegueda	X	John Mulhern*
X	Kerri Fitzgerald		<b>*Non-voting members</b> <b>BOLD = PALS Leadership Team</b>
X	Jeremy Jordan	X	Iman Salam

Agenda

	Item	Responsible
1.	<p><u>Welcome &amp; Introduction</u>            -Mission Statement/What is PALS?  <i><b>Our mission this year is to build a stronger sense of community and fellowship within the school while supporting the many enrichment programs that enhance our children’s learning experiences. We offer support to our teachers and staff and provide funds for school improvement projects and field trips.</b></i></p>	Rebecca and Liz
2.	<p><u>Changes in Approval Guidelines:</u></p> <ul style="list-style-type: none"> <li>- Defining how PALS supports school clubs (seed \$ and only during school hours). <b>Referring to Article 8.1.f.</b></li> <li>- Procedure change for funding requests from PALS (Requisition form, pass through Gretchen, vote by board). <b>This was proposed in order to make the process standardized, thus equitable to all. For items requested not on current budget, requisition form must be filled out and given to Gretchen. Gretchen will review request with PALS presidents. Gretchen will approve/not approve the request, then request given to board for vote. Note: Clubs meeting during school hour will be supported by PALS (e.g. Passport). Clubs that meet outside of school hours, PALS will consider giving seed money for start-up funds, however, the club must then set registration fees and/or commit to</b></li> </ul>	Cheryle

	<p><b>fundraising in order to be self supported (e.g. sports, chess, etc...).</b></p> <ul style="list-style-type: none"> <li>- <b>This proposal was passed by PALS O/C</b></li> </ul>	
3.	<p><u>Budget Review and Approval.</u> <b>Budget approved by PALS O/C.</b></p>	Cheryle
4.	<p><u>Events</u></p> <ul style="list-style-type: none"> <li>-Book Fair - Rachel <b>Sales slightly higher than last year. Approximately \$2400 in credit toward books to teachers/library</b></li> <li>-Supporting Fall Festival <b>This is sponsored by 8th grade as a fundraiser toward their England trip. Not run by PALS. Encourage all to attend.</b></li> <li>-Scrip Sales - Scarlet. <b>Slow start. Looking for more help with this in order to have presence at Preschool.</b></li> </ul> <p><u>Open Positions</u></p> <ol style="list-style-type: none"> <li>1. <b>Family Fun Night Chair</b></li> <li>2. <b>Family Night Out Chair</b></li> <li>3. <b>Parade Chair</b></li> <li>4. <b>End of Year Picnic Chair</b></li> <li>5. <b>SUG Coordinator</b></li> <li>6. <b>Used Uniform Coordinator</b></li> </ol>	Rebecca and Liz
5.	<p><u>What SPA is looking for from PALS ?</u> <b>Gretchen thanks all involved parents. SPA is hoping PALS continues to be involved in activities that are child-focused and enhance SPA programs.</b></p>	Gretchen
6.	<p><u>Voting</u> was held. <b>O/C approved all proposed items.</b></p>	
7.	<p><u>Questions</u></p> <ul style="list-style-type: none"> <li>- What would you like to see PALS do this year?</li> </ul> <p><b>Continue to host Roller Skating Party</b></p>	
8.	<p><u>Other News?</u></p> <ol style="list-style-type: none"> <li>1. <b>Save the date: 12/28/18: Lynden Skateway Roller Skating Party</b></li> </ol>	

	<ol style="list-style-type: none"><li>2. Liz/Rebecca will be available Wed mornings in PALS office if anyone would like to check-in. Otherwise, contact them to set up appointment/meeting time</li><li>3. John Mulhern - besides being Parent Rep to the SPA Board, he has been volunteering with facilitating facilities upkeep (e.g. fence installation, new sink at LS cafeteria, addressing roof repairs, etc...).</li><li>4. Need more volunteers for Fine Wine Fridays.</li><li>5. PALS is trialing new software for Treasury: Money Minder</li></ol>	
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Meeting Adjourned: 7:12 pm

Signed by

Carol Lucero

Secretary 2018-2019