OPERATING COMMITTEE Meeting Agenda

Name:	Operating Committee		
Date:	February 28th, 2019	Facilitator:	Rebecca Reddin and Liz Walker
Time:	6:00 pm - 7:09 pm	Recorder:	Carol Lucero
Location:	LS Cafeteria		

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

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

Agenda

	Item	Responsible
1.	**<u>Welcome & Introductions</u>**	Rebecca/ Liz
2.	**<u>Fundraisers Update</u>** - **Pizza** - Erin or Cheryle. New volunteers on board for pizza. Volunteers covered until end of April. - **Scrip** - Rebecca. Sales strong in Dec, then dropped Jan/Feb. Will be adding Friday afternoons for selling scip for increased visibility. - **Auction package donation/ Auction Update** - $700 donation sold for $5,000 - LIz. There was an error, should have donated $1,000, not $700, however, $5k was raised, which is the max for the year per state law. - **Uniform Sales** - Liz. Unusable donated uniforms are donated to Ragfinery. - **Skating Party** - Cheryle. Strong turnout with 88 people attending. Hopeful for another all school get together over the summer. - **Hours Tracking** - Carol. Have only received 2 emails of families requesting verification of their hours. One review of hours were compiled in November. Second review to be done this month (March) and final review in June. Will copy PALS and Gretchen with copy of hours summary (breakdown by family). - **Re-branding Committee Update** - Liz. There are 5-10 people on re-branding committee including Liz and Kerri (from PALS). Survey has been sent out school wide for suggestions for mascot and thoughts regarding re-branding ideas. There will be	As Noted

	a meeting next week to narrow down field of suggestions to the top 3-4 ideas. Goal is to choose mascot by mid-April. Give feedback to re-branding committee. St. Paul's will officially change it's name to Franklin Academy after July 31, 2019 (at end of fiscal year).	
3.	**Budget Review.** On track. See attached.	Cheryle

4.	**Upcoming**:
	
	- **Family Fun NIght - Friday May 10th**
	- Need a Co-ordinator and several roles to be filled (see separate sheet for sign ups). Sign ups will be forthcoming as Sign Up Genius soon.
	- **Picnic - June 14th.** Picnic coordinator is needed. This is a good year to volunteer, in order to shadow Liz in order to learn how it can be done - as her son will be in 8th next year.
	- **Parade - May 17th** Parade coordinator is needed.
	- T**eacher Appreciation Week - April 15th - 19th**
	
	Open Positions
	- Thinking about next year, anyone leaving? If so, let Co-Presidents know.
	    - Treasurer (open as Cheryle is leaving). Megan Lewis plans to run for Treasurer
	    - Scrip Coordinator (open as Scarlet is leaving)
	    - We need to have a Parent rep in place before July 2019.
		Rebecca and Liz

5.	**SPA Update?** - 3/28/19. PALS Parent/Board Member Mixer to be held at SPA 5:30-6:30pm. Markell Hall. Opportunity to talk regarding the upcoming changes with Board members, meet new Assistant Head of School, and tour the new 2nd-4th grade wing.	Gretchen

	- Board update (John Mulhern). Busy focusing on accreditation for pre-school, moving playgrounds. - SPA will need help from many parents with moving being campuses. - Lost & Found (Kerri) will be placed in front of LS lobby during Parent-student conferences in March.		
6.	**Voting - As Needed.** N/A		Rebecca
7.	**Questions** - Feedback/suggestions of PALS operation this year - nothing brought forth - Where will PALS be stationed next year? Unknown at this time.		Rebecca and Liz
	Next meeting in May likely after FFN.		

Meeting adjourned: 7:09 pm
Signed by:

Carol Lucero
PALS Secretary 2018-2019