

OPERATING COMMITTEE Meeting Minutes

Name:	Operating Committee		
Date:	May 16th, 2019	Facilitator:	Rebecca Reddin and Liz Walker
Time:	6:00 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 Gulleason
X	Cheryle Figgess	X	Sara Jentz
X	Karen Enriquez		Scarlet Tang
X	Liz Walker		Stephanie Manning
	Mychel Cortese	X	Shelley Avery*
X	Nadia Boulos	X	Gretchen Bucsko *
X	Patsy Williams		Heather Carter *
X	Rebecca Reddin		Jennifer Bowles *
	Sunantha (Sue) Day		Natalie Bennett *
	Amanda Gilder		Stephanie Sadler *
	Erin Ocegueda		Sue Yorks *
	Juan Ocegueda		John Mulhern*
X	Kerri Fitzgerald		*Non-voting members BOLD = PALS Leadership Team

Agenda

	Item	Responsible
1.	<u>Welcome & Introductions</u>	Rebecca/ Liz
2.	<p><u>Approve New Bylaws</u> The 3 following changes to PALS' bylaws were proposed to reflect the school's updated name. Vote was held and was unanimously passed.</p> <ol style="list-style-type: none"> 1. Change "SPA" to "Franklin Academy" 2. Change from "Pre-school, Lower School, and Middle School" to "Holly Hall" and "Markell Hall" 3. Change Representatives in Article 4 sections 6, 7, 8 to refer to "Holly Hall" and "Markell Hall" <p>Note: Holly Hall is Preschool through First Grade and Markell Hall is Second Grade - Eighth Grade</p> <p><u>Fundraisers Update</u></p> <ul style="list-style-type: none"> - Pizza - Erin or Cheryle. Sales are going well. End date for pizza is week of June 10th. Discussed changing vendors to Cascade Pizza. PALS decided to wait until beginning of next school year and to hold a taste test for students to try both pizzas for preference. Recommend keeping to one style of pizza (e.g. cheese only) for ease and reduced waste. - Scrip - Scarlet or Rebecca . Sales have slowed down. If we sell our current inventory we will be on target. Lots of Lands' End available for new uniforms. - Uniform Sales - Liz. Sales have dropped a lot with new logo expected next year. Next sale set for Aug 6th/7th @ Markell Hall. Vote was held for PALS to purchase a variety of new tops (navy & white) from 	As Noted

	<p>Lands' End to have on hand for families to purchase. Approved unanimously. Note: Use of Lands' End scrip will yield 15% back to PALS.</p> <ul style="list-style-type: none"> - Family Fun Night - Cheryle/Liz. Approximately \$10K gross (numbers not fully counted yet). There were technical difficulties with the microphone and reduced coordination with auction and activities. Fewer baskets as compared to previous years. - Hours Tracking - Carol. As of Feb 28th, 56 families have met their targeted service hours; 74 families have not. Another count will be tabulated for dates March 1st through May 23rd (and then again through June 30th). Invoices to be sent out to families who have not met quota. Still more volunteer opportunities left with end of year picnic and "move day" (June 19th). Discussed sending out letters thanking families who have met their hours as well. - Re-branding Committee Update - Liz. New logo has been chosen. Formal crest for uniforms and letterhead/informal mascot logo for sports.. 	
<p>3.</p>	<p><u>Budget Review</u></p> <ul style="list-style-type: none"> - Budget not fully updated at this time; pending results of Family Fun Night - New Pals Computer? Dusty Gulleeson agreed to donate an upgraded computer for PALS office. Current computer outdated and inefficient. - Chapel Guild budgeted amount for this year was inaccurate. In previous years it was budgeted for \$3K. PALS previous voted to add funds for Chapel Guild this year between meetings. Will keep in mind next budget year. 	<p>Cheryle</p>

4.	<p><u>Upcoming:</u></p> <ul style="list-style-type: none"> - <u>Jr Ski to Sea Parade THIS FRIDAY!</u> - <u>Picnic - June 14th.</u> Picnic will be 11-2. Volunteers needed for set up and clean up. PALS has shelter from 10-4. <p><u>Summer Plans:</u></p> <ul style="list-style-type: none"> - Clean out storage area. Discussed engaging male parents to help with hauling. Incentives for PALs to provide provisions at Hops n Headz afterwards cleaning. - Moving Help on June 19th. SPA hoping parents will volunteer to help. SPA will also hire movers, but encourage parent participation. Other dates during summer can be available as well, see Gretchen. June 19th will be the one advertised day for mass help. Another day to accrue service hours. 	Rebecca and Liz
5.	<p><u>Open Positions/ Elections</u></p> <ul style="list-style-type: none"> - Discuss Process of Elections. Nominations go out next week. - Thinking about next year, anyone leaving? <ul style="list-style-type: none"> - Treasurer - 2 school reps instead of one - Scrip Coordinator - Parent Rep to the Board will be needed (John Mulhern will transition to become Facilities Rep to the Board). Parent Rep required biography submission for voting; must attend Board Meetings. Voting to be held by first week in June. 	Rebecca and Liz
6.	<p><u>SPA Update</u> Per Gretchen, SPA has had the best retention to the school this year compared to previous years</p>	Gretchen
6.	<p><u>Voting - As Needed</u></p>	Rebecca and Liz

7.	<u>Follow up Meeting</u> - Date TBD <u>Questions</u> <ul style="list-style-type: none">- Feedback/suggestions of PALS operation this year- Any ideas for next year? None were brought forward during this meeting.	Rebecca and Liz
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Meeting Adjourned 7:10pm

Respectfully,

Carol Lucero
PALS Secretary
2018-2019