



Parent Crew Meeting Minutes

August 17, 2021 – 5pm

RSS Commons – 3954 Trail Boss Ln, Castle Rock, CO 80104

Attendees: 22, including Head of School (Amy Stuart) and PCF board members (Jammie Linn, Eileen Gordon, and Casey Hymore)

Called to Order: 5:07pm (Jammie)

Open Forum:

- No remarks

PCF Items Overview:

- Budget (Jammie):
 - o Proposed Budget of \$1,700
 - o \$1,600 in PCF account as of July 2021
 - Awaiting EduKit fundraiser proceeds of approximately \$1,000
- Introduction of PCF Board
- Fundraising/Rocktober (Eileen):
 - o Upcoming Fundraisers:
 - Rocktober
 - Rocktober 2021 will primarily be an online donation drive again this year, with hopes of moving back to a larger in person event in 2022 (planning will begin January 2022). However, a crew building event may also be included, as well as a photography session (recommendations for a photographer are being accepted).
 - Modern Plate fundraiser in January or February
 - School Supplies through EduKits is planned for May
 - Floral Fundraiser (mums) in September
 - There is a need for distribution volunteers.
 - o Introduction and description of signup sheets
- Staff Appreciation (Casey):
 - o Highlight on various staff appreciation activities:
 - Volunteers needed for coordinating the snacks that are placed in the RSS staff lounge once a month.
 - Volunteers needed for planning staff meals 3-4 times each year.

- Birthday treats are given out each month to those staff who have birthdays that month.
- Two staff restrooms have been renovated with new décor.
- Staff spotlights are being shared in the RSS newsletter each week for parents to get to know the staff members.
- A volunteer is needed to update the staff favorite things document on the RSS website.
- Tokens of support during life changing events (new to the crew, new baby gift, wedding gift, health issue support, etc.) are provided when the occasion arises.
- Volunteers are needed for Staff Appreciation Week in May and will include a midweek staff lounge celebration along with daily treats.
- Other Projects/Information (Jammie):
 - Thank you to all our volunteers and to those who have reached out with interest in volunteering.
 - The August Volunteer of the Month is Dani Newman.
 - RSS requires a minimum of 20 hours of volunteer time for families with one RSS student and 25 hours of volunteer time for families with multiple RSS students.
 - Log volunteer hours by going to the RSS website; click Log Volunteer Hours; fill out the Google Doc; submit
 - This document goes to the school, not PCF.
 - Upcoming volunteer opportunities include staff appreciation activities, fundraising coordinators, prepping student testing encouragement bags, etc.
 - There is a list of volunteer opportunities on the RSS website under Parent; Volunteering; Find Opportunities.
 - A grade level parent liaison is a new volunteer opportunity for this year.
- Committee Break-Out Sessions (Jammie):
 - For further information on various committees:
 - Fundraising/Rocktober – Eileen Gordon
 - Staff Appreciation – Casey Hymore
 - General Info/Grade Level Liaison– Jammie Linn

Adjourn to Break-Out Sessions: 5:28pm (Jammie)

Break-Out Sessions conclude – 6:01pm