

School of Technology and Arts I
Steering Committee Minutes
June 4th, 2019

Officers:

President: Doris Faucheux (P)

Vice President: Jillian Hugo (P)

Secretary:

Treasurer: Kerrie Moore (A)

Principal: Ben Burns (P)

Fundraising: Erika Cedergren (P) and Jillian Hugo (P)

Teachers: Maria Henry (A) and Mike Lawrence (A)

Yearbook: Leah Lachman (P) and Ashley Patros-Kader (P)

District Wide Parent Rep:

Volunteer Coordinator: Clarissa Grover (P)

Hamilton Bridge: Deborah Nerud (A)

Community Building: Judson Steinback (A)

1. Approve May Minutes
2. Summer Goals
 - a. Rewrite By-laws
 - i. The by-laws need to be upheld more than rewritten. Doris will send an email out to each member of the committee so they can review them.
 - b. Get Google Forms set up
 - i. Doris will talk to John Robinson about the Directory
 - c. Plan Back-to-School Night
 - d. Plan events Sept. - Dec.
3. Back-to-School Night
 - a. Tables (booths) will be in the front foyer. Two people can share 1 table if needed. Tables should be marked, possibly using a trifold board. Doris will be in charge of the Steering Committee section, Clarissa will be in charge of fundraising, Erika and Jillian will be in charge of fundraising and Ashley and Leah will be in charge of yearbook.
 - i. Volunteer
 - ii. Fundraising
 - iii. Yearbook
 - iv. Steering Committee
 1. 1 time field trip sheet/fee - maybe this could be quarterly?
 - a. Doris will talk to Sue about this and encourage her to talk

to her friend at Longfellow about how they handle this over there. Then, Sue and the teachers will ultimately decide.

4. Volunteer

- a. Make list of events for next year (Clarissa, you and I should get together and work on this.)
- b. List of possible options for Clarissa to choose from...or Clarissa could blaze her own path!
 - i. Have sign up sheets for each event.
 - ii. Have different classrooms help with each event
 - iii. If the same volunteer form is used, specify that you would like each parent to sign up for at least 2 events.
 - iv. Be more clear on the current volunteer form of what the responsibilities would be.
 - v. Specify the time of day for the activity and amount of time each activity will take.
 - vi. The group in attendance felt like the current volunteer sheet should be used with updated, more specific information added.
 1. Changes include
 - a. Taking off SOTA Steering Committee
 - b. Change Community Building to Family Nights - this could even be more specific if there is a plan for some family nights next year
 - c. Call the Room Mom a Parent Rep. instead.

5. Communication

- a. Erika would like to start utilizing a texting app to communicate events to Parents. Mrs. Henry already uses an app for such things. Erika will work with Mrs. Henry on this.
- b. Newsletters used to get printed and put in folders. Each newsletter had a section with Steering Committee News. Something like this needs to come back. The new Secretary could send out a monthly email right after meetings to all the parents to keep them informed.

6. Fundraising

- a. Review Art Auction
 - i. We made nearly double the amount by staying open after the Informance. It is worth it!
- b. Review list of events for next year
 - i. Erika will set dates for all events, moving All Glazed Up to October and not doing the Run/Walk.

- ii. Erika will get Equal Exchange set up, and Doris will buy Jillian wrapping paper so that she does not miss Chip Shoppe too much.
- iii. Jillian will work on presenting the Box Tops idea to the teachers to see if they would like to push this on a classroom level.
- iv. We are going to stick with our current list of Fundraising events and focus more on promotion next year. It might be nice to have classrooms help with events.

7. Budget

- a. Kerrie, could you average the last 3 years of each fundraising events totals so that we have a better idea of what our goal should be?
8. Good news for parents of String players: Mr. Burns got it approved for Mrs. Hoff to be on a 5 day schedule!!!!!!
9. Our next meeting is July 9th at **6 pm** at Doris' House...which will guarantee that she will be on time. Brownies might be served, but there are no guarantees.