**Parents Association of Lacamas Students (PALS)**



**Lacamas PALS Monthly Meeting Minutes – *October 10, 2018***

Meeting called to order at 6:03 p.m. by President Therasa Cheng.

**MEMBERS PRESENT:**

**Board Members & Chairs:**

Therasa Chang, Tina Swenson, Michelle Poloni, Krista Insko, Tracy Paskowski, Emily Roberts,   
Jennifer McCullough, Tara Backus  
  
**Lacamas Parents:**

Tesha Hoff, Lorrie Erickson, Adrianne King, Kristy Jones, Jackie Powell, Amy McKinley, Alicia Baird

**Lacamas Staff:**

Julie Mueller, Charlie Volkman

**BOARD REPORTS**

* **Secretary’s Report: Tina Swenson**
  + September meeting minutes submitted. Tina moves to approve minutes. Jennifer seconds. All in favor. Minutes approved.
* **Treasurer’s Report: Michelle Poloni**
  + Reconciliations for August & September budgets were submitted without discrepancies. Michelle moves to approve. Jennifer seconds. All in favor. Budgets approved.
  + We received a $20 Gift Card to Oriental Trading Company that will be used for Fall Festival décor/expenses.
  + There is a $200 allocation in the budget for a Math Specialist which we do not have this school year. Michelle moves to transfer these line items funds to the Health Room. Emily seconds. All in favor. Motion approved.
  + An up-to-date budget was made available to the members present.
* **Volunteer Report: Therasa Cheng (for Tara Backus)**
  + Emily Roberts was named as Volunteer of the Month for September for all the work she did over the summer (Spirit Wear, etc.)
  + Nominations for future volunteers should be submitted to Therasa.
  + Tara will be using Sign Up Genius to secure volunteers for the upcoming Book Fair, Fall Fest, and future PALS events.
* **Communication’s Report: Krista Insko**
  + The October newsletter went out as planned.
  + Any photos appearing in the upcoming newsletter will be approved by Kari Child to ensure that students whose parents have opted out of publicity photos do not appear in distributed publications.
  + Krista hopes to publish the November newsletter by 11/2.
* **Literacy Report: Jennifer McCullough**
  + The opening day of the book fair will be 10/27 in conjunction with the   
    “Fall Fest” (Harvest Carnival). There will be a volunteer training session with the Scholastic reps on Friday, Oct. 26th at noon.
  + There will also be a teacher preview Open House after school on Oct. 26th where teachers will learn about this year’s inventory and be given a chance to create their class “wish list.” Scholastic will be giving teachers a $5 gift certificate to spend and has given teachers permission to take books to and from the fair to their classrooms to preview with students. PALS will also give the teachers a $5 scholastic gift card (giving them each $10 to spend) and provide refreshments.
  + Following the week of the in-school Book Fair, students and teachers will have two weeks to make purchases online.
  + “Lunch with Your Leopard” will be on Halloween. Grownups will have a chance to bring lunch and eat with their student after which they will be given an opportunity to shop at the book fair.
  + The previous Scholastic Dollars account balance was $6,408.57
  + Stem book purchases totaled $1337.93 bringing the balance to $5070.64.
  + Jennifer motions to spend $150 for 15 scholastic book gift certificates for students in need, $135 for matching $5 certificates for the 27 teachers/specialists, and $1000 for Sasquatch books (bringing the balance to $3785.64). Emily seconds. All in favor. Motion approved.
  + Jennifer requests a $200 cash box for the Scholastic Book Fair.
* **Fundraising Report:** **Tracy Paskowski**
  + Tracy reported that we raised approximately $16,500 through the Fun Fair. The final total less expenses will be presented at the November meeting. The current bank balance for the event is $15,669.85 with a few donations and several expenses still pending.
  + Changes to how Pay Pal donations should be reconciled with the forms students turn in should be addressed prior to next year’s event as this was a source of confusion this year. Some donations were unable to be credited towards student totals as there was no way to track which student solicited the donation.
  + The Human Car Wash will be Tuesday at 10/16 at 2:00. Julie Mueller requested parent help to do bucket refills. Three parents volunteered.
  + Tax receipts will be sent by email before the end of the year.

**UNFINISHED BUSINESS**

* **Fall Fest:** 
  + Emily Roberts reported that plans for the Fall Fest are well underway. The Camas Police and Fire Departments will be on hand (parked in the front of the school) from 4:00-5:00 p.m. There will be a magic show by Presto the Magician in the commons at 5:00 and again at 6:15.
  + Emily is currently taking volunteers to participate in Trunk or Treat which will take place in the bus loading zone all evening; families are encouraged to join forces for this event so that they do not need to stay with their vehicle the entire evening. Carnival games may be used in this area as well. Emily is requesting that parents with pop up canopies bring these to protect students from inclement weather.
  + There will also be a Photo Booth, Bounce House, Bingo, Cake Walk (hosted by the Kindergarten group), a Costume Contest, the Haunted Hallway, and two Movie Options (Scared Shrekless and Toy Story of Terror).
  + Food trucks are also being secured and will park in the covered area or in the front of the school. TBD.
  + Emily will send specific volunteer requests for Sign Up Genius to Tara. In addition, she has secured 10 people per hour from the Key Club.
  + Set up will take place Friday after school lets out. Julie Mueller asked that we be mindful of how we attach tarps or decorations to the new walls and ceilings (i.e. no tape, nails, hooks in the ceiling tiles, etc.).
  + Michelle motions to allocate $650 from Legacy Funds for the purchase of tarps and necessary hardware to hang them for use in the Haunted Hallway as existing decorations will not adequately cover the size of the hallways in the new campus.  
    Therasa seconds. All in favor. Motion approved.
  + Emily Roberts requested a $200 cash box for the event. Michelle will be her second counter.
* **Box Tops:** The first of two Box Top Class Competitions is taking place this month. Box tops can be collected through the 24th on print outs (available on the Facebook page) or in bags of 25. Currently the top three classes are Schaeffer – 558, Kohler – 339, and Lasher – 295. Box tops collected over the summer are being counted as part of the October competition. The next competition will be in February.
* **Open Positions:** There are still several positions open including Vice President of the Board.
  + Emily Roberts volunteered to be the lead for the Ice Cream Social.
  + Jennifer McCullough volunteered to be the lead for the 5th Grade Graduation.
  + Lisa Bullard volunteered to be the Affiliate Program/Grants Lead.
  + Remaining vacancies are: Vice President, Assistant Treasurer, Assistant Fundraising Chair, and Dance Lead.
* **Future Dates:**
  + The tentative date for the Spring dance will be Friday, March 8th.
  + The tentative date for the 5th Grade Party will be Friday, June 7th.

**NEW BUSINESS**

* **Parent Teacher Conference Potluck Dinner** - The dinner this year will be Thursday 11/8 and will be a soup and salad dinner for 25 staff. Jackie will coordinate this event for PALS and work with Tara to solicit donations via Sign Up Genius.
* **Movie Night** – This year’s Movie Night will be on 11/16. We will open the doors at 5:30 and start “Incredibles 2” at 6:00 p.m.
* **Hot Dog Steamer Purchase**: Because the kitchen can no longer be utilized by PALS volunteers. Jennifer motions that $250 from Legacy Funds be used to purchase a large hot dog steamer to help address this issue. The steamer will be used for the upcoming movie night as well as future events. Michelle seconds. All in favor. Motion approved.
* **Use of LLE Campus Building** – Julie Mueller informed us that all activities that utilize the LLE campus after school hours need to be booked through Community Ed. PALS can book the facility directly through Community Ed. It will pass through Charlie Volkman for approval.
* **CSD Superintendent Jeff Snell to attend next meeting** – Jeff Snell will be our guest speaker at the upcoming November Meeting. He will inform us about what is taking place in the district and then take questions (which he has asked be submitted in advance). Krista will make sure this is posted on the PALS Facebook page and in the upcoming newsletter. Questions should be emailed to [lacamaspals@gmail.com](mailto:lacamaspals@gmail.com).
* **Lacamas CEF Mini Grant Representative** – Our current representative on the CEF Grant Board is stepping down leaving the position vacant. Anyone interested in serving on the board should contact Therasa Cheng. The position would involve attending meetings and hearing and voting on grant proposals submitted to the CEF Board from the various PTO organizations and schools in the Camas district.
* **World Class Marital Arts Fundraiser** – World Class Martial Arts has once again offered to host a 3 day, 40-minute session workshop for LLE students (with a graduation at their facility on Saturday). Cost per student would be $20 each and would be open to all LLE students. PALS would receive 100% of the proceeds. Adrianne King has volunteered to lead this event and will check with World Class to see if the week of January 14th or the week of February 4th are possibilities. She will also check to see if they would be willing to come to a lunch time demonstration and interact with students to promote the event.
* **Natural Playground** – Charlie will check to make sure the Natural Music Playground purchased by PALS was delivered to the district warehouse and whether they can continue to store it there until Spring when it would make more sense to install it.

Meeting adjourned by Therasa at 7:34 p.m**.**

**Next Meeting is scheduled for Wednesday, November 14th at 6:00 p.m.**