

Seattle Waldorf School Parent Association Meeting

October 13, 2009

7:00 pm to 9:00 pm

Grade School Campus
Music Room

Facilitator: Cindy Scheyer

Attendees: Shelly McSweyn, Shannon Hobbs, Dick Watkins, Natalie Steiner, Lisa Ayrault, Niz Marar, Neave Megenhardt, Gretchen Matis, Maribel Cuizon

Minutes

Welcome

Agenda item: Michaelmas Recap

Presenter: Shannon Hobbs

Discussion:

- A heartfelt thank you to Shannon Hobbs for planning, coordinating and organizing the events for the Michaelmas Family Celebration that took place on Saturday, October 10.
- The following are some guidelines for planning the event in the future:
 - Consolidate information in a binder that outlines a step-by-step plan and checklist of tasks that need to be done prior to the event; this binder should also include a list of contacts. Other useful information that can be included:
 - How to gather volunteers for the event; access to volunteer database.
 - List of supplies already available at the school for use at events. For example, tables, chairs, and so on.
 - Procedures to follow when fire alarms goes off.
 - Post-event tasks such as how to lock up the school.
 - Consider appointing a coordinator responsible for organizing sign up sheets and signing up volunteers for the various Michaelmas activities. For example, coordinator would gather volunteers for baking, set up, clean up, parking, and so on.
Sign up coordinator would also be responsible for overseeing volunteer shifts and relieving other volunteers at the end of shifts.
 - Consider having the 8th grade take over the Dragon Play.
- Sales from raffle and family dance tickets netted ~ \$50.

Conclusions:

- Higher attendance this year than last year.
- Family dance was very popular.
- Very good turn out of alumni; possibly make this into a “homecoming” event; consider setting up an alumni welcoming table for next year.

Action items

Person responsible

- ✓ Shannon will write a report that will include tasks and guidelines for planning and organizing future Michaelmas events.

Shannon Hobbs

New Business

Agenda item: Treasurer’s Report

Presenter: Shelly McSweyn

Discussion:

- To help keep track of requests and distribution of funds through the Parent Association, the following forms have been created:
 - **Parent Association Purchase Approval Form**, which will be used to request funds and will include an itemized list of items that the requestor is wanting to purchase; this form must be submitted before items are purchased for an event; Parent Association treasurer will review request for approval.
 - **Parent Association Check Request Form**, which will be used to request a check after purchased items have been approved by the Parent Association treasurer.

Information from these forms will be used as a baseline for a yearly budget for school festivals and events.

- Examples of items that can be requested through the Parent Association include merchandise purchased to sell at school festivals and other expenses for school festivals such as music and so on; expenses for individual teams such as the Social Team's first day of school coffee and tea event.
- Forms can be requested from Cindy Scheyer, Shelly McSweyn, or Maribel Cuizon.
- Tom Kaiser is working on the design for the school kiosk; plans are expected in the next couple of weeks.

Agenda item: Update on Faculty & Staff Gifts

Presenter: Shelly McSweyn/Cindy Scheyer

Discussion:

- Letter sent to school community on October 12 about the change to the school's gift-giving policy for faculty and staff.
- Shelly received feedback that a few teachers were not sure that this change in school policy would work well with their schedules; an alternative proposal suggested by some teachers was to have a lunch for teachers once a month instead of providing snacks once a month at the College of Teachers meeting.
- Lisa Ayrault suggested that those who want to contribute but are unable to bake can donate money for the purchase of ingredients for baked or prepared foods.
- Snacks can be simple---sliced apples, cheese and crackers, hummus, and so on.

Conclusions:

Since the 8th grade is the first class that will provide snacks in November, they will let us know what works well for the logistics. Monique Reed is planning this with the 8th grade class and will report back to the Parent Association.

Agenda item: Parent Association Fundraising Team - Scrip

Presenter: Niz Marar

Discussion:

- Niz is working with Jane Higgins to prepare and fine-tune the Scrip Programs portal site, which will be accessible on the SWS website through the Community page.
- SWS will support the following scrips:
 - PCC
PCC scrip is transferable.
 - eScrip
Link to eScrip is now available on SWS site goes directly to SWS eScrip site; need to register credit card with eScrip.
 - Amazon.com
 - Safeway Club card
- In order for the school to get credit for scrip purchases, you must always access the scrip program through the SWS website for eScrip and Amazon.com purchases, and then click the link for the scrip program you want to purchase from.
- Links to PCC, eScrip, Safeway Club Card and Amazon.com are available on the SWS website through the **Community site** page under **Supporting SWS** (<http://www.seattlewaldorf.org/community/support-sws/scrip-programs.html>).
- Last year, a scrip information table was set up 2 or 3 times a week in the morning or afternoon; this year, there are plans to have SWS merchandise for sale at the scrip table.
- Niz is investigating a gift card program where you buy gift cards that are available from 50 to 100 retailers

(for example, Nordstrom, Starbucks); involves ~ 30 hours a week of combined parent volunteers who keep inventory of gift cards; some schools average ~ \$20,000 a week. Gift cards must be purchased by the school ahead of time.

Conclusions:

- Niz will create a flyer about the scrip program for hand out to the school community.
- Niz will be given a list of volunteers who signed up for the Parent Association Fund Raising team and who might be available to staff the scrip table.
- November will be designated as scrip month; information tables will be set up at the grade school campus and Kinderhaus before and after school to sell scrip; Neave will provide the banner from last year and can also staff the table at Kinderhaus.

Agenda item: Winter Faire Update

Presenter: Shelly McSweyn

Discussion:

- Christina Brinker needs to bow out as coordinator.
- Maggie Nilan has offered to contact last year's vendors; Shelly has a list of vendors who participated last year.
- Need a volunteer to be the Craft coordinator; this person will be responsible for determining the craft activities that will be offered, and then ordering supplies for the crafts.
 - There were 6 craft activities last year.
 - Shelly has a supply list of what needs to be ordered.
 - Niz suggested ordering supplies for Winter Faire through eScrip.
- Carolyn Cox will organize the café.
- Shelly will ask Jesse Michener to send out letter to parent community; Shelly will come up with categories for the Winter Faire that will need coordinators and volunteers.
- The fee for a full-size table will be \$50 and \$25 for a half-size table; table assignment priority in Huckleberry Hall location will be first-come, first-served.
- Last year, the Winter Faire netted ~\$2,500 (our biggest money maker).
- Winter Faire is scheduled for **Sunday, December 5** from **11 am to 3 pm**.
- The high school helped last year with crafts.

Action items

- ✓ Draft a letter to send to parent community.

Person responsible

Cindy Scheyer, Shelly
McSweyn, Neave
Megenhardt

Agenda item: Parent Education Events

Presenter: Cindy Scheyer

Discussion:

- Geraldine has ideas for parent education events and would like to know if the Parent Association might want to sponsor the events.
- Possible topics include:
 - Bicycle safety; walking to and from school
 - Safety tips when home alone
 - Guidelines for computer safety online

Agenda item: Craft Group

Presenter: Shelly McSweyn

Discussion:

- Wednesday, October 14, a needle felting class taught by Laurie Sharp author of Wool Pets; was held at Shelly McSweyn's house.
- If the need exists, another class can be scheduled for November (TBD).

Agenda item: Community Commitment Team **Presenter:** Cindy Scheyer

Discussion:

- Natalie Steiner was the volunteer coordinator last year and maintained a list of volunteers.
- Bakers' volunteer list is the most responsive group.
- There is currently a database list of volunteers that includes people who can volunteer for baking, set up, parking, decorations, and so on.
- Create a notebook that is easily photocopied and can be handed out; it's better to contact by phone rather than sending email.

Action items

- ✓ Draft the process for contacting volunteers.

Persons responsible

Neave Megenhardt and
Natalie Steiner

Agenda item: Farmers Market Team **Presenter:** Natalie Steiner

Discussion:

- The last day of the season for the Meadowbrook Farmers Market is **Sunday, October 25**.
- SWS Grade 9 students are staffing booth for Jubilee Farms as part of their sojourn at the farm.

Conclusions:

- Team will meet for a post-mortem.
 - Looking for volunteers to fill marketing positions, writing articles, press releases, website, and so on.
-

Agenda item: May Faire **Presenter:** Neave
Megenhardt/Shelly
McSweyn

Discussion:

- The year's theme is "The Greatest Show on Earth." More information to come.
-

Agenda item: Merchandise Team **Presenter:** Cindy Scheyer

Discussion:

- Waiting for inventory list from Teresa Graham.

Conclusions:

- Would like to get merchandise display in windows next to Galen Room.
-

Agenda item: Community Service Team **Presenter:** Neave Megenhardt

Discussion:

- Coordinators have contacted volunteers to assist with cleaning out an orchard.
-

Agenda item: Social Team **Presenter:** Cindy Scheyer

Discussion:

- Open lead position; looking for a coordinator who can organize the **Parent Talent Night on Saturday, February 6**.
-

Agenda item: SWS Board of Trustees Status Report

Presenter: Dick Watkins

Discussion:

- The Board of Trustees has been very busy discussing and preparing a strategic plan.
- When ready, the board will send a draft of the strategic plan for feedback to the Parent Association, faculty, and various constituents.
- The board has been working on integration of new board members.
- Subcommittees have been formed and work divided up among the committees.
- Currently, the main focus is the strategic plan and the accreditation process.
- Self-study for accreditation starts this year.
- This will be a year of growth in terms of governance, ensuring a smooth transition of pedagogical roles (more information about this subject will be sent out soon).
- Major shift in governance from Executive Director model; now two people report directly to the board on different spheres in the process.

Wrap up

Special notes: Special evening for new parents and their Buddy Families planned for **November 10th** from **6:30 to 7:15 pm**. The evening will offer new families the opportunity of socializing and connecting, before the Parent Association meeting begins at 7:15.

Team leaders are encouraged to attend this meeting so they can give a brief intro of their team responsibilities and duties.

Next Parent Association Meeting:

Tuesday, November 10, 7:15 pm to 9 pm – *New Parent Social 6:30 – 7:15 pm*
Grade School Campus – Music Room