

# Richmond Waldorf School

## Parents Association Meeting Agenda and Minutes

### September 17, 2013

Attendees: Kim Washburn, Katie Adams Parrish, Carrie White, Olivia Lockwood, Elisabeth Corey, Sylvia Gale, Megan Chase, Sarah Van Dam, Gerda Kott, Dawn Pollard, Ophelia Von Ludwig, Sabrina Rigaud Carrie, Yadira Carrillo, Noelle Watson, Terry Wyllie, Tracy Werner, Sarah Knaup, Heidi and Wayne Snyder, Tracy Haines, Susannah Meyer

Facilitator: Kim Washburn

Secretary: Elisabeth Corey

Date, Time, Location: 9/17/13, 6:00 to 7:30 PM, Richmond Waldorf School

Agenda Item	Purpose (Inform, Discuss, Decide)	Time Allotted	Summary
PA Governance and Structure <ul style="list-style-type: none"> <li>❖ Leadership Roles</li> <li>❖ Committees</li> <li>❖ Role of Class Representative</li> </ul>	Inform	10 min	<p><b>Kim Washburn</b> was voted in as moderator. Kim gave an overview of roles and committees.</p> <p><b>Elisabeth Corey</b> is Treasurer.</p> <p><b>There is an opening for Secretary.</b></p> <p>Committee chairs are needed for Hearts and Hands committees</p> <ul style="list-style-type: none"> <li>• Chair becomes part of PA leadership</li> <li>• Chair helps with communication between committees</li> </ul> <p>In the future, <b>classroom representatives</b> will bring info to the meeting about the current happenings in their class. They will be responsible for informing their parents of the PA discussion.</p>
PA Committee Overview	Inform	10 min	<p><b>Katie Adams Parrish</b> gave an overview of the committees. There are three PA committees: the Heads, Hearts and Hands Committees.</p>

			Each committee will have sub-committees if there are volunteers to chair them. If there are not volunteers, some events may not happen.
Heads Committee <ul style="list-style-type: none"> <li>❖ Parent education</li> <li>❖ Communication</li> <li>❖ Environmental Sustainability</li> </ul>	Discuss	10 min	<p><b>Katie Adams Parrish</b> is the chair of the Heads Committee  The <i>Communication Committee</i> was established to address an action from the strategic plan</p> <ul style="list-style-type: none"> <li>• How is the PA represented to the rest of the school?</li> <li>• Parents' Corner is out on website now</li> <li>• Parent handbooks are uploaded on Parents' Corner</li> <li>• PA Bylaws are outdated and need to be updated</li> </ul> <p><i>Parent Education Committee</i></p> <ul style="list-style-type: none"> <li>• An example of a parent education effort is a media series: What social media applications are kids using?</li> <li>• Child development from a Waldorf perspective</li> </ul> <p><i>Environmental Sustainability Committee</i> – Chaired by <b>Nicole Anderson Ellis</b></p> <ul style="list-style-type: none"> <li>• Some examples are examining options for environmentally friendly cleaning supplies and increasing our composting at the school</li> </ul> <p>If you are interested in joining a committee, you can be part of one sub-committee only. You do not have to join all sub-committees for one area.</p>
Hearts Committee <ul style="list-style-type: none"> <li>❖ Welcoming</li> <li>❖ Community Outreach</li> <li>❖ Social Events</li> </ul>	Discuss	10 min	<p><b>We need a chair for the hearts committee.</b></p> <p>Parenting Welcoming Committee</p> <ul style="list-style-type: none"> <li>• We have many new parents</li> <li>• Six new 6<sup>th</sup> graders</li> <li>• PA will work to embody the value of welcoming new families to the school</li> </ul> <p>Community Outreach Committee</p> <ul style="list-style-type: none"> <li>• <b>Sarah Knaup</b> will chair the Community Care portion of the committee <ul style="list-style-type: none"> <li>◦ This includes meal schedules for new babies, surgeries, moving</li> </ul> </li> <li>• Community Outreach is about making the community better <ul style="list-style-type: none"> <li>◦ Events like the James River Cleanup</li> <li>◦ Coat Drive at the Martinmas Festival</li> </ul> </li> </ul>

			<p>Social Events Committee</p> <ul style="list-style-type: none"> <li>• Examples of Events <ul style="list-style-type: none"> <li>◦ Coffee for Parents</li> <li>◦ Fall Fun Day</li> </ul> </li> </ul>
<p>Hands Committee</p> <ul style="list-style-type: none"> <li>❖ Playground Improvement</li> <li>❖ PA Fundraising</li> <li>❖ School Beautification</li> </ul>	Discuss	10 min	<p>Playground Improvement Committee</p> <ul style="list-style-type: none"> <li>• Landscaping and Structures</li> <li>• Meeting to engage Wayne Snyder, Pete and Early Grades Teachers to get ideas – <b>Scheduling soon</b></li> <li>• Could be \$10K to \$15K to enhance playground structures.</li> <li>• Might set up Pinterest account for ideas and brainstorming.</li> <li>• Discussed options middle school kids <ul style="list-style-type: none"> <li>◦ Tether-ball, climbing wall, zip lines were suggested</li> <li>◦ Need to understand what is allowed</li> </ul> </li> </ul> <p>Fundraising Committee</p> <ul style="list-style-type: none"> <li>• Fundraising is largely a function of the Development Committee, but the PA has some leeway to raise money so long as it does not overlap school fundraising.</li> <li>• The PA will initiate the Scrip Program at Waldorf <ul style="list-style-type: none"> <li>◦ Gift Cards – Whole Foods, Target, Kroger, Martins, Food Lion, LL Bean, Lands End, Gas</li> <li>◦ Sells discounted gift cards to school</li> <li>◦ Average discount of 4%, LL Bean is 14%, Gift card amounts start at \$25 gift cards</li> <li>◦ Parents buy at face value</li> <li>◦ By on a Tuesday, Pick up on a Thursday – Using Google Doc</li> <li>◦ Starting with Pre-orders, but if it goes well, we could carry stock</li> <li>◦ Many schools are using this program. <ul style="list-style-type: none"> <li>▪ Maggie Walker – Raised \$50K last year</li> </ul> </li> <li>◦ It was touted as an amazing program <ul style="list-style-type: none"> <li>▪ No extra cost to families, but must plan a week ahead in spending</li> </ul> </li> <li>◦ The program gives suggestions for getting started based on community attributes</li> <li>◦ The program tracks gift cards by person</li> <li>◦ PA would run it</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>▪ Yadira will help with entering data</li> <li>○ We could establish Incentives for top Scrip users</li> <li>• Other fundraisers from last year: <ul style="list-style-type: none"> <li>○ Richmond Unite - \$2000 raised last year</li> <li>○ Martin's A+ Rewards</li> <li>○ Target Red Card – 1%</li> <li>○ Box Tops – raised \$260 last year</li> <li>○ Labels for Education</li> </ul> </li> </ul> <p>Looking for coordinators for these fundraisers.</p>
PA Financial Report	Inform	10 min	<ul style="list-style-type: none"> <li>• Current Balance of \$3885.73</li> <li>• Total outflows so far - \$720.75- expenditures include Teacher Appreciation, Festival Support, Parent Outreach, Parent Education Childcare</li> <li>• Spent \$155.32 for 1<sup>st</sup> parent social but most was stocking up for future socials</li> <li>• Expecting Dues for 2013/14 soon – will bring balance to approximately \$6000</li> <li>• Once we determine what the PA operating budget will be for the year, we will know how much we have to spend on the playground improvement project and other projects.</li> <li>• We are hoping to increase our revenue through the Scrip gift card program</li> </ul>
Upcoming School Events <ul style="list-style-type: none"> <li>❖ New Parent Tea</li> <li>❖ School Pictures</li> <li>❖ Michaelmas</li> </ul>	Discuss	5 min	Discussed Calendar <ul style="list-style-type: none"> <li>• Some calendar items need volunteers if they are to happen</li> <li>• New Parent Tea is coming – Sept 20<sup>th</sup> <ul style="list-style-type: none"> <li>○ It is not run by the PA, but the PA will support it</li> <li>○ Location TBD (used to be held in Rainbow Room)</li> </ul> </li> <li>• School Pictures on the 24<sup>th</sup> and 25<sup>th</sup> <ul style="list-style-type: none"> <li>○ Grades on 24<sup>th</sup> and Kindergarten on 25<sup>th</sup>, teachers will inform parents of the schedule</li> <li>○ <b>Megan Chase</b> will be publishing with an All School Email</li> </ul> </li> <li>• Kim will be representing the PA at the Game Plan Meeting <ul style="list-style-type: none"> <li>○ Meeting is by invitation, but express interest if you would like to attend.</li> <li>○ Friday night (Sept 27<sup>th</sup>) and all day Sat (Sept 28<sup>th</sup>)</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>Michaelmas Is the first big event on the calendar – look for more information in the Messenger</li> </ul>
Questions/Open Discussion	Discuss	15 min	There was a discussion about Board committees versus PA committees. Katie Adams Parrish states that both types of committees need volunteers.