

CSDB Parent Staff Organization

November 9, 2022 – 10:00a.m.

Meeting minutes

Attending: Jessica Lee, Becky Fulton, Kathy Emter, Diane Taylor

Officers:

1. Kathy Emter nominated Jessica Lee for President. Becky Fulton seconds the nomination. Unanimously approved.
2. Jessica Lee nominated Diane Taylor for Secretary. Kathy Emter seconds the nomination. Unanimously approved.
3. Jessica Lee nominated Becky Fulton for Treasurer. Kathy Emter seconds the nomination. Unanimously approved.

CSDB support:

1. Spanish and ASL translation
 - Kathy Emter will provide information regarding ASL interpreting services/Audio Description process once the new position is in place.
 - ***Diane Taylor will request ASL and Spanish interpreters/translation giving a two-week lead time***
2. List of parents- ***Jessica will follow up with Tera***
3. Meeting location
 - Discussion ensued about in-person meetings at first, then expand to hybrid meetings after a core group has been established.

CSDB Parent Staff Organization By-laws

1. Diane Taylor motioned to approve the CSDB PSO bylaws. Becky Fulton seconded the motion.
 - Discussion: Can membership fees of \$10.00 be waived in cases of need?
Jessica will change the bylaws to reflect fees as a suggested donation of \$10.00 per membership. Unanimously approved.

Financial

1. ***Jessica Lee and Becky Fulton will go together to open a bank account***

Substitute Teacher need:

1. Parents can't teach but could step in to help with lunch duty or other smaller tasks for a block of time.
 - ***Kathy will discuss with HR to see if this is a substitute process or a volunteer process.*** Subs can be paid, which could be helpful to encourage parents.

Fundraiser ideas:

1. Book fair – every kid gets a book and teachers receive money
 - APH books? – ***Becky will ask Jim Olson for a supply line of books and games***
2. Grocery store box tops and cash-back programs
3. Amazon Smile

Events Upcoming and PSO support:

1. ***Kathy will meet with the principals to get ideas***
2. Goal: one or two events for Spring semester as action items before the next meeting

Meetings:

1. 2nd Thursday of each month, 4:00pm
2. ***Diane Taylor reserve Lions Hall, also send an email to Jennifer Matthews to let her know we will be meeting there.***
3. Send out meeting notice to families and staff, no RSVP required
 - a. Complete ad
 - b. Translate to Spanish, create video with ASL/AD/voice over
 - c. Distribute
 - i. Social media (please share!)
 - ii. Infinite Campus
 - iii. Website Bulldog News
 - iv. Family Facebook page
4. Snacks – Funded out of PSO account, ***Jessica will purchase snacks.***
5. Childcare needed during the meetings. ***Diane will check the rules for parameters around childcare.***
6. Meeting minutes will be provided in written form and distributed after every meeting. ***Jessica and Becky will provide meeting minutes in an accessible video format when possible.***

Meeting adjourned 11:17a.m.

Next meeting: December 8, 2022 – 4:00 p.m., CSDB Administration Building-Administration Conference Room