



**SMS PSO Meeting Minutes
December 4, 2023**

In Attendance:

Board Members:

Tiffany Yandt - President
Nicole Tannler - Vice President
Carli Weckerly - Secretary

Heather Flower - Hospitality
Ali Knox - Volunteer Coordinator
Farrah Burke - Student Store

Staff:

Marianne Funderhide
Emily Anderson

Kyle Virding

Parents:

Danielle Bailey

Meeting called to order at 1:02 pm

Christine from SSD - Updated district communications

Half time communications position. Wants to connect more with parents and PSO and support our efforts.

Streamline information sharing and guidelines. Distributed solicitation guidelines (see attached). For example, Freaky Friday marketing. Happy to share posts on FaceBook etc.. Contact Christine for any questions or feedback on communications from the district.

Admin report - Kyle & Emily

- Band and choir updates - excellent choir and beginning band concerts. Lots of people in attendance. Kids did awesome.
- Student of the month - breakfast this Friday. Kindness is the theme. 26 nominees. December's theme is empathy. Kids are nominated by all staff members. This program is building momentum, staff, kids and families are enjoying it.
- Staff vs. Student volleyball game December 15
- Video - Celebrate Sherwood. School board selected SMS for the month of November to highlight. Showed a video that they presented to the school board.
- ODS Dates - 6th grad Outdoor School. Drastic changes from previous years. Science teachers are point people.
 - May 14-17 Cedar Ridge (120 students)
 - May 21-24 Cedar Ridge 120, Trickle Creek 125 students

- D/F email - notifying students' families that have one or more D or Fs. Halfway mark of the trimester. Hoping to catch concerns early
- Attendance updates - interventions are aligned. Emailing individuals attendance records. Thank you letters for those who attend regularly. 80-90% families receive a nudge letter. If no improvement, phone call home, conversation. Next 70-80% conference with student, phone call home, text to families. Under 70% create support plan with the family. NW regional ESD can then step in and help the family.

New Business: Tiffany

Nicole makes a motion to approve November's minutes. Heather seconds, all approve. Motion passed.

Funding requests:

- \$63 for 2 volleyballs. Heather motions to approve, Ali seconds, all in favor. Motion approved.

Change bylaw's minimum reserve \$25,000 instead of one year's budget. Nicole motions, Heather seconds. All in favor. Motion passed.

Adding Spring Dance fundraiser - starting to brainstorm. Thinking March 15 5:30pm - 7:00pm in the aux gym. Heather will call the DJ. SRO will need to be there.

Student Store - Farrah

Meeting with Dr. Lyon on Thursday to discuss opening up the store. Thinking of opening it up after the lunches are no longer available for purchase.

Heather - Hospitality

Treats for staff before break - will set them out Monday and Friday before winter break. Staff appreciation - coffee cart at 7:30am

Next Meeting January 8 at 1pm.

Meeting adjourned at 1:50 pm.

School/District Direct Support Organizations - Solicitation Guidelines



The following groups/organizations have been identified as those providing direct support to our school or district, as their primary function is to contribute funds, resources, materials, or volunteers directly to a school or the district as a whole. These groups will be provided increased support and partnership in marketing their events, meetings, etc. within our existing communication methods (in comparison to groups addressed in the [Community Solicitation Guidelines](#)).

- Archer Glen PAC
- Hawks View PAC
- Middleton PAC
- Ridges PAC
- Sherwood Middle School PSO
- Sherwood High School PSO
- SHS Athletics Boosters
- SHS Band Boosters
- SHS Performing Arts Boosters
- Sherwood Education Foundation (SEF)

Guidelines for Direct Support Organizations:

- A group/organization partnered with a specific school may include announcements in that school's newsletter and/or via flyers at the school (elementary - in backpack mail), at the discretion of the school principal/associate principal
 - Example: SHS PSO and Boosters can include information in the weekly SHS newsletter with approval from SHS admin
- Events/announcements that are a joint effort of the elementary PACs can be included in all four elementary newsletters and/or backpack mail, at the discretion of school principals, even if provided by a single PAC
 - Newsletter inclusion should have consistent language in all four newsletters, and be included on consistent dates
- Any group listed above can advertise in the District Updates monthly newsletter and/or District social media, at the discretion of the Communications Specialist. Inclusion in school newsletters for schools other than the one they are partnered with must be coordinated through the Communications Specialist
 - Communications Specialist may edit text or adjust graphics as needed for formatting or to align with the District's communication "best practices"
- SEF may include announcements in both school and district level newsletters, at the discretion of the Communications Specialist

Approval Process:

- PACs/PSOs/Boosters may work directly with the school offices/administrators at their partner school for inclusion in the newsletter or other site-level marketing (district-level approval not required)
- PACs/PSOs/Boosters wanting to market/make announcements beyond the school level should contact Communications Specialist via email with proposed language, as well as any flyers/materials
- Sherwood Education Foundation will work directly with Communications Specialist on all communications items; Communications Specialist will coordinate with schools for any school-level newsletter items, flyers, etc. from SEF as needed