

**St. Francis of Assisi School  
Home and School Meeting  
October 17, 2011**

**I. Opening Prayer.**

H & S President, Lisa Fraizer, opened with a prayer, and called the meeting to order.

**II. Approval of Prior Minutes.**

Stacey Dorsey made a Motion to Amend the Consent Agenda to reflect that the Entertainment Books Committee actually sold nine entertainment books via the internet to other cities.

With the correction made to the Consent Agenda Reports, Julie Matternas made a motion to approve the minutes of the September meeting, which was seconded by Laurie Cosgrove.

**III. Principal's Report by Principal, Misty Hade.**

Conference Scheduling starts October 18, 2011, at 10 AM. This will run until November 18, 2011 at midnight. Reminders have been sent out via Friday News and Notes and an e-mail letter from the Principal. This information is also listed on the front page of our school website.

Professional Development Day is Monday, October 24, 2011. Mrs. Hade will put a note in Friday News and Notes about this and the schedule the staff will incorporate that day. They will be completing a Faith activity and Project CRISS training. They will also have a presenter from Everyday Math come to speak to the staff as using this as a possible program in our school.

At the end of October, a link for an online Parent Satisfaction Survey will be sent out. These will be done 1 per parent. We hope to have a 75% return back on these to get an accurate sampling of our parents. Results will be sent out once they are calculated.

Next week will be Red Ribbon Week. There will be a few opportunities for the students to dress out of uniform, as well as an all school assembly on Friday. Tuesday will be "Show Good Character"...dress as your favorite role model (dress code appropriate). Wednesday will be "Wear Red Day"...red tops with uniform bottoms. Thursday will be "Give Drugs the Slip" day...where you can wear your favorite slippers. Friday will conclude the week with a School Wide Red Ribbon Week and PBIS assembly.

Mrs. Hade also has forms now for the "Golden Apple" award given through one of our local news stations. Students and Parents can nominate their favorite teachers any time throughout the year for this award. The applications can be submitted any time from September-May. Mrs. Hade will make photo copies of this form for anyone whom wants to fill one out. If you e-mail her directly, she will send it home with your child. She will also put something in Friday News and Notes about this. Should be a great way to share the good practices of our wonderful teachers with others and the school!!

**Open Questions to Mrs. Hade:**

An appreciation was voiced for the extension of the uniform short season. A question was asked concerning Everyday Math as discussed about. Mrs. Hade clarified that Everyday Math is just ONE of the curriculums we are looking into. We are also researching Envision and Saxson Math.

**IV. Treasurer's Report by Katherine Hedrick.**

Homeroom fees are still being collected. Katherine will research this as the fees collected seem to be less than usual. Only 75% has been collected for the K-5 level. Discussion was raised whether Home and School funds should make up the "difference" of fees not collected from the students. No decision was made on this.

Katherine is also working to get the bank balances adjusted and organized. There are several areas that could possibly be combined into one (SCRIP, coupon books, etc). Update to follow. Also, Katherine reported that we received \$1,000 from Valley West Class for Cash program.

## V. Communication Secretary's Report by Laurie Cosgrove.

Laurie mentioned she has received a couple of thank yous in the mail. One in particular was from Holy Family school in regards to our tithing to them from our Auction money.

## VI. Committee Reports:

### a. Fundraising

#### i. Gala/Auction Report by Lisa Fraizer (for Heather Nahas).

The executive committee for the auction had their monthly planning meeting yesterday. They are working to brainstorm ideas to communicate to parents where exactly their auction gift dollars are going. They are looking for specific ideas to capture that. Examples were given of taking photos of the children using specific purchases (on music risers, using specific technology, etc). A suggestion was also made to capture those moments that aren't as tangible (i.e. Curriculum Enhancement) since a large portion of money goes to this area. Perhaps showcasing photos of a student Skyping with an author, children on a field trip to somewhere, etc. would be a great way to do this. Discussion was also had on possibly putting a "Did You Know?" section in Friday News and Notes that gives some specific, concrete examples of what the auction money is being used for. Suggestions for placements or table tents at each place sitting/table would be a neat way to explain items purchased.

There was also significant discussion on "Fund an Item" and if that was possible with the Auction or if that would take away from it.

#### ii. SCRIP Report by Laura Krejchi.

Laura opened with clarifying the question of using credit cards online to pay for SCRIP. This is NOT an option. Currently, it is only set up to take orders online, and send the payment with your child to school, OR order online and use Presto Pay to pay for your purchases. Presto Pay takes the money out of your checking account. There is a 39 cent fee transaction fee/per order.

SCRIP is wrapping up a Jeans Day promotion. This was a HUGE success. Preliminary numbers show about 180 families purchased in this two week period and our Home and School profit from this promotion is close to \$1200, well above averages of around \$250 per week.

Discussion was held over doing the promotions over a Calendar Month instead of a two week period. Jan/Feb are slower months for SCRIP. It was decided that there will be another SCRIP promotion in January. The first Friday of February will be when the students will get their "out of uniform" pass. This may be an athletic wear or PJ day to be determined by Misty Hade.

Laura suggested that we NOT offer the St. Francis Preschool to formally be part of the SCRIP program due to logistical difficulties. It was advised to let the preschool parents know more about the SCRIP program by perhaps printing them a flyer explaining the program to take home in their folders. The flyer would go home in the spring 4 year old preschoolers only.

There was a significant discussion on Hy-Vee coupon books. A suggestion was made for possibly re-educating families on these books if we choose to continue to them. Home and School does make a good profit from these books, however, no money from the sale of them goes back to tuition credit. We currently have about 200 coupon books left and they expire in December 2011. If we do continue to sell these books, it might be helpful to have a specific volunteer to do this with/for Laura. A suggestion was also made for a promotion of the Hy-Vee Coupon books as well.

SCRIP will not be selling at the Vendor/Craft Show this year at SFA.

Laura would like to see a better use of SCRIP selling/using with the Angel Trees during Advent season. A lot of the gift cards asked for on those trees we sell through SCRIP. Suggestions were made about having SCRIP sold at a table near those trees on the weekend they go up, with a pulpit announcement as well.

Sara Brinker will get Laura the correct e-mail of whom to contact regarding the trees and.

Laura also announced her SCRIP replacement for next year, Heather Rohe. She also wanted to mention a BIG thank you to Lisa Northup for her hard work with SCRIP.

iii. Box Tops Report by Andi Hallman (read by Lisa Fraizer).

There is currently a box top promotion, it is going well. We will have an update in November with the Box Top check amount.

iv. School Spirit Report by Lori Miller and Brenda Klein – No Report.

b. Board of Education Report by Joe Pollpeter (for John Lensing).

Joe reported BOE has started the budget process. He also stated there was a vote for the expanded hours/days four year old preschool program. This did go through and now the BOE is waiting for the Parish Council to approve.

A short discussion took place on the need for additional youth ministry space in the future. Joe stated that this will likely be a need, but right now, we are unsure exactly what this need will be or how we will be meeting it.

Joe also extended his thanks from the BOE for all the work that Home and School does.

## VII. Old Business

a. H&S Financial Proposal Report by Lisa Fraizer.

Lisa went over the proposed distribution of funds and explained a couple of changes to be made to the initial proposal.

There has been a tremendous amount of positive feedback on the new school carpet. A proposal was submitted last week by Building and Grounds to ask for \$9,136 in funds from this excess Home and School Fund. They asked to have the original \$5,000 from the proposal, as well as the future investment \$5,000, all this year in order to complete a new carpet job. The carpet they are wishing to replace is in the north/south hallway of the school, along the cafeteria and gym hallway. This carpet would be the same design and style (individual squares) as the hallway and main entrances that were done this summer.

The excess of that \$10,000 would be around \$860. It was proposed to give this money to the Playground Committee as they have many projects they want to develop.

Technology (Proposal by Sara Brinker)

Sara proposed to move the entire \$40,000 (originally allotted as \$20,000 this year and \$20,000 next year) into the SFA Technology Department fund. The reason behind this is based on the immediate goals and 3-5 year goals the SIAC committee has set for our school and our technology department. Sara is the Home and School liaison for SIAC (School Improvement Advisory Committee) and is on the SIAC technology sub-committee.

A main part of this vision to move forward with more current technology, be it laptops, mobile devices, 1:1 learning, etc, is to have a building that is Wireless, which we are not. Every type of technology we will research and move towards will need wireless. Sara does not know how much getting SFA wireless will be and she will be presenting this information October 18, 2011 to the SFA Tech Group, as well as giving them clear cut goals and our vision from SIAC, which they have asked us for. It is our hope to get three bids to get our building wireless and start this process with the money we have now allotted.

Sara stressed the importance of bridging the divide between these two groups (SIAC and SFA Tech Group) and working together to get our new goals accomplished for the staff and students of SFA. Sara also stated an immediate goal of getting a software update of Microsoft Office 2010, which the staff has requested.

Reserve (Lisa Fraizer)

Lisa explained the final portion of this budget is a reserve of \$28,000. This reserve could be used in case our fundraising doesn't go well in the future.

The motion to vote on the Home and School Excess Funds Distribution was made by Brenda Klien and seconded by Kara Pollpeter. A vote was made. All in attendance were in favor of this distribution of funds. Lisa will work with Katherine to move funds to the appropriate areas.

b. Bylaw Revisions Report by Kara Pollpeter – No Report

#### VIII. New Business

Playground Report by Jennifer Scheck.

Several updates regarding the Playground Committee: This group sent out an email survey to K-2, 3-5, and 6-8 teachers to see what the students and teachers were wanting from the Playground Committee. Several things were discussed including: repainting map, repainting hopscotch and four squares (which are all in process of being done), swings, volleyballs and volleyball net, bases, kickball's, merry-go-round, benches to sit on, and tether balls.

The committee has spent around \$1500 of their budget on replacement balls, etc. The decision is in progress to have playground captains in each grade to help gather up the balls and keep track of everything. Each grade level will have a bag of equipment to be responsible for (not each class).

The Playground Committee is also exploring the idea to have a chair/co-chair and serve terms to keep some consistency in the group and help them better accomplish goals.

They would like to increase parent involvement in recess duties, especially at lunch recess. The group is looking into a computer software program to ease the sign up of this volunteer duty.

A suggestion was made for the Playground Committee to list out their immediate goals and their 3-5 year goals, so the Home and School can continue to evaluate the budget for them in upcoming years. It was explained that this information should be to the President and/or President Elect by March of 2012 for next school year budget planning.

IX. Adjournment. The motion to adjourn the meeting was made by Lori Miller and seconded by Laurie Cosgrove.

Respectfully submitted by Sara Brinker, President-Elect