

CPA Meeting Minutes

May 8, 2017

Called to Order at 6:35 pm
Opening Prayer- Mr. Sievert

Review of Minutes Meetings from February 27, 2017

- Motion was made by Carrie Oldenburg to approve the February 27, 2017 Meeting Minutes. Tonya Danielewicz seconded. All in favor, no objections. Minutes were approved.
- Motion Passed: Approved Meeting Minutes for February 27, 2017 CPA Meeting.

Treasure's Report (Melissa Sanders)

- Review Treasure's Reports from February 1- March 31, 2017. Brief overview of all categories; it was noted there was a loss from last year's balance but profits from Pizza Day, Scrip & Schwan's Cares allowed for projects and purchases to occur.
- Motion was made by Carrie Oldenburg to approve the Treasure's Reports for February 1-March 31, 2017. Debbie Cantu seconded. All in favor, no objections.
- Motion Passed: Approved Treasure's Report for February 1- March 31, 2017.

Committee Reports

- Scrip (Tonya Danielewicz/Carrie Oldenburg)
 - Current status of Scrip: \$7,000 in rebates, but a decrease in purchases.
 - Discussion of perimeters of Scrip Summer Rebate Program: 5 weeks in June & July to qualify for the 90% rebate in September. Information yet to be distributed.
 - A motion was made by Elizabeth Oestmann to go forward with the Scrip Summer Rebate Program. Mary Counts seconded. All in favor, no objections.
 - Motion Passed: Scrip will run the Summer Rebate Program for 90% rebate back to participants.
 - Explanation of the Scrip Summer Raffle: For every \$100 spent during June 1st- August 21st a raffle ticket will be set aside (& collected prior to the raffle) to win prizes. Drawing is August 22nd. As of now \$650 in prizes have been collected including Cub tickets.
 - Carrie Oldenburg requested \$250 in CPA funds to cover the cost of the Cub tickets (\$100) as well as offering Scrip gift cards for 1st, 2nd & 3rd place prizes.
 - A motion was made by Elizabeth Oestmann to approve \$250 in CPA funds to cover the cost of purchasing prizes for the Scrip Summer Raffle; Debbie Cantu seconded. All in favor, no objections.
 - Motion Passed: \$250 budgeted for the Spring Scrip Contest prizes.
- 2 Click Fundraising (Mandy Swanson)
 - No funds were raised. Need to relinquish program due to lack of interest & it overlaps with Amazon Smile. Debbie Cantu of Boosters expressed that it would be unlikely Boosters would pick up 2 Click. General consensus was we will no longer use/promote 2 Click Fundraising.
- Shoe Box Recycling (Debbie Piepenbrink)
 - Boxes need to be sent, waiting to for the upcoming promotions as there is usually a great sneaker promotion at this time.
 - Suggestion to bring shoes to Back to School Night in August. Need to increase promotion of this program.
- Saver's Truck Donations (Debbie Piepenbrink)
 - Can get a truck dropped off June 10 with a \$150 refundable deposit or we rent our own truck & that cost is refunded. Discussion on costs & feasibility.
 - A motion was made by Tonya Danielewicz to spend \$150 on a deposit for a Saver's Truck for June 10 to collect donations. Carrie Oldenburg seconded. All in favor, no objections.
 - Motion Passed: \$150 budgeted for a deposit for a Saver's Truck on June 10 for Crete Garage Sales.

- Pizza Program (Mandy Swanson)
 - Debbie Cantu reported that corporate representative from Pizza Hut contacted her to share that the prices for pizza will not change. The Pizza Day Program and prices will remain the same for 2017-2018.
- Schwan's Cares (Mandy Swanson)
 - Totals for the campaigns: \$141.00 for Literacy Night & \$11.25 for the Go-Fish Grades 1-3 play.
 - The next campaign is for the Olympic Games Day.
 - Discussion of campaigns for the summer. Decided up on Grandparents Day, Grades 4-6 play, Funds for Busing, & Lake Lutheran Teacher's Conference.

Fellowship Report

- Helping Hands (Amy Gilliam)
 - The program continues to run well as bags are being submitted and completed. Thank you to those parents who help the teachers with classroom tasks each week. Your time and assistance is greatly appreciated.
 - We continue to look for any parents who are willing help with the program for next year. Flyers will be distributed to the teachers for home visits for next year.
- Room Parent Program (Amy Gilliam)
 - All parties have concluded for the year with the exception of the birthday celebrations for Knoblock, Krug and Biesterfeld. Thank you to all parents who volunteered their time, talents and resources to make the parties successful and fun experience for everyone.
 - Anyone who is interested in being a Head Room Parent please submit your name to Amy Gilliam. All names will be forwarded to teachers. Any ideas or recommendations for next year are welcome.

Old Business

- ProKids Assembly (Debbie Piepenbrink)
 - Was successful & well received overall. Suggested that we rotate the ProKids Assembly every other year with it retuning sometime in 2019-2020.
- Teacher Appreciation (Mandy Swanson)
 - Teachers expressed thanks & appreciation for the week long celebrations. They enjoyed the duration of a week.
- Purchase of New Storage Bins (Amy Gilliam)
 - The reorganization of the CPA Storage area has been finished. A total of \$57.69 was spent on four 20 gallon tubs for 29.70 and two art portfolios for 27.99 to store the décor as well as bulletin board items.
- Volunteer Luncheon (Mandy Swanson)
 - Boosters joined with CPA & we all expressed our gratitude to 30 parent volunteers. Overall, the efforts were very well received & a successful based on those who attended & responded. All volunteers received ILS keychains & flowers, which were kindly donated from Woldhuis Sunrise Greenhouse.
- ILES to host Lake Lutheran Teachers' Conference (Scott Sievert)
 - No further updates available. Will need funds to purchase food for guests, which could include upwards of 120 teachers.

New Business

- 2017-2018 Grandparent's Day Funds Approval (Mandy Swanson)
 - A discussion of the funds needed for Grandparent's Day. In an attempt to make sure there are enough funds for crafts & food it was agreed upon the \$500 would be a good estimate as plans have not been finalized.
 - A motion to request \$500 for the purchase of crafts, supplies & food for Grandparents' Day was made by Tonya Danielewicz. Carrie Oldenburg seconded. All in favor, no objections.
 - Motion Passed: \$500 budgeted for the purchase of crafts, supplies & food for Grandparents' Day
- Students' Aides Gifts (Amy Gilliam)
 - Explanation of importance of showing appreciation to Student's Aides for their dedication towards our teachers and students. A request was made by Amy Gilliam to appropriate \$200 of CPA funds to purchase Scrip gift certificates for Students' Aides.
 - Tonya Danielewicz made the motion. Carrie Oldenburg seconded. All in favor, no objections.
 - Motion Passed: \$200 budgeted to purchase Scrip gift certificates for Students' Aides.
- CPA Meeting Dates for 2018-2019 School Year (Mandy Swanson)
 - The CPA will meet on following dates at 6:30 pm in the ILES gym:
 - August 28th
 - November 13th
 - February 12th
 - May 7th
- Sponsoring Hole for Boosters' Golf Outing (Mandy Swanson)
 - A motion was made by Carrie Oldenburg to budget \$100 to sponsor a golf hole at the ILS Boosters Golf Outing. Elizabeth Oestmann seconded. All in favor, no objections.
 - Motion Passed: \$100 budgeted to sponsor a golf hole at the ILS Boosters Golf Outing.
- December Craft Show with Crete Country Christmas (Debbie Piepenbrink)
 - Successful fundraiser for the past two years; profitable as it funds the Christmas gifts for teachers.
 - Discussion of craft show at junior high/high school & outlining of plans for the elementary to continue with a craft show separate from the junior high/ high school.
- Back to School Night Funding
 - CPA will fund the drinks & food for the event. Discussion of the amount needed & concluded that \$150 would be sufficient.
 - A motion was made by Elizabeth Oestmann to budget \$150 for food & drinks for the Back to School Night for 2018-2019. Tonya Danielewicz seconded. All in favor, no objections.
 - Motion Passed: \$150 budgeted for food & drinks for Back to School Night for 2018-2019.
- Color Run Fundraiser (Debbie Piepenbrink)
 - Explanation of the Color Run Fundraiser could possibly run opposite years of the Bikeathon. We will need to further research this fundraiser & get ILS School Approval prior to pursuing this fundraiser.
- Election of New CPA Officers (Scott Sievert/Mandy Swanson/Debbie Piepenbrink/Amy Gilliam)
 - Mr. Sievert explained the offices CPA Board needs to have a Chairman, Vice Chairmen, Secretary, & Treasure. Each office will need to have the duties & responsibilities outlined.
 - Unable to hold CPA Elections at this time due to not enough people to hold an election. This will need to be tabled until the next meeting on August 28, 2018. Current CPA Board will remain intact for now.
 - CPA Board Members Swanson, Piepenbrink & Gilliam shared their personal outlooks for next year in regards to their level of participation.

- Discussion of current challenges:
 - a CPA Constitution that clearly outlines roles, responsibilities & operations of all committees.
 - continued difficulty of using tax exempt forms due to lack of authorization to use accounts.
 - current process to cover purchases & expenses require CPA members to pay out of pocket.
 - declining parent participation to assist with the many programs CPA maintains.
 - administrative help with CPA programs.
 - improving the performance of Scrip.
- Mr. Sievert said he would look into changing the authorization for CPA to use the Sam's Club account to make purchases with the tax exempt ID.
- Discussion of expanded role of the Room Parent Program to assist with CPA responsibilities & school needs.
- Importance of not allowing CPA events and Room Parent Program to become the teachers' responsibility as they have enough to focus their time, talents and resources on.
- Further investigation, discussion & revision is needed as well as having an increased membership attendance.

The next CPA Meeting is Monday, August 28, 2017 at 6:30 in the ILES gym.

Motion to adjourn meeting was made by Elizabeth Oestmann. Carrie Oldenburg seconded. All were in favor, no objections. The meeting adjourned at 7:58 pm.

Respectfully Submitted by,
Amy Gilliam