

# CPA Meeting Minutes

## November 14, 2016

Called to Order at 6:30 pm  
Opening Prayer

### Superintendent's Reports (Pastor Swenson)

#### Social Media Policy

- There is no Social Media Policy in place; social media constantly changes & is difficult to litigate.
- It was asked that all pictures posted from a school setting (field trip, classroom parties, assemblies, etc.) not be posted in social media (Facebook) unless they have permission. All parents are asked to grant permission for the distribution of their child's likeness/picture in school media in the Website and Publication Permission Form. All photos taken in school setting require parent's permission and release from the school.

#### WELSSA Update

- A review of WELSSA history (a secondary school accreditation board) & their purpose (to bring all school groups under one functioning entity).
- The WELSSA Evaluation last spring had many recommendations; two of which outlined the finances of ILS:
  - Recommendation 9.1.5: Requires full impartial audits by an outside agency. We are currently working toward that we need to weight the costs of funds for the audit vs the current needs of our school budget.
  - Recommendation 9.4.5: Establish separate fiscal departments within ILS. These are financial safeguards that establish better organization, clear management of funds, & encourage accountability with clear procedures & documentation.
- Discovery of Audit: Procedures not being used to account for money.
- Goal of the Audit is to unify the schools in ILS.
- CPA is participating & taking steps to help protect both the group & the school. Melissa Sanders & Tonya Danielewicz are working together to make the transition smooth. All accounts are in the process of being turned over to the new system of procedures.

### Review of Minutes Meetings from April 18, 2016 & August 29, 2016

- Motion was made by Molly Heyn to approve the April 18<sup>th</sup>, 2016 Meeting Minutes. Elizabeth Oestmann seconded. All in favor, no objections. Minutes were approved.
- Motion was made by Tonya Danielewicz to approve the August 29<sup>th</sup>, 2016 Meeting Minutes. Molly Heyn seconded. All in favor, no objections. Minutes were approved.
- Passed: Meeting Minutes for the April 18, 2016 & August 29, 2016 CPA meetings were approved.

### Treasurer's Report

- The balance is \$13,661.73 (See attached Treasurer's Report) & is current to October 21<sup>st</sup>.
- Reviewed new categories (Ice cream, Pizza Day Supplies) added to coincide with all the CPA categories
- It was noted that the Treasurer's Report will need to be amended to reflect the actual money spent (\$20) to cover the CPA Skate Night costs.
- Miss Kuschel shared she will submit the receipts from Grandparent's Day for documentation purposes.
- Motion was made by Laura Biesterfeld to approve the minutes; Molly Heyn seconded. All in favor, no objections. Minutes were approved.
- Passed: The Treasurer's Report was approved with the knowledge that it will need to be amended to reflect the actual money spent to cover the CPA Skate Night. The amended November 14<sup>th</sup> Treasurer's Report will be resubmitted at the February 13<sup>th</sup> CPA Meeting for approval.

## Committee Reports

- Scrip (Tonya Danielewicz)
  - Currently \$30,000 short from last year to this year.
  - Discussed Scrip Contest increased sales but still a marked difference.
  - Carrie Oldenburg is assisting with marketing & publication of the Scrip Program in write ups, emails & newsletters.
  - Outlined upcoming November/December Scrip events.
  - Discussed the need to grow the program & increase awareness: Increase word of mouth, ease of the the Scrip Wallet feature available for phones, reach out to church groups & other churches in the area to increase weekly users/sales.
  
- 2 Click Fundraising (Mandy Swanson)
  - Our account was deactivated due to inactivity. A new account was established using our new CPA issued email.
  - Program needs to be promoted again with new flyers. Mandy will work on this & distribute within the next week.
  
- Shoe Box Recycling (Debbie Piepenbrink)
  - More checks are coming (as they are slow in issuing them) & we have will have 8 full boxes in the office that will be shipped off in January.
  - Shoe Box program made \$133 last year with 5 boxes.
  
- Saver's Truck Donations (Debbie Piepenbrink)
  - Company owns the trucks now; need to plan ahead & get someone to pick up & drop off trucks when we decide to do truck donations.
  - Will look into having a truck for the Crete Garage Sales in the spring. Will need volunteers to pick up & drop off truck.
  
- Pizza Program (Mandy Swanson)
  - Program is running fine now; had some delivery issues of pizzas arriving in time for lunch but those problems were addressed with the Pizza Hut manager.
  - Currently looking into Bambino's Pizza in Steger to investigate on prices & size of the slices as a new source of pizza.
  - Sue Hoffman has been a huge asset to keeping the program working smoothly. We are extremely appreciative of her help and thank you for her service and time.
  - Also, thank you to all of the parents volunteers who come in on Mondays to serve the pizza to the students. We are grateful for your enthusiastic help.
  
- Schwan's Cares (Mandy Swanson)
  - This campaign for the Library was the most successful campaign to date with 17 supporters that brought in \$ 225.09.
  - Need to continue to advertise more in bulletins and newsletters to increase participation.
  - Discussion on the next campaigns as campaigns are long range & it takes time to get funds. Possible campaigns for Literacy Night & the Lower Grade play coming this spring.
  - Motion was made by Tonya Danielewicz to have the next Schwan's Cares campaign be designated for Literacy Night & the following be for the Lower Grades play. Elizabeth Oestmann seconded. All in favor, no objections.
  - Passed: The next Schwan's Cares campaign be designated for Literacy Night & the following be for the Lower Grades play.

## Fellowship Report

- Helping Hands (Amy Gilliam)
  - The program is running well as parent volunteers continue to complete the bags teachers seach week. Parents are calling the office looking for bags so that is an improvement from past months.
  - Thank you to Elizabeth Oestmann, who is the unofficial guardian of the bags as they go in & out of the office. Also, thank you to those parents who are picking up bags to work on. Your assistance is greatly appreciated.
  - We just need to be mindful that we remind parent volunteers that we need to sign bags in& out in the record binder so we have a fuller awareness of the bags out for completion.
  - We also need to work on getting a complete list of all parents who help complete bags.
- Room Parent Program (Amy Gilliam)
  - Room Program for the year is fully operational with. All Head Room Parents fully prepared to begin party preparations with Room Parents & parents for the upcoming Fall Party & the Christmas Party.
  - There was also a meeting on October 20<sup>th</sup> to begin planning school wide Christmas games during an extended party time of 9:00 – 11:00 on Thursday, December 22<sup>nd</sup> for K-6. Money was donated from their class funds to purchase supplies needed for the game stations. This will alleviate the need to ask for donations of items during this busy time of year.
  - In need of parents willing to assist with setting up the Christmas games in the gym Wednesday, December 21<sup>st</sup> at 1:30pm. The set up will not take long if we can get some volunteers. We also are in need of parent volunteers to help run the game stations the day of the party. If anyone is interested in helping with the K-6 Christmas games please contact the Head Room Parent for your child's class or Amy Gilliam.
  - The Head Room Parents in Grades 2<sup>nd</sup>, 3<sup>rd</sup>, & 6<sup>th</sup> are working with the parents in those classes to celebrate Miss Fischer's 15 years, Miss Kuschel's 15 years, & Mrs. Biesterfeld's 25 years of service.
  - There will soon be a document on the ILS website detailing the classroom party information for the 2016-2017 school year for parents to reference.

## Old Business

- Playground (Debbie Piepenbrink)
  - Impromptu addition to the agenda/ inquiry about the status of the playground as it is currently.
  - Teachers are happy with the playground as it is & no landscaping ties are needed.
- Christmas Craft Show (Debbie Piepenbrink)
  - Will be December 3 in the ILES gym.
  - Currently have 18 vendors, with more being added. Will sell coffee, hot chocolate, food, water & pop & offer a raffle for a money tree with gift cards (\$50 was already approved for the gift cards at the 8/29 CPA Meeting.)
  - Will need help with selling food & running the raffle. Please see Debbie Piepenbrink if you are able to help.
  - Face painting is an option that could be added to make our stop appealing to kids. Costs \$75 to offer from 10:30-1:30 pm.
  - Motion was made by Molly Heyn to spend \$75 for face painting. Laura Biesterfeld seconded. All in favor, no objections.
  - Passed: Spend \$75 on face painting for the Christmas Craft Show.
- Kick-off/Teacher's Start Up (Mandy Swanson)
  - Start of school went well & teachers were appreciative of gift cards to get supplies for classrooms.
- Popcorn Fridays (Mandy Swanson)
  - New popcorn machine arrived & will be set up in the kitchen to ensure it works properly.
  - Welcomed & encouraged Faculty to use the popcorn machine for their classes.
  - Proposal to sell popcorn on Fridays with help of volunteers & the use of Signup.com.

- Faculty feedback is requested to see if this proposal is workable and/or desirable. Mr. Sievert will take this idea back to the faculty for further review.
- Grandparent's Day (Mandy Swanson)
  - From CPA's perspective, there were no complaints received in regards to the event. Everyone seemed to enjoy/appreciate the food. There were many compliments on the photos, crafts, activities and overall organization of the event.
- Serendipity Sale (Debbie Piepenbrink)
  - Over 200 people attended despite competing with Cubs game, beautiful weather & nearby craft shows. Successful as there was a profit.
  - Will need to include sale in the Charger newsletter to increase awareness and gather more volunteers.
- Skate Night (Debbie Piepenbrink)
  - A successful event with 98 people (preschool through high school) attending & many rave reviews with numerous requests to have another skate night in the future.
  - Cost \$500 to rent the venue but due to the great turnout CPA only had to pay \$20 to make up the difference of the entry fee.
  - Discussion of changing the entry fee to a cap per family of \$20 for entry into the event.
- Giving Tree (Debbie Piepenbrink)
  - The tree & the tags are up in the front hallway.
  - Two teachers have tags on the tree. Teachers are encouraged to fill out their tags if they'd like to request item for their classroom.
- Ladies Bunco Night (Mandy Swanson)
  - Proposed date of March 11 will not work, need to revisit the calendar; will email Mr. Sievert dates.
  - There will be 9 teams of 8 people for a total of 72 ladies in the gym.
  - There will be prizes awarded for most Buncos, biggest loser, etc.
  - This will be advertised as soon as dates can be finalized.
- Ronald McDonald House Toy Drive (Debbie Piepenbrink)
  - Toy drive is up & running with information in the Charger Newsletter & donation boxes out in the front hallway.
  - Information will be shared with Helen at Trinity for inclusion in the December newsletter.
- Christmas Luncheon (Mandy Swanson)
  - A catered lunch from Del Santos will be held for the faculty & staff on December 21<sup>st</sup> at 11:00. It will be \$6.25 per person. This will be booked November 15<sup>th</sup>.
  - Parents are needed to help serve at the luncheon.
- Popcorn/PJ Night (Debbie Piepenbrink)
  - Will be February 4<sup>th</sup> at 6:30-8:30 in the ILES gym.
  - Need to check with Jeff Uhlenbreck about licensing to see what difficulties were encountered at the high school.
  - Need to research how to figure out to do a RSVP of this event in attempt to do/ reserve a drink/candy/popcorn caddy for the families attending.
- ProKids Assembly (Debbie Pienpenbrink)
  - Suggested March 1<sup>st</sup> at 1:45 for a student show & 6:30 family show but will have to rebook the event as there will be Lent Services going on that will conflict with attendance.
  - Need to find a different date to have the assemblies.

- Motion was made to spend \$1300 on the ProKids Assembly with a date to be determined by Carrie Oldenburg. Molly seconded. All in favor, no objections.
- Passed: To spend \$1300 on the ProKids Assembly with a date to be determined.
  
- 50's Sock Hop (Debbie Piepenbrink)
  - Proposed date of January 14<sup>th</sup> at 6:30 – 8:30 or 6:00-8:00. Mr. Sievert will need to check the calendar to confirm the availability.
  - Proposed plan: There will be 50's theme with food, décor and music. Val Stupegia will take photos for no charge & offer pictures for purchase through their business. A DJ is available for \$250. Food will need to be purchased as well.
  - Motion was made to spend \$200 on food for the event and \$250 on a DJ by Carrie Oldenburg. Molly Heyn seconded. All in favor, no objections.
  - Passed: To spend \$200 on food for the event and \$250 on a DJ for a 50's Sock Hop.
  
- Kids Game Night (Debbie Piepenbrink)
  - Proposed date of Friday, April 11<sup>th</sup> will need to check the calendar to confirm.
  - Popcorn & water would be served.
  - We will need to sort through the CPA's collection of games to verify all games are complete & ready for game play. We will need volunteers to help with the sorting.
  
- Teacher Appreciation (Mandy Swanson)
  - Discussion TA week; decided upon the first week of May to coincide with the ILS junior high/high school campus.
  - The ILS Teacher Luncheon will be on Friday, May 5<sup>th</sup>, 2017.
  
- Class Picnics (Debbie Piepenbrink)
  - Discussion of when they occur & who plans them.
  - Tabled until a later date.

**New Business**

- Funds for Years of Service for Fischer, Kuschel & Biesterfeld (Mandy Swanson)
  - Discussion of past practice with Mrs. Knoblock's years of service gift (\$100 for a gift card & \$80 for flowers). Consensus was that amount must be fair & equitable to past practices.
  - Motion was made to spend \$100 on a gift card & 80 on flowers for each of the three teachers (for a total of \$540) while being "fiscally responsible and fair when making the decision." Carrie Oldenburg made the motion. Julie Boswell seconded. All in favor, no objections.
  - Passed: To spend on \$540 flowers for gift cards and flowers for Fischer, Kuschel & Biesterfeld while being "fiscally responsible and fair when making the decision to allocate the funds"
  
- CPA Constitution Revision (Mandy Swanson)
  - The CPA has been tasked with revising the CPA Constitution that outlines that its roles, functions, responsibilities & officers.
  - We are looking for anyone who is interested in participating in helping with this revision process. Please contact one of the CPA Members: Mandy Swanson, Debbi Piepenbrink, Melissa Sanders or Amy Gilliam.
  
- End of Term for CPA Members (Mandy Swanson)
  - According to the current CPA Constitution, each CPA Member is in the last year of their two year term. We are serving notice that we are going to need to begin the process of determining who is on the CPA Board. If you are interested in serving on the CPA, please contact Mr. Sievert or Pastor Swenson.
  - Mr. Sievert discussed that this topic needs to be addressed by the board.

- Commercial Food Warmer (Mandy Swanson)
  - Background: cold pizza for the later lunch periods.
  - Teresa Lusk & Jacki Cockrum at one time expressed they are interested in going in on a food warmer but we need to discuss this with them. An informational packet of food warmers was distributed for review.
  - Topic was tabled for a later date.
  
- Freezer Replacement ( Scott Sievert)
  - Background on broken freezer; purchased a new one for \$1600.
  - Requested \$500 contribution towards the freezer.
  - Motion was made to spend \$ 500 towards the freezer purchase by Julie Boswell. Carrie Oldenburg seconded. All in favor; no objections.
  - Passed: Spend \$ 500 towards the new freezer.

The next CPA Meeting is Monday, February 13<sup>th</sup>, 2016 in the ILES gym.

Motion to adjourn meeting was made by Tonya Danielewicz. Seconded by Elizabeth Oestmann. All were in favor, no objections. The meeting was adjourned at 8:26 pm.

Respectfully Submitted by,  
Amy Gilliam