

CPA Meeting Minutes

August 29, 2016

Called to Order at 6:33 pm

Opening Prayer

Review of Minutes from April 18th CPA Meeting

- Meeting Minutes from the April 18th CPA Meeting were not available so they will need to be distributed and approved for the next CPA Meeting on November 14th along with the meeting minutes from this meeting.

Treasure's Report

- The balance is \$14,534.84 (See attached Treasurer's Report).
- It was noted that the Treasure's Report will need to be amended to reflect the listed \$100 startup supplies as an expense & NOT as a deposit.
- Motion was made by Tonya Danielewicz to approve the minutes; Missy Reposa seconded. All in favor, no objections. Minutes were approved.
- Passed: The Treasure's Report was approved with the knowledge that it will need to be amended to reflect the listed \$100 startup supplies listed as an expense and NOT as a deposit. The amended August 29th Treasure's Report will be resubmitted at the November 14th CPA Meeting for approval.

Committee Reports

- Scrip (Tonya Danielewicz)
 - Currently at \$71,785 for the Fiscal Year to Date. (See attached Scrip Monthly Report); \$15,000 short from last year to this year.
 - Discussed Scrip Contest parameters: 6 weeks of 9/19 – 10/24 of total sales with credits going to each class for purchased Scrip cards; prizes for 1st, 2nd & 3rd place; more information is forthcoming. Carrie Oldenburg is assisting with marketing & the school newsletter for the Scrip Program.
 - Need volunteer help with the Scrip Program & with the Scrip Contest.
- 2 Click Fundraising (Debbie Piepenbrink)
 - Need to work on advertising before the holidays.
 - Need to coordinate with Carrie Oldenburg & Scrip. All funds collected go towards the Technology Fund.
- Shoe Box Recycling (Debbie Piepenbrink)
 - More checks are coming & we have a full box in the office that will be shipped off.
 - They have specials we need to take advantage of.
 - Shoe Box program made \$79.50.
- Saver's Truck Donations (Debbie Piepenbrink)
 - Company owns the trucks now; need to plan ahead & get someone to pick up & drop off trucks.
 - Will look into having a truck for the Crete Garage Sales September 8-9. Will need volunteers to pick up & drop off truck.
 - Saver Truck made \$299.55.
- Pizza Program (Mandy Swanson)
 - Program up & running as of today with modified prices. All orders are to be turned on as of the Thursday before as pizza orders must be placed on Fridays.
 - Explanation of order form error & correction.
 - Motion was made to purchase \$2000 in Scrips for Pizza Day. Elizabeth Oestmann motioned, Carrie Oldenburg seconded. All in favor. No objections. Motion passed.
 - Passed: CPA will purchase \$2000 in Scrip to pay for Pizza Day pizzas.
 - Suggestion made by Julie Boswell to offer salads on Pizza Days. Discussed lack of student interest in healthy foods, trouble getting volunteers to serve, lack of need & cost of unwanted food.

- Schwan's Cares (Mandy Swanson)
 - This campaign's funds will go to the Library. Need to advertise more in bulletins and newsletters to increase participation.
- Christmas Craft Show (Debbie Piepenbrink)
 - Booths are being reserved now; more information later in the meeting.
- Summary of Kick-Off & Teacher's Start up (Mandy Swanson)
 - Event went well & teachers have startup funds for the year.

Fellowship Report

- Helping Hands (Amy Gilliam)
 - Last year's pilot program of HH was successful; increased parent participation & interest. Brief explanation the program. Program is up & running.
 - Teachers are welcome to submit bags & parents can sign out a bag in the office
- Room Parent Program (Amy Gilliam)
 - Room Parent Meeting will be September 7th at 8:15 am at Trinity Lutheran Church in the Fellowship Hall. Parents interested in participating in the classroom parties & other school fellowship activities please plan on attending or contact Amy Gilliam.
 - Teachers are in the process of selecting their Head Room Parents.

Old Business

- Pizza Day (Mandy Swanson)
 - Clarification of order form error. All orders are to be turned on as of the Thursday before as pizza orders must be placed on Fridays per the contract arrangement with Pizza Hut.
 - Explanation of order form error & correction.
 - Playground (Debbie Piepenbrink)
 - Mulch was delivered. Tim Piepenbrink will remove old mulch and spread the rest as his schedule permits.
 - September 7th the timbers will be replaced.
 - Landscaping (Debbie Piepenbrink)
 - Will be done in the spring so landscaping can be watered regularly.

New Business

- New Accounting Procedures (Tonya Danielewicz/ Pastor Swenson)
 - WELSA Accreditation Evaluation recommended the need for better accounting practices for all schools. These are recommended safety procedures to unify the system with streamlined practices that will allow each entity to access & utilize their accounts for better record keeping purpose.
 - By the end of September all CPA accounts will be transferred over.
- Fans (Debbie Piepenbrink)
 - Shared research of fan options for two fans per class. Discussion of the need of fans. \$99 fans at Menards.
 - Asked for \$1600 for fans for 8 classrooms.
 - Motion was made by Carrie Oldenburg, Tonya Danielewicz seconded; all in favor, no objections.
 - Passed: CPA will use \$1600 for the purchase of 2 fans per 8 class rooms.
- Popcorn Machine (Debbie Piepenbrink)
 - Background of rationale for popcorn maker (not ours, makes bad popcorn, can be used at fellowship functions)
 - Discussed commercial grade popcorn maker options (Wayfair \$285 with free shipping was the best option.)
 - Motion was made to purchase popcorn maker by Carrie Oldenburg, Tonya Danielewicz seconded. A parent expressed their concern over the purchase & objected to the need. Majority favored vote.
 - Passed: CPA to purchase a popcorn maker for \$285.
 - Suggestion: Popcorn Fridays: popcorn sold on Fridays during lunch.

- Grandparent's Day (Debbie Piepenbrink)
 - Several changes this year; teachers are organizing games, crafts & activities for the event. They've asked the CPA for parent volunteer (about 50), food & paper goods for the Grandparents & \$150 for craft supplies.
 - Motion was made to provide teachers with \$150 for craft supplies by Elizabeth Oestmann, seconded by Missy Reposa. All in favor. No objections. Motion passed.
 - Passed: CPA to give teachers \$150 for craft supplies for Grandparent's Day.
 - A link for volunteers, food & paper goods to be donated will be on Signup.com.
- Serendipity Sale (Debbie Piepenbrink)
 - Background of SS; CPA purchase and American Doll and a Lego set for raffle prizes.
 - Motion was made to spend \$190 towards the purchase of an American Doll & Lego set by Julie Boswell. Seconded by Carrie Oldenburg. All in favor. No objections. Motion passed.
 - Passed: CPA will spend \$190 to purchase an American Doll & a Lego set for a raffle prize for the Serendipity Sale raffle prizes.
- ILS Christmas Craft Show (Debbie Piepenbrink)
 - Vendors are signing up; craft sales are set; need to work on food pricing & raise pricing. Cost involved is food but the sales cover the initial cost ILES is a better location than the junior high/high school.
 - Need to decorate the Christmas tree with Scrip cards.
 - Motion was made to spend \$50 to cover cost of Scrip cards by Carrie Oldenburg. Tonya Danielewicz seconded. All in favor. No objections.
 - Passed: The CPA will use \$50 to purchase Scrip cards for the ILS Christmas Craft Show.
 - Need to look into maybe having a table set up for Scrip cards.
- Proposed Overview of the Fellowship & Fundraiser Events for 2016-2017 (Mandy Swanson/ Debbie Piepenbrink)
 - August: Kickoff
 - September : Grandparent's Day
 - October:
 - Scrip Contest- Contest at both campuses
 - CPA Skate Night at Lynwood Roller Rink – possible date October 26th
 - Rent facilities for \$500 with \$5.00 per person with \$2.50 skate rental.
 - Motion was made to spend \$500 on the rental of Lynwood Skate Rink by Tonya Danielewicz. Seconded by Carrie Oldenburg. All in favor. No objections. Motion passed.
 - Passed: CPA will rent the Lynwood Skating Rink for \$500 on a date to be determined.
 - November :
 - Fall Parties
 - Giving Tree
 - Ladies Bunco Night- Bunco in the ILS gym. November 12th is a possible date.
 - Serendipity Sale
 - December:
 - Christmas Parties
 - Children's Christmas Service
 - ILS Christmas Craft Show
 - Ronald McDonald House Toy Drive
 - Catered Lunch for Teachers & Staff at Del Santo's
 - January:
 - Popcorn/PJ's Movie Night- January 7th

- February
 - Pro Kids Show- Discussion on positive kid and parent response.
 - Motion was made to host the show again by Carrie Oldenburg. Seconded by Tonya Danielewicz. All in favor. No objections.
 - Passed: CPA will host the ProKids Assembly with the date to be determined. Still need to figure out the cost of the show.
- March
 - Scrip Contest – both campuses
 - 50's Sock Hop- March 4th or March 11th? Need to revisit & find a better date.
- April
 - Kid's Game Night- Need to find a date in later April due to Easter.
- May
 - Teacher Appreciation- Request to make Teacher Appreciation a week-long event. The teachers agree to a week. Continue to have Aurelio's Luncheon & Edge coffee/ sweet treats. Food would be donated but kept to once a week per teacher's requests.
 - Class Picnics- Need to figure out the dates; will need parent volunteers.
- CPA Meetings for the 2016-2017 School Year:
 - November 14th
 - February 13th
 - May 8th
 - All meetings are at 6:30pm

Motion to Adjourn Meeting was made at 8:05 pm

Respectfully Submitted by,
Amy Gilliam