

## **CPA Meeting Minutes February 27, 2017**

Called to Order at 6:33 pm- Motion was made by Elizabeth Oestmann. Seconded by Tonya Danielewicz.  
Opening Prayer – Pastor Swenson

### **Superintendent's Reports**

- Called Worker Update on Matt Heyn & Nate Krug
- Impact of Calls will provide the opportunity to reevaluate ILS's current needs, teacher's gifts & placement that will be an ongoing process of meeting with teachers, administration, the Board to determine the positions & call needs of ILS. The math classes could be handled internally with current staff but further consideration must be given to how the Preschool Program Staffing will need to look moving forward. An Activities Director will be needed.

### **Review of Minutes Meetings from November 14, 2016 & December 16, 2016**

- Motion was made by Carrie Oldenburg to approve the November 14<sup>th</sup>, 2016 Meeting Minutes. Tonya Danielewicz seconded. All in favor, no objections. Minutes were approved.
- Motion was made by Elizabeth Oestmann to approve the December 16, 2016 Special Meeting Minutes. Carrie Oldenburg seconded. All in favor, no objections. Minutes were approved.
- Motion Passed: Approved Meeting Minutes for the November 14, 2016 & December 16, 2016.

### **Treasurer's Report**

- Review Treasurer's Reports from August 2016, November 2016, & December 2016 as categories were amended due to the financial audit changeover. The Treasurer's Report for January 2017 was also reviewed.
- Motion was made by Carrie Oldenburg to approve the Treasurer's Reports for August 2016, November 2016, December 2016 & January 2017. Elizabeth Oestmann seconded. All in favor, no objections.
- Motion Passed: Treasurer's Reports for August 2016, November 2016, December & January 2017.

### **Committee Reports**

- Scrip
  - Sold \$251,000 in cards; currently \$50,000 short from last year to this year. Discussed Fall Scrip Contest increased sales but still a marked difference.
  - Suggestion to restructure Scrip Committee & investigate how other schools run Scrip. Discussion of how to grow the program, more research is needed.
  - Suggestion to reevaluate the Summer Rebate is done. Need to address at next meeting.
  - Carrie Oldenburg spoke on upcoming Spring Contest: will run five weeks (March 20-April 24) at both campuses featuring a Mystery Retailer each week. Those placing an order for that week's selected Mystery Retailer will be placed in a raffle to win a gift card. (Amazon, Target, Speedway, Aurelio's, Smokey Joe's & Walt's.) Flyers will be distributed.
  - Carrie Oldenburg asked if CPA would donate \$250 for Spring Scrip Contest prizes.
  - Motion made by Elizabeth Oestmann; Mary Dorn seconded. All in favor, no objections.
  - Motion Passed: \$250 budgeted to fund the Spring Scrip Contest prizes.
- 2 Click Fundraising - No funds were raised. Flyers have been sent out. We are in need of someone to take over the advertising.
- Shoe Box Recycling - Shoe Box program made \$212.70 since our last meeting. No further information available.
- Saver's Truck Donations - Dates to get a truck to coincide with the Crete Garage Sales will be arranged. Boosters will arrange for a Saver's Truck after the Kid's Ultimate Sale on March 25<sup>th</sup>.
- Pizza Program
  - Discussion of the program thus far & the addition of Pizza Hut's new management & delivery person.

- Currently gathering prices for next year from other local businesses. Will discuss at the next meeting.
- A continued thank you to Sue Hoffman & the other parent volunteers who have been to keeping the program working smoothly. We are extremely appreciative of their assistance.
- Schwan's Cares
  - Discussion on name submissions for lower grade play & suggestions for future campaigns. A request for the faculty's suggestions for future campaigns for the rest of the year & the summer.
  - Totals for the campaigns: \$125.00 for Literacy Night & \$251.56 for the Library.
  - Discussion of needing of a person to chair this committee & assist with the administration of the campaigns.

### **Fellowship Report**

- Helping Hands - The program is running well. Thank you to parents who are picking up & completing bags. Your assistance is greatly appreciated.
- Room Parent Program
  - The classroom Christmas Parties, gym games & Valentine's Day Parties were successful. Thank you to the parents and room parents who organized and/or provided supplies for the classroom parties gym games. There was leftover toilet paper from one of the games. The toilet paper was donated to the Crete Pantry on behalf of the students of ILS on January 11<sup>th</sup>.
  - We are looking for parent volunteers who are willing to help plan & prepare for the Class Picnics.

### **Old Business**

- Popcorn Fridays - Additional planning is needed. This will be revisited for next year.
- Ladies Bunco Night- We will need to revisit this for next year
- Ronald McDonald House Toy Drive - Toys were collected & delivered on behalf of ILS.
- Popcorn/PJ Night - Discussion on tabling this to next year's calendar.
- ProKids Assembly – Will be Thursday, April 20<sup>th</sup> with a show during school & a 6:30 pm show for parents to attend with students.
- 50's Sock Hop - Was very successful; great turn out. Kids & parents enjoyed photographs, face painting & a DJ. Thank you to James & Valerie Stuepegia for taking photographs at the event. Also, thank you to Tom & Cindy Gunderson for decorating the gym for the evening. We appreciate your time & talents as you truly set the scene & captured a special time for everyone. Total spent: \$786.87 (\$536.87 on food & decorations, \$250.00 on DJ).
- Kids Game Night -Suggestion was made to incorporate the Kid's Game Night into this the Popcorn/PJ Night festivities. We will work to getting this on the calendar for next year.
- Teacher Appreciation
  - The ILS Teacher Luncheon will be on Friday, May 5<sup>th</sup>, 2017 for both campuses. At the elementary it will include Mexican Day on Monday, Soup & Salad on Tuesday, Edge bake good & beverage on Wednesday, Sweet Treats on Thursday & Aurelio's Luncheon for both campuses. (Aurelio's prices are \$9.25 per person plus 18% gratuity.) A request for \$250 in funds for teacher's gifts was made.
  - Motion to spend \$250 on teacher's appreciation gifts was made by Carrie Oldenburg. Cindy Gunderson seconded. All in favor, no objections.
  - Motion Passed: \$250 budgeted on gifts for the teachers for Teacher Appreciation Week.
  - A request for \$1250 to cover invitations and food (Edge, Aurelio's, etc.) was made. Elizabeth Oestmann made the motion. Seconded by Carrie Oldenburg. All in favor, no objections.  
Motion Passed: \$1250 budgeted for invitations & food for Teacher Appreciation Week.
- Class Picnics - The Class Picnics are being revised. More information will follow.

- CPA Constitution Revision -The CPA Constitution needs to be revised. Anyone who is interested in participating in this revision process contact: Mandy Swanson, Debbie Piepenbrink, Melissa Sanders or Amy Gilliam.
- End of Term for CPA Members - Each CPA Member is in the last year of their two-year term. If you are interested in serving on the CPA, please contact Mr. Sievert or Pastor Swenson.
- Commercial Food Warmer - Topic was tabled for a later date.

## **New Business**

- Purchase of New Storage Bins
  - The CPA Storage area was sorted & reorganized. We are in need of 4 storage bins. Also, the bulletin board décor needs to be stored in flat containers. A request for \$80.00 to purchase storage containers and art portfolios was submitted. Mr. Sievert recommended the amount be \$100.00.
  - Motion was made to spend \$100 to purchase storage bins/portfolio by Cindy Gunderson. Seconded by Mary Dorn. All in favor, no objections.
  - Motion Passed: \$100 budgeted to purchase storage bins /portfolio cases.
- Schwan's Cares Campaigns going forward - Previously addressed under Old Business
- 2017-2018 School Year Funds Start Up Money Approval
  - In an effort to assist in the transition for next year, it was requested that funds be available to teachers so they can start the year off properly.
  - Motion was made to spend \$1000 for teacher's startup money for the 2017-2018 school year by Carrie Oldenburg. Seconded by Cindy Gunderson. All in favor, no objections.
  - Motion Passed: \$1000 budgeted for teacher's startup money for 2017-2018 school year.
- 2017-2018 Grandparent's Day Funds Approval - A request for teachers to review the funds needed in preparation for Grandparent's Day so we can approve any funds at the May meeting.
- Volunteer Luncheon
  - In effort to thank those parent volunteers who serve and assist the programs of ILS we would like to formally thank them with a luncheon. A catered lunch from Del Santo's would run \$6.50 per person for 45 volunteers. A listing of all of the areas volunteers serve was shared.
  - Motion was made by Mary Dorn to fund a Volunteer Luncheon for \$300.00 was made. Seconded by Cindy Gunderson. All in favor, no objections.
  - Motion Passed: \$300 budgeted to cater a Volunteer Lunch for volunteers who donate their time & talents to serve ILS.
- ILES to host Lake Lutheran Teachers' Conference
  - Mr. Sievert shared that ILES will host the Lake Lutheran Teacher's Conference next year on February 23, 2018. More information to follow.

The next CPA Meeting is Monday, May 8<sup>th</sup>, 2017 at 6:30 in the ILES gym.

Motion to adjourn meeting was made by Mary Dorn. Seconded by Carrie Oldenburg. All were in favor, no objections. The meeting adjourned at 7:55 pm.

Respectfully Submitted by,  
Amy Gilliam