



**Monday, Sep 15, 2025**  
**Agenda & Approved Minutes**

**Meeting Start Time:** 7:04 pm

**Approval of minutes from May-** (Rebecca de Jong for Christina Porter)

**Motion to approve:** Kate Ryan

**Second motion:** Katie Perry

**President's Report** – Sara Ortega

- District:
  - Social Media disclaimer
  - MAP results
- Celebrations:
  - Block Party
  - Book Fair
  - DNO
  - Teacher Appreciation
- Upcoming Important Dates:
  - Upcoming Events:
    - Walk & Bike to School Day 10/8
    - Fun Run TBD
    - Crosstown Classic - Saturday, October 18th
- Odds and Ends
  - October H&S Meeting pushed to 10/20 (10/13 day off)

**Vice President's Report** – Michelle Shields

- Recruitment update: S/L Grade Captain needed, SFCP Co-Chair needed
- **FYI for ALL VOLUNTEERS** from the office (Tricia) - the computer system was renewed, so ALL parents must bring their ID to be scanned this year before volunteering (we may want to get ahead of this before class parties)

## Treasurer's Report – Rebecca de Jong

- General Reminders:
  - **Disbursements/Reimbursements:** Please fill out a Cash Disbursement Form (with receipts or invoice) for any reimbursement for purchases made, or for any disbursement requests to pay vendors (Ex: Assemblies).
    - Cash Disbursement Forms are available upon request, in the volunteer blue folder, and included in the monthly financial reports email.
    - Forms and receipts can be placed in the Treasurer mailbox or brought to me at monthly meetings.
  - **Deposits:** Cash and Check deposit forms are available in the Scott mailroom. Reminder that all cash deposits require 2 signatures on the form. All deposits are to be handled at the school and stored in the safe at Scott. Please ask Tricia or Sue for assistance with the safe.
  - **Sales Tax:** H&S is not permitted to reimburse sales tax. A Tax Exempt letter is available upon request to use for Scott H&S purchases.
  - **Cash Tips:** H&S cannot reimburse cash tips which are hand-written onto the bill. However, we can reimburse tips that are included in the total invoice/bill.
  - **Staff Gifts:** There is a \$100 limit on teacher gifts per school year. This does not include the staff gift cards from parents or teacher stipends for classroom supplies.
  
- Bank balance as of August 31, 2025: \$30,456.13
- August Transactions:
  - Cheddar Up Annual Fee = (\$420)
  - General H&S Dues = (\$465)
- Additional Transactions:
  - Popsicles on the Playground - (\$154)
  - Directory Spot Annual Fee - (375)
  - Block Party - Income (projected) = \$4,377
  - Expenses = (\$340.28)
  - Total Profit (projected) = \$4,036.72**
  
- Upcoming expenses:
  - Teacher Wishlist (\$3,800 budgeted)
  - 5th Grade T-Shirts (\$850 budgeted)
  - Fun Run Website Fee approx. \$400
  
- **Teacher Wishlist:**
  - Amazon gift cards are typically purchased in September.
  - Total budget = \$3,800

- As funds are currently allocated between teachers, we are \$50 under budget (see staff list)
- **Amazon Tax Exemption Program (ATEP):**
  - Once set up, you can invite committee members to shop for specific events tax-free.
  - Requires a saved form of payment, such as a credit card. However, this will not be the form of payment used to make purchases by committee members.
  - Rebecca will set up an account and report back.
- **QuickBooks Online:**
  - No longer a district-wide push to convert to QB Online because Intuit increased their annual fees at the last minute to \$320/year.
  - General H&S Treasurer is still looking into less-expensive/free alternative software, such as Wave or Tech Soup.
  - We still have the option to convert to QB Online now and possibly convert AGAIN when a cheaper alternative is found.
  - I would prefer to keep our QB system as-is until Milanka has more information about other software alternatives, and re-evaluate at that time.

**Motion to Approve:** Katie Perry

**Second Motion:** Megan Helfer

**Secretary's Report** – (Rebecca de Jong for Christina Porter)

- Y/O: 338 (as of 9/4)
- Total Student: 451 (as of 9/4)
- Total Staff: 95
- All Grade Level Totals K-5:
  - K- 72
  - 1- 91
  - 2- 66
  - 3- 80
  - 4- 70
  - 5- 68

**Principal's Report** – Tracey Ratner

- This year's teacher contract includes 105 minutes of paid staff meetings which will occur Tuesdays and Wednesdays after school. This means that after school programs such as Lego League will need to be moved.
- Presentation of Schoolwide Safety Drill information

## Committee Reports-

- Block Party:
  - This year was a huge success due in part to lower expenses.
  - Wristband sales were successful, and were easier to manage over game ticket sales.
  - We are working on getting the final silent auction payments in through CU.
  - Consider pushing the Block Party back to mid-to-late September next year to allow more planning and advertising time.
- SFCP
  - Walk to School will be October 8th
  - Waiting to confirm Breakfast Buddies dates with Mrs. Ratner
  - Veterans Day may be divided into two assemblies? This is being discussed.
  - Looking for an additional committee chair to help Lauren Brooks with planning and purchasing items for SFCP events. Megan Smith might be available as well as Amy.
- Dinner Night Out - Two upcoming fundraisers in October, including the Little Red Donut Truck!
- 5th Grade T-Shirts - The shirts have been ordered and will be arriving in time for Outdoor Ed. The cost was higher than budgeted at \$938 (\$850 budgeted).
- Grade Captains:
  - Looking for Kindergarten and Structured Learning grade captains. A FB post will be posted this week on the Kindergarten FB page, and an email will go home to SL parents.

**Motion to Adjourn:** Chris Olsen

**Second Motion:** Kate Ryan

**Meeting End Time:** 7:48 pm

**Next Meeting October 20, 2025 at 7pm**

**Attendance:** Michelle Shields, Sara Ortega, Rebecca de Jong, Tracey Ratner, Megan Smith, Jenna Steinke, Megan Helfer, Chris Olsen, Katie Perry, Kate Ryan, Beth Christl

**Online:** Rachel Buonafede, Liz Dyer, Christina Porter, Jenn Stelzer