



Scott Elementary School

Monday, September 18th, 2023 Agenda and Unapproved Minutes

Approval of minutes from May 2023 - Sara Ortega

- Meeting start: 6:05pm
- Motion to approve – Martin Bell
- Second motion – Kristen Franco

President's Report – Rachel Buonafede and Kate Ryan

- Celebrations:
 - Block Party: THANK YOU to Martin, Hugh, and Laura Riddle for their time and effort and patience with us in putting on a great Block Party! And thank you to all our other volunteers and to our community for coming out and supporting us!
 - Got good feedback. Financially, about \$4-5k.
 - Mr. Pak took a lot of great photos. Boger to share.
 - Book Fair: Thank you Kendra and Jane for another great Book Fair—it was a great success and loved having it in-house this Fall! (Raised around \$7k)
 - Staff Appreciation: Thank you for a great “Welcome Back” breakfast for our staff!
- District Updates
 - None—our meeting was canceled.
- Quick overview of the Volunteer Blue Folder
 - Questions about using Google Drive? Concerns? Would anyone like to set up a meeting time to go over together?
 - For events: we are going to send home a monthly calendar at the beginning of each month. Therefore, we need to have all sign ups and important dates the month before your event!
- Update on shade covering
 - They've marked where the posts will go near the big playground. Tables and benches will be ordered once the shade sail goes up.
 - Kindergarten area – Capital improvement Grant via Rep. Stava-Murray. There will be a covering and electricity to create an outdoor classroom.
- Upcoming Important Dates:

- October 4th: Walk to School Day (ask teachers/parents to leave at the designated time on flyers)
- October 16th: 5th Grade Outdoor Ed. (T-shirts being ordered 9/19)
- October 20th: Fun Run Fundraiser (Looking for volunteers to help plan fun run). This is a school day event.
- October 24th: Picture Retake
- October 31st: Fall Parties (making headway with these. More info to come).

Vice President's Report – Cindy Klemens (absent)

- OPEN POSITIONS:
 - Grade Level Captains-1st, 3rd, 4th, and 5th grades need help!
 - Main communication between H&S and teacher/families, plans the classroom parties, chance to set up grade-level outings (such as parents night out, etc), organizes the classroom art projects for auction at adult social
 - Roles and responsibilities are almost complete. KR/RB will be reaching out to teachers to explain this.
 - Adult Social–love to party plan and decorate?! We need some help with the winter adult social that will take place in February!
 - Fun Run-New this year! We are going to host an in-school fun run October 20th as one of our main fundraisers! We will just need help promoting this event, as well as on the day of the event.
 - DNO-Becca Bruner would like some support with this this year
 - Yearbook-we are always looking for help taking pictures and working with our expert, Michelle Shields, on the yearbook

Treasurer's Report – Christine Wehrenberg

- Approve financial reports
 - Motion 1 – Tricia Fallon
 - Second – Melissa Intoccia
- Bank balance as of August 31st, 2023: \$42,088.53
- Down payment check of \$7,400 for Shade Sail sent to vendor in September
- Cash Reserve - Recommendation from General H&S and Scott By-Laws
We have \$7500 cash reserve, plus a \$1250 committee reserve. The \$7500 cash reserve was due to the account type. It's been switched to a Non-for-profit account with no required reserve. We still need to maintain a reserve for ins and outs/base funds. Our budget is about \$41k, the district recommends \$10k for that level of budget. \$35k is

\$7500, Christine recommends we still with the \$7500 as a reserve. We can discuss releasing the Committee reserve money, since we won't incur fees. Scott by-laws have \$7500 as required reserve.

- o Motion to approve – Chris Olsen
- o 2nd – Tricia Fallon
- Whole foods grant –Kristin Franco says we can release this.
- Teacher Gift Cards – Teacher wish list, \$100/teacher, \$50/other staff (34 teachers; 10 for other staff - \$3900, budget was \$3850)
- Committee Chair Reminders: Deposit Form and Cash Disbursement Request form. Copies of forms may be found in the work room.
 - o Sales tax is not reimbursable. Tax exempt form is available.
- Costco Card – Costco doesn't do tax exempt. Amazon is challenging. KR will ask about getting a general H&S Costco Card. Hobby Lobby needs to be registered. KR to check on Hobby Lobby, too. Mr. Boger is registered with Amazon, but he's unsure if he can use his procurement card for H&S items. He will check.

Secretary's Report – Sara Ortega

- Current Number of Students 424, Youngest & Only 320 (Staff is 95 and extras for kiosk is 15)
- Committee Chairs–please fill out the Executive Board and Chairperson Policy and Procedures E-Signature Form 2023-2024 found [here](#) by SEPTEMBER 30th

Teacher/Staff Liaison – Mr. Pak (5th grade)

- He enjoys coming to the H&S Meetings, hearing ins and outs, and interacting with a variety of parents.
- Outdoor Ed – It's his first year as a 5th grade teacher, his team wanted to mention that outdoor ed is a paramount point in their academic career at Scott. It's a memorable experience they can point back to. SEL. Socialize with new kids and make new friends. Given Scott's demographics, it's a great opportunity for FRL students to have a "summer camp" like experience. Kids overcome fears (tree climbing). 5th grade team is thankful H&S is covering the costs of the field trip.
- He attended block party for the first time. He thought it was wonderful to see a whole committee come together, including former students.

Principal's Report – Hugh Boger

- Outdoor Ed – Students who apply for a scholarship (FRL) did receive it in the past, but this year we can cover everyone. 5th grade staff and parents are very thankful.
- Eagles Nest – First meetings took place. Teacher survey overwhelmingly reflected that the students had fun. One of the goals is to have students have new relationships and another trusted adult in the building. The idea is that the same group of kids/staff stay together throughout their time at Scott. Each group has 1 kid per grade, some have extra. This is all about interacting and connection.
- Ordered more birthday books funded by H&S.
- There is a new facilities director for the district so things are a little delayed - Outdoor classroom, storage facility, basketball hoop is crooked.
- Pavers have been delivered. Estimated they will be at Scott in 4-6 weeks.
- Nursing/Prayer Private Room (room off LC workroom) – Dedicated space for nursing. Set NEF money aside to make it a Zen Den. Comfortable furniture. Bluetooth. Nice lighting. Asks for Home & School to fund a treat basket.

Committee Reports

- Dining Night Out Committee report
 - Dessert Night Out - Wednesday, September 27 from 2-9pm - Dairy Queen on Wehrli
 - Donut Day Out - Wednesday, November 8 from 2:30-5:30pm - Little Red Donut Truck (will try to make it an afterschool playdate day)
 - Becca would like a little help with DNO.
 - Would love to see if Front Street Cantina would want to do their month-long event again. They did it the entire month of October last year. If someone has a connection there to see if they can do it, let Becca Bruner know. Rachel will reach out to the Traders to find out.
- Assemblies Committee
 - The Great Scott "Engineering the Impossible" Thursday September 21 (this will be 2 separate assemblies EC-2, 3-5)
- Staff Appreciation Committee
 - Welcome back staff breakfast August 18
 - October 18 Soup Luncheon

- October Appreciation Days: Custodians, Bus Drivers, Occupational Therapists (Lisa Ross would like to know how many have Celiacs Disease. Kate Ryan and Hugh Boger to follow up)
- Poinsettia Fundraisers – Will not have the non-poinsettia option. There will be 3 options of size. \$75-100 delivery fee, minimum wholesale order \$400. We don't make a lot of money. Do we want to continue? We are usually just above \$400. If anyone has a new vendor, let Chris Olsen know. Poinsettia order due 11/1.
- Block Party – Martin would love help for 2024. Someone would have to work over the summer to get it prepped.
- NHS applications are due at the high school level soon. Tap into them for volunteers.
- Hurrah Volunteers – HB/KR to research and follow up as needed.
- Directory Spot – Should be updated this week. Chris will write an announcement for Eagle Extra.
- Have one club stipend left.

Motion to Adjourn

- Time: 7:02pm
- First: Martin Bell
- Second: Tricia Fallon

Our next H&S Meeting is scheduled for Monday, October 16th

Attendance:

- In person – Kate Ryan, Christine Wehrenberg, Sara Ortega, Hugh Boger, Tony Pak, Rebecca de Jong, Melissa Intoccia, Christina Porter, Tricia Fallon, Lisa Ross, Kristin Franco, Chris Olsen, Martin Bell, Jenna Steinke, Vickie Donnelly
- Zoom – Rachel Buonafede, Olesya Gerasymenko