



Scott Elementary School

Monday, Sep 14, 2026

Agenda + Approved Minutes

Meeting Start Time: 7:04pm

Approval of minutes from May 2026

Motion to approve: Kate Ryan

Second motion: Jen Stelzer

President's Report – Megan Helfer

- Welcome Back
 - Thank you for coming and volunteering your time to support Scott School.
 - Our goal is to support all of our Scott School Community through volunteer opportunities and fundraising events.
 - You build friendships with other families and help run important programs that make a difference for our school and also make this school special. It is a lot of fun.
 - We hope you can join the committees even in the smallest way. Every family here at Scott is a member of Home & School.
- District:
 - Forward Together Program - Led by D203 Leadership. Purpose to rebuild trust and set a forward vision for the district. Will be using surveys, core chats with students, staff and committees -. Scott's event for this will be October 19 - [6.PM.](#) in the LC (before the next Home and School meeting). You will get treats and an opportunity to share your thoughts with leadership.
 - SUCCESS Cookout - this Saturday Sept 19th at Scott School from 1pm - 3:30 pm - Please RSVP at link in the Talk 203 email
- Celebrations:
 - Block Party - Great job Jenna and thank you!
 - Book Fair - Great job Jen S and thank you!
 - DNO - Chipotle and upcoming Dairy Queen (09/22)
- Upcoming Important Dates:
 - Upcoming Events:
 - Walk & Bike to School Day - Wed. 10/7 - some teachers and high school students will be present at various meeting spots.
 - Teacher's Appreciation Soup Lunch is also on Wednesday 10/7.
 - Crosstown Classic @ Jefferson Middle School - Sat. 10/17 - more info to come. Rain date is 10/24.
 - Keller's Farmstand Scott School Fundraiser Weekend of Oct 17 & 18. The location for this is at Keller's Farmstand. Scott Home and School will get back 20% of sales.
 - Fall Parade and Class Parties - Fri. 10/30 - will be able to wear costumes but no inflatable costumes. There is a suggestion to have no Four Corners for a classroom party due to the costumes.
- Odds and Ends
 - 3 Goals for this year:

- Get information out to the community earlier, ex. Save the date, being ahead with the schedule by at least a month. Get a paper flyer out the Tuesday before the event if possible.
- Get information out to the community via flyers, social media, and newsletter
 - Exec. Board will reach out to you asking for information - if you need help making flyers, just ask. We did revive our Canva account.
 - Instead of Eagle Extra text submission - there will be a WAG (week at a glance) Smore letter which will be linked in the Eagle Extra.
 - We would like to have a flyer go home 3 to 2 days before an event as a last push as well as social media post
 - If it is a big event and we don't have a lot of interest, we may send a mass email to the school if needed
- Transition document updated for each committee - creating a folder within the Volunteer folder for each committee with updated information about basic things needed to run that committee and more information
 - October H&S Meeting Mon 10/19 at 7PM in LC
 - Forward Together is Mon 10/19 at 6PM in LC

Vice President's Report – Michelle Shields and Anar Paulose

- Recruitment update: Eagle Events, Block Party, Winter Fundraiser (Adult Social), and 2nd and 4th Grade Captains are needed
- Committees that are also open to help as committee members: SFCP, Teacher Appreciation, and Spiritwear
- Eagle Events, Adult Social need help, but other committees as well need help.

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, emailed to treasurer@scotthomeandschool.com, or brought to me at monthly meetings.
 - Reminder: we cannot reimburse sales tax. We have a tax exempt form which you can take to a store. However it does **not** work for online purchases and Costco.
- **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.
- **Bank Deposits:** Cash and Check deposit forms are available in the Scott mailroom.
 - Cash deposits require 2 signatures on the form.
 - Cash/Checks cannot leave Scott School.
 - All deposits must be stored in the safe at Scott. Please ask Tricia or Sue for assistance.
 - Email the treasurer when a deposit is ready for processing.
- **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.
- Bank balance as of August 31, 2026: **\$32,258.59**
- August Transactions:

- General Home & School Dues 2026-2027 = **\$640**
 - Increased by \$175 over FY25-26 due to increased auditor fees and adding insurance costs.
- Cheddar Up Subscription = **\$420**
 - We are going to try Zeffy for movie night. It is free however they have a checkbox that is automatically checked which sends 17% processing fee to Zeffy. But it can be unchecked.
- Upcoming Expenses:
 - Popsicles on the Playground
 - Directory Spot Annual Fee - (\$375)
 - Teacher Wishlist (\$4,950 budgeted)
 - 5th Grade T-Shirts (\$1,000 budgeted)
 - Block Party

Motion to Approve: Jen S.

Second Motion: Beth Christl

Secretary's Report – Christina Porter

- Y/O: 332 (as of 9/9)
- Total Student: 440 (as of 9/9)
- Total Staff: 95
- All Grade Level Totals K-5:
 - K- 67
 - 1- 68
 - 2- 83
 - 3- 60
 - 4- 77
 - 5- 72
 - SL - 14

Principal's Report – Tracey Ratner

New this year:

- SEL block is in the morning. This has been very positive
- Data review meetings this week from the testing ect.

Safety presentation was given to students. Two different presentations were given: 1 for K-2 grade and another for 3-5th grades. The plan is to review all of this again with students in the winter and also cover some specific scenarios.

Committee Reports-

- Block Party:
 - Went very well! Had at least 94 families come.
 - 20 auction items - bids for most of them. Some additional emails will go out this week for the winners of the additional auction items.
 - We came in under budget for expenses - about \$640. Total net profit will come out to be either about the same or most likely a little more than last year.
 - Jenna would really appreciate some help next year - both for volunteers at the event and help with planning and preparation.
 - Jenna has also reached out to many different organizations in the community, including North and Central HS and some colleges, to recruit volunteers as they can get hours for volunteering.

- We do need some more help from parents and our families - if we cannot get the help we need we may need to stop the event or maybe have it every other year.
- Book Fair:
 - We had a very successful book fair
 - Book Fair is still available for about another week. So the numbers below may be larger when it's over.
 - According to Anderson Book Store - 185 transactions, approximately \$7K in sales which is the most we've had with Anderson Book Store.
 - We receive 45% as books and 25% in cash. We have elected to split that half/half books and cash.
 - We had some volunteers but we could really use more volunteers in the future.
- SFCP
 - Walk to School will be Wednesday, October 7th - Still need a volunteer for Scotty Eagle. Mr. B would did it last time and would do it again.
 - Veteran's Day is next
 - We also have dates for Breakfast Buddies locked down. Sign up genius will be coming out soon for attending the event.
- Dinner Night Out -
 - Next one is Dairy Queen coming up.
- 5th Grade T-Shirts -
 - Kristen F. is designing them and will present some options to Kate. Will get order forms out soon.
 - Outdoor Ed is Oct 19
- Grade Captains:
 - Still need a grade captain coordinator, if you know anyone let them know.
 - Jen S will help with 4th grade - thanks Jen!
 - Reminder we have four classes this year for 2nd Grade - please check in the attic/with Megan H. to see what is available but we may need to buy more activities for it.
- Staff Appreciation
 - Last week was Physical Therapist appreciation day so we gave a gift for that.
 - Will have some donation opportunities for Soup.

Introductions of meeting participants.

Tracey will inquire about the Little Free Library which is missing.

Motion to Adjourn: Jen S.

Second Motion: Anar

Meeting End Time: 8:15PM

Next Meeting October 19, 2026 at 7pm

Attendance:

Christina Porter

Megan Helfer

Lindsay Summers

Jenna Steinke

**Sarah Tira
Jenn Stelzer
Beth Christl
Jaclyn Freeman
Erin Swinehart
Donna Puszynski
Rebecca De Jonh
Michelle Shields
Marie Benson**

**Online:
Tracey R
Kate Ryan
Lauren Brook
Rebecca Morrissey**