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**November Meeting  
School & Family Board  
November 10, 2016**

**Present:** Tracy Wrycha, Sue Dahlen, Denise Dattamo, Stephanie DuVarney, Monica Johnson, Jennifer Knudson, Meg McElgunn, Steve Merckx, Katie Shepherd, Amy Hutson, Moira Cattapan, Amanda Kiddoo

**Absent:** Angie Badura, Jennifer Baer, Liz Zorek, Mike Zuehlke

Meeting was called to order at 6:30pm.

Opening prayer led by Stephanie.

Adult Social Update (Anna Anderson, Scott Anderson, Doug Ferris, Kathy Giswold)

- The chairs of the Adult Social joined the meeting to give the board a recap of the Nov. 4<sup>th</sup> event. The event net nearly \$30,000 from ticket sales, auction merchandise, tuition raffle and donations. There were 179 people in attendance including 16 staff members. There were 213 total users of the online auction so some people were bidding from home. Several board members shared positive feedback about the event and everyone felt it was well received. A suggestion was made to try to avoid the first weekend of November next year if possible due to the MAISL girls' volleyball tournaments. The chairs were interested in chairing the event again next year likely at the Edgewater.

October Minutes:

- Motion was made by Steve to approve the October minutes, seconded by Moira. The minutes were approved with unanimous consent from the board.

Administration Report (Amy)

- White Boards – The boards have been installed in the first floor classrooms. The second round will be installed in the spring.
- Conferences – The recent parent/teacher conferences went smoothly overall. A new sign up technique may be used in the future to help avoid long lines during the middle school conferences. The teachers were very appreciative of the staff dinner provided by S&F.
- Babysitting – The conference babysitting was well used again this year. Middle school volunteers were easy to find but adult volunteers were harder to recruit. Kathleen Roseboom will be “graduating” from QP this year so a new chair will be needed.

- 4K & 5K Registration – Enrollment is looking strong for next year's 4K and 5K programs. The 4K class is almost entirely filled.
- HOF Trip – The middle school HOF groups will be having their annual party at Rocky's and funds were requested for this event. The total cost of the food and busing of the entire middle school is \$1,800. A motion was made by Sue and seconded by Tracy to approve this expenditure. The motion was approved with unanimous consent of the board.
- Front Entrance Beautification Project (w/Katie) – Katie discussed the need to have a long term maintenance plan for the front entrance beautification project (who would maintain rain garden, etc.).
- Young Americans (w/Sue) – Sue spoke to TJ from the Young Americans and he said we have a less than 10% chance that they will have a cancellation yet this school year. Next school year, the group will be touring in the South and on the East Coast. There is a small chance that we could be added in late November 2017 as they return from the East Coast. TJ thought our best bet for getting a desirable date would be to look at fall of 2018. Sue will touch base with him to see how early we could book for 2018.

Treasurer's Report - No report this month.

EC Report (Moir)

- Security – The school was in soft lockdown twice for incidents in October. This confirmed our need to update the security cameras on the buildings and that project is being pursued.
- Math Assessment – The Intermediate and Middle School math programs are being reviewed with information gathered from Edgewood HS, West HS, and Memorial HS. This process helps to ensure that QP is providing the necessary math foundation for success in high school.
- Knights of the Roundtable Meeting – Math will be the topic of the next event.
- Lice Policy – The school lice policy is currently being updated.
- Parking Lot Safety – Additional signage will be added to the parking lot to reinforce the safety rules.
- Parish Update – Any excess revenue from the parish budget will be used for the maintenance of the church & school.

- Star 360 – Results will be shared with parents after testing in the spring. It will be helpful to have the fall and spring data points to interpret the results. The teachers need to be able to explain the results to parents. The 8<sup>th</sup> graders will be taking another round of Star 360 tests in early December so that results can be shared with Edgewood High School for admissions.

#### Faculty Report (Amanda)

- The teachers expressed their gratitude for the conference meals and recent field trips.

#### President's Report (Tracy)

- Nominating Committee – The bylaws state that we should have a nominating committee to place new members. The committee would include Tracy, Mary Jo and/or Amy, and two other members. We will start soliciting new board members in March.
- Strategic Planning – We would like to be prepared to make spending decisions prior to our May meeting. This will involve creating a wish list of potential projects and getting bids as needed. It was suggested that board members talk to parents outside of the board to get input on expenditures.

#### Committee Reports

- Winter Newsletter (Sue) – We are looking to send out the Winter Newsletter in January with topics including the Family Dance, Pancake Breakfast, Catholic Schools Week, Teacher Appreciation Week, and a save the date for the Fun Run.
- SCRIP (Stephanie) – The chairs provided a recap of sales to date. There are 80 families that have purchased SCRIP this “SCRIP year” (Feb. 1<sup>st</sup> – present). There are 30 families that use SCRIP on a regular basis. Over \$180,000 of SCRIP has been purchased. Our S&F rebate to date is \$9,526.
- Staff Appreciation (Stephanie) – A Sign Up Genius will be posted to bring items for the Dec. 13<sup>th</sup> teacher appreciation breakfast.
- Spirit Wear (Monica) - T-shirts were the best sellers in the first round of spirit wear orders. Half of the sales occurred in grades K4-2<sup>nd</sup>. Melissa will look to add more adult sizes, more outerwear, and some “throw back” designs going forward. She would also like to add more sport specific QP tees for our various teams.
- Family Dance (Monica) - Planning is underway for our “Sock Hop” themed dance in January.

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- Website (Monica) – Our Sign Up Genius account is now linked to the school website. Monica continues to pass along minor updates to Kate. It doesn't sound like the S&F minutes will be posted on the website due to the amount of ongoing maintenance with that process.
  - Community Dinner (Denise) – We are confirmed for a dinner at Hy-Vee on Whitney Way on Nov. 14<sup>th</sup> from 4:00-9:00pm. Flyers are going home on Friday. Chick-fil-A has called us asking if we want to have another dinner with them. We may do another fundraiser with Kona Ice possibly on the last day of school.
  - Magazine Sale (Meg) – Details on how to order magazines will be shared in upcoming newsletters.
  - Thank You Notes (for Jennifer) – Thank you notes were requested for: Auction chairs, Staff Appreciation chair, Kathleen Roseboom for conference babysitting, and Kona Ice.

#### New Business

- Summer Rummage Sale – Mike & Tonya Klubertanz had submitted the idea for a new fundraiser to Tracy. They are willing to chair a summer rummage sale for QP. A similar fundraiser takes place at Sacred Heart and is very successful. The board discussed our current number of fundraisers and felt that we likely had enough on the calendar for now.

Our next meeting is scheduled for Thursday, January 12th, at 6:30pm.

Meeting adjourned at 8:20pm.

#### \*\*\*Board Vote via Email – Scholastic Payout\*\*\*

A board vote was taken via email on Dec. 16, 2016, regarding the book fair. Scholastic would like an answer by Jan. 5<sup>th</sup> on whether or not we want the book fair proceeds paid out in cash or in Scholastic Dollars. After reviewing the options with administration, Tracy made an online motion to accept a \$5,033.90 payout in Scholastic Dollars. The motion was approved online by a majority vote of the board.