



**schallenberger**  
ELEMENTARY

**Schallenberger Home and School Association  
Membership Meeting Minutes  
January 9, 2024 @ 6:30 p.m.  
In Person and webex**

**Call to Order:** 6:33pm. Officers present: Julie Smith-Reid (President), Nicole Kelly (Treasurer), Lori Ditton (Secretary), Melissa Martin (Communications), Mary-Ann D'Antonio (Fundraising) was out, Kristen Atherton (Membership) was out . Quorum present.

**Approval of Agenda:** Motion to approve agenda by David Clifford. Theresa Ly seconds the motion. Agenda approved unanimously as written. No opposed. No abstentions. No additional items to add to the agenda.

**Approval of Minutes** We didn't approve the minutes from 11/14/23 because they didn't get posted. A motion to approve them at the February meeting was approved by Elise Roussel, and Lindsey Sinder seconds the motion. Approved unanimously. No opposed. No abstentions.

**Principal's Report :**

Mr. Chamberlain was not present at this meeting and did not send any updates.

**President:**

- a. **Gala** is in seven weeks on March 2nd, 2024

Ticket sales for the tables open on January 19th, which are the VIP table and the Regular table. Single and Couple tickets go on sale January 23rd. We still need more donations like sport tickets, gift cards, vacation property. Want to host a party? Like poker night, crab boil, family paint night, or a block party where you go house to house and have drinks and food. You can also limit the amount of people you would like to host at your house. if you have any question please feel free to email Katie Schaaf at [galashsa@gmail.com](mailto:galashsa@gmail.com)

b. **SHSA Board Expansion/Opportunities:** We are looking for people to join the Audit committee and add an additional treasurer position.

c. **Coffee w/the board:** Wednesday January 10th, after drop off in the cafeteria.

**Treasurer:**

**Financial Report: Expenses 7/1/2023-1/8/2024**

SHSA Expenses	Actuals	Budget	\$ Over/(Under) Budget™
Enrichment Programs	\$41,157.74	\$50,000.00	-\$8,842.26
Fundraising Expenses			
Fall Festival/WAT	\$19,763.57	\$18,000.00	\$1,763.57
Spring Gala	\$6,000.00	\$25,000.00	-\$19,000.00
Other Fundraising/ Community Building/ Swag/Meredith's Corner	\$945.38	\$4,000.00	-\$3,054.62
Staff Reimbursements	\$7,128.53	\$30,000.00	-\$22,871.47
Operational Expenses	\$4,291.37	\$10,000.00	-\$5,708.63
To Schallenberger	\$4.00	\$0.00	\$4.00
<b>TOTAL EXPENSES</b> 7/1/23 - 1/8/24	<b>\$79,290.59</b>	<b>\$137,000.00</b>	<b>-\$57,709.41</b>

**Monthly Income Notes - December:**

- Total December Income = \$14,159.23
  - Matching = \$6,820.00
  - General Donations = \$2367.50
  - Remaining WAT/FF = 1800.00
  - Other Income = \$3,096.73 (Swag/Hoots/Marquee/Free Dress/Restaurant/Jingle)
  - Gala = \$75.00
- Total Income is up by \$20.5K since our last meeting in November 2023.

## SHSA Expenses

7/1/2023 - 1/8/2024

**Monthly Expense Notes - December:**

- Total December Expenses = \$8,114.21
  - \$5040 to SJUSD for 2nd half of the year drumming lessons (4th grade)
  - \$754.69 for Yeti purchase
  - \$297.39 for Operational Expenses (Dec.)
- Total spent since last November 2023 meeting = \$12,955.41
- Vendor bill for swag is not reflected in numbers
- Spring gala expenses include auctioneer & venue
- Teacher stipends have been reinstated; Part-time teachers will receive 50% of the stipend; Guidelines were reviewed with teachers in December.

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## SHSA Expenses SHSA Net Income 7/1/2023 - 1/8/2024

SHSA Income	Actual
SHSA 23-24 Income	\$139,806.52
SHSA 23-24 Expenses	\$79,290.59
Net Income	\$60,515.93

2023-2024 Total Income Goal is \$200K  
We've reached 70% of our Goal to date!!!

### Membership:

#### Open Positions 2023-2024

- Family Fun Night: Recruit volunteers to assist with the planning and execution of FamilyNights, which can include Movie Night, Ice Cream Socials, Game Night, etc. Position well-suited for co-coordinators.

- **Give a Hoot Coordinator**: Promote and execute the Give-a-Hoot program, a fundraiser for SHSA that involves “flocking” a person's lawn with our owls in exchange for a donation.
- **Box top-Coordinator**: Promote and send in box tops as an SHSA fundraiser.
- **Volunteer Chair**: To coordinate volunteers for event that we have around the school
- **Art Vista**: We still need someone to take over Art Vista for Rachel Chow for next year, she said that she would come help set it up at the beginning of next year
- **Treasurer** :We are still looking for 2 people to join the board as treasurers.
- **Audit committee** : will consist of three to five people from the general membership, including one board member for questions, the President and Treasurer will not sit on this committee. As a group, the volunteers must be willing and able to meet at least twice during the "off season," usually summer. While individual audit tasks can be delegated, the committee will need to discuss the objectives and conclusions as a group.

### **Family Fun Night-**

Friday February 2nd which is being hosted by the 1st grade parents. It is going to be a glow in the drake dance. They will be selling food too.



### **Fundraising:**

**Eating for Education-** is doing really well. Our next one is on January 23rd at **Jake's of Willow Glen**, it is an all day event.

**Spring Gala-** March 2nd at **The Terrace at Willow Glen** at 5:30pm price are

**VIP table-** \$2,000 with this opinion you get early access at 5:00pm, Champion, and a treat from Gunther's restaurant at your table.

**Regural table-**\$1,500

**Single Ticket-**\$125

**Couples-**\$250

\*When you buy a table only one person can do it and then you put your friends names down on the list for that table

\* If you have any question please feel free to email Katie Schaaf at [galashsa@gmail.com](mailto:galashsa@gmail.com)

### **Hoots, Marquee, Free Dress Passes, Swag**

- **Valentine free dress passes** will be able to be bought in bulk. If you would like to order themes for your children's classes of valentines. Packs of 30. Online. Price is \$40 being sold now through February.
- **Birthday free dress passes** will be able to be bought in bulk. Are on sale now .

\*Both of these are on the website under the fundraising section.

### **Communications:**

#### **Website, Facebook, Instagram, Email-**

- **Emails** -SHSA recap of the meetings, flyers, information about upcoming invites
- **Website-** Has info about everything that is going on and wear you can buy things we are selling.
- **Facebook-** picture and flyer on the it of events
- **Instagram-** post of flyer, story about the events

### **Public Comment:**

Questions about on-going investigation with SJPD, no updates at this time.

Science programming discussion. Program priorities for 2024-2025 discussion.

**Adjourn** 7:13pm.

**Next meeting:** February 13th, 2024 @ 6:30pm- School Cafeteria

For more information, please reach out to any of the board members:

<http://shsa.info/shsa-leadership/>

Please follow us on:



<https://www.facebook.com/SchallenbergerElementary/>



<https://www.instagram.com/shsacommunications>