



schallenberg
ELEMENTARY

Schallenberg Home and School Association
Membership Meeting Minutes
February 13, 2024 @ 6:30 p.m.
In Person and webex

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

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

3. Approval of Minutes We approved the minutes from 11/14/23 and 1/9/2024 . A motion to approve both Dates was approved by Valerie Mirrione and Elias Nosthas seconds the motion. Approved unanimously. No opposed. No abstentions.

4. Principal's Report : School site council meeting is on 2/15/2024. They will talk about the Site Safe plan and approve it for next year. When we come back to school on March 1st it is read Across America Day .

5. Treasurer:

a. Financial Report

SHSA Net Operating Income
7/1/2023 - 2/13/2024

SHSA Income	Actual
SHSA 23-24 Income	\$171,471.82
SHSA 23-24 Expenses	\$84,218.11
Net Income	\$87,253.71

SHSA Income	Actual	Projected
Fundraising Income		
Fall Festival	\$23,111.37	\$20,000
Walk-A-Thon	\$84,110.05	\$70,000
Gala	\$29,561.98	\$90,000
Hoot/Marquee/Free Dress/eScrip	\$2,785.77	\$20,000 (Other)
Swag	\$4,278.77	
Restaurant Nights	\$3,067.02	
Family Fun Nights	\$1,840.25	
Company Matching	\$18,674.71	
General Donations	\$4,039.89	
Interest Income	\$2.01	
TOTAL INCOME	\$171,471.82	\$200,000

SHSA Expenses	Actuals	Budget
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Enrichment Programs	\$41,157.74	\$50,000.00
Fundraising Expenses		
Fall Festival	\$8,613.73	\$10,000.00
Walk-A-Thon	\$11,149.84	\$8,000.00
Spring Gala	\$6,000.00	\$25,000.00
Other Fundraising	\$120.69	\$4,000.00
Other Expenses (Gardner; SWAG inventory)	\$2,922.35	\$0.00
Staff Reimbursements	\$8,811.91	\$30,000.00
Operational Expenses	\$5,437.85	\$10,000.00
To Schallenberger	\$4.00	\$0.00
TOTAL EXPENSES	\$84,218.11	\$137,000.00

- b. Want to thank Laura Jones and Jaynbe Ferreira for the idea of the class Valentine's and Birthday Free dress pass bundles. Sales brought in \$700 so far.

6.President:

President Report

In efforts to be better aligned with SHSA By-Laws and District School Connected Organization (SCO) Guidelines, the board proposed to

implement an Audit Committee and add an additional treasurer(s). Membership voted and approved the addition of an audit committee and second treasurer. No interested parties have stepped forward, so the treasurer position will remain open until a nominee is identified. Please send interest or questions to shsapresident@gmail.com.

The board presented and membership approved a reinstatement of programming. Hi Five Sports Club will be contracted for the remainder of the 2023-2024 school year to provide Lunch and Recess support 5 days a week beginning in March 2024.

Staff Appreciation

Please visit our new [Staff Appreciation page](#) on the website. The board has prioritized staff appreciation this year and we have several ways for you to get involved.

Spring Survey

Please share your thoughts as we start to prepare for next year!

<https://www.surveymonkey.com/r/XMXSFSS>

7. Membership:

- a. Talk about open positions 2024-2025 want to reach out to see if people who are helping out this year would like to do it next year.

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.

- **Eating Of Education**- you will line up different restaurant to go eat at and that will donate a percentage back to the school
- b. **Family Fun Night**- **Friday May 17- tentative- volunteers needed**
We are thinking of a science night, garden projects, information on bees, and bike safety.s.
- c. Open house- **Tuesday April 30th 5-6pm**

8.Fundraising:

- d. Eating for Education-
Kirk's Steakburger 2/27- 4-8pm is in Campbell, they will give 25% back to the school and the flyer will go out next week
Lazy Dog 3/25, from 11am to 12am need to bring the flyer or digital one to the restaurant
Kendra Scott/Mendocino Farms/Vintage Wine Merchants- is on **3/23/24** in Santa Row.
- i.Hoots, Marquee, Free Dress Passes, Swag
- j. We will be putting an informational video out on how to use your volunteer hours as your company matching.

9.Communications:

k.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 what you can buy things we are selling. We add a new section for Teacher Appreciation.
- **Facebook**- picture and flyer on the it of events
- **Instagram**- post of flyer, story about the events

10. Public Comment: I

- Parent/Staff/Student surveys will be sent out. In the morning recap and in Mr. Chamberlain email.
- Learn more about Willow Glen Education Foundation, supporting Willow Glen Middle and High School: <https://www.willowglenfoundation.org/>.

11. Adjourn: 7:38pm

Next Meeting- **March 12th, 2024 @ 6:30pm- School Cafeteria and Webex**

April 2nd, 2024 @ 6:30- (changed to 1st Tuesday due to Spring Recess)

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>