



schallenberg
ELEMENTARY

Schallenberg Home and School Association

Membership Meeting Minutes

March 12,2024 @ 6:30 p.m.

In Person and webex

1.Call to Order: 6:35pm. Officers present: Julie Smith-Reid (President), Nicole Kelly (Treasurer), Lori Ditton (Secretary), Melissa Martin (Communications), Mary-Ann D’Antonio (Fundraising) , Kristen Atherton (Membership) was out . Quorum present

2.Approval of Agenda: Motion to approve agenda by Katie Schaaf. Valerie Mirrione 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 2/14/24 . A motion to approve the minutes from last month's meeting was approved by Valerie Mirrione and Lydia Crandall seconds the motion. Approved unanimously. No opposed. No abstentions.

4.Principal’s Report : reminder about 2nd semester confusion. If you would like to meet with your child teacher please reach out to them at any time to talk about your child's progress. The new yard duty person started on Monday and his name is Ryan. He is on campus from 9:30 am to 12:30pm , playing with the kids and playing sports with them too. He is the gentleman form High Five

5.Treasurer:

a. Financial Report:

SHSA Net Operating Income

7/1/2023 - 3/12//2024

SHSA Expenses

Actuals

Budget

Enrichment Programs	\$50,807.74	\$50,000.00
Fundraising Expenses		
Fall Festival	\$8,621.38	\$10,000.00
Walk-A-Thon	\$11,149.84	\$8,000.00
Spring Gala	\$30,938.12	\$25,000.00
Other Fundraising (Family Fun Nights)	\$120.69	\$4,000.00
Other Expenses (Gardener; SWAG inventory)	\$3,035.02	\$0.00
Teacher Support	\$9,724.92	\$30,000.00
Operational Expenses	\$9,438.37	\$10,000.00
To Schallenberger	\$4.00	\$0.00
TOTAL EXPENSES	\$123,840.08	\$137,000.00

SHSA Income	Actual	Projected
Fundraising Income		
Fall Festival	\$23,111.37	\$20,000
Walk-A-Thon	\$84,110.05	\$70,000
Gala	\$167,350.28	\$90,000
Hoot/Marquee/Free Dress/eScrip/Jingle	\$2,941.32	\$20,000 (Other)
Swag	\$4299.67	
Restaurant Nights	\$3,992.20	
Family Fun Nights	\$1862.25	
Company Matching	\$19,192.76	
General Donations	\$4284.89	
Interest Income	\$3.22	
TOTAL INCOME	\$311,148.01	\$200,000

6.President:

President Report:

Share your feedback!

Please complete the [Spring Survey](#) to let us know what programs are important to you. This will help us as we start to prepare for next year!

Spring Gala

Thank you to everyone who participated in our Let's Fiesta Schallenberger Annual Gala and Auction on March 2. It was a wonderful event! The final count is not in, but as of Tuesday, March 12 we raised nearly \$170,000! Thank you to the gala committee and our chair Katie Schaaf.

Does your company match donations? If so, we encourage you to take advantage of it to help us raise more money.

Financial Due Diligence Update

SHSA submitted an insurance claim for the identified misappropriated funds in the amount of \$412,683. This claim was submitted against our General Liability - Crime Prevention policy and SHSA was awarded \$25,000, which is the policy limit. These funds have been deposited into SHSA's reserve operating account.

Board Vacancies

The treasurer position will remain open until a nominee is identified. Please send interest or questions to shsapresident@gmail.com. We are still looking for a 2nd treasure

Staff Appreciation

- A. We have the teacher snack shack. We can use your help keeping it filled with snacks for the staff, if you can donate sparkling waters or snacks that would be great. There are tubs in room 17 closet, just put them in it.
- B. There are monthly treats of the teacher that Laura Jones coordinates each month.
- C. Teacher Appreciation week is May 6-10th we could use your help with the week's activities for the staff at school.

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

Hi Five Sports Club

We're excited to share that lunch and recess programming support is back! Coach Ryan is contracted for five days a week for the remainder of the 2023-2024 school year.

7.Membership:

- A. **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.
- B. **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.
- C. **Box top-Coordinator:** Promote and send in box tops as an SHSA fundraiser.
- D. **Volunteer Chair:** To coordinate volunteers for event that we have around the school
- E. **Treasurer** :We are still looking for 2 people to join the board as treasurers.
- F. **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.
- G. **Eating Of Education**- you will line up different restaurant to go eat at and that will donate a percentage back to the school
- H. **TK/Kinder Coordinator**-still looking for a few more volunteers to help out. To coordinate play date before school starts and to help out with thin through our the year
- I. **WAT/FF chair**- looking for some to how want to be in changes of walk-thon or fall festive

Family Fun Night- Friday May 17, 5-7pm volunteers needed More details to follow.

8.Fundraising:

- a. **Eating for Education-**
 - Lazy Dog 3/25/24** - try to get their early because it gets crowded
 - Kendra Scott/Mendocino Farms/Vintage Wine Merchants- 4/23/2024**

b. **Company Matching**- we will begin making a video to show how to set up company matching.

9. 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. We added a new section for Teacher Appreciation.
 - **Facebook**- picture and flyer will be posted on the site of events
 - **Instagram**- post of flyer, story about the events
- a. **Parent/Staff/Student survey**- is still available on line . We will resend it out and Mr. Chamberlain is going to sent it out too in his saturday message

10. Public Comment:

People were asking questions about different programs for next year.

11. Adjourn: 7:41pm

Next Meeting- **April 2, 2024 @ 6:30pm- School Cafeteria and Webex**
(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>