



# Family Partnership Program (FPP)

FPP Mission: *To improve the lives of CLS children, teachers and families each and every day.*

## Meeting Minutes

September 18, 2019 @ 6:30pm

1. **Welcome and Greeting** (Pledge to the Flag and Opening Prayer)
  - a. The meeting was called to order at 6:35 pm by Scott Newill. All attendees saying the pledge to the flag and Virgil Cain opened with a prayer over the meeting. There was 35 in attendance.
2. **Introductions**
  - a. Members of the new FPP board were introduced by Scott Newill. Hearing no new nominations for members of the FPP board, the new FPP board members were sworn in.
3. **Coffee and Cupcakes**
  - a. Attendees enjoyed coffee and cupcakes provided by the FPP board.
4. **Review and Approval of May 2019 Minutes**
  - a. Attendees had a time to review the minutes. Chad Plendl made a motion to approve the minutes as presented and Rick Snyder seconded the motion. The motion carried unanimously
5. **Review and Approval of Treasurer's Report – May through August 2019**
  - a. Kelly Morningstar provided an overview of the Treasurer's report. She highlighted restaurant fundraiser; scholarships; playground expansion.
  - b. Jenn Gawel made a motion to approve as presented and Jen Newill seconded. The motion carried unanimously.
6. **Board of Trustees report**
  - a. Amy Louque attended as the Board of Trustees representative but had no report available. Virgil Cain provided a report from the board that met on the evening of 9/17/19.
    - i. Drew Dean reviewed our upcoming Swings for Scholarships Golf Tournament on Friday, October 11, 2019.
    - ii. Virgil noted that there is an upcoming community gathering. This will be held next month (October 22<sup>nd</sup> here at CLS in the gymnasium). Time to be determined.
    - iii. Virgil noted that the Board of Trustees was very pleased to see that enrollment is up.
7. **Administrator's Report**
  - a. Mandy Gilbert opened that she is so excited to see so many families in attendance tonight.
  - b. Re-enrollment rate is 85%
  - c. A big thank you to the FPP for the new laminator as well as the new playground expansion. Mandy noted that a portion of the playground costs were paid via a grant from The Lutheran Home and Hospital Foundation. These grant funds were added to the FPP Fun Run contribution.
  - d. School communication: Mandy noted how important those emails from the school via Constant Contact are. If you are not receiving the weekly emails, please call the office and speak to Cindy Morrison.
    - i. Variety of after school enrichment opportunities that include Lego; Soccer; LAX; Spanish; Bowling club; drama, art and environmental program through McDaniel College will be offered with more details to come once they are available.
    - ii. Mandy noted that there was a request from a teacher for FPP funding of a new laptop. The estimated cost for the laptop is \$370. Mandy acknowledged that she recognizes that we need to vote on the budget first, however wanted to get the need presented to the FPP.
  - e. Upcoming Outdoor school for our 6<sup>th</sup> and 7<sup>th</sup> graders. Mrs. Gilbert noted that she will not be at the next FPP meeting and Mrs. D will be attending. There will be no volunteer training at the October FPP meeting.
  - f. November 5<sup>th</sup> will be Grandparent's day from 11am – 1pm. It will include lunch and Reptile World will be coming with many of the fun animals for students, staff and attendees. Grandparents day is grandparents only.
  - g. Jenn Gawel asked Mrs. Gilbert if an upcoming daytime (during school time) program with the Ag center for service hours would be considered an excused absence. Mrs. Gilbert said this would not be considered an excused absence.
8. **Old Business**



- a. Applebee's-\$400
- b. Panera \$199.70
- c. Sweet Frog- \$30.00
- d. Skating party- was a lot of fun! Not a fundraiser...just a fun event. We are looking into doing these again this year and more will be discussed at our October meeting
- e. CLS night at Oriole part-CLS made \$115.00
- f. FPP thoughts on an activity card- tabled until October meeting

## 9. New Business

- a. Golf- 10/11/19 (CLS is looking for golfers, volunteers, or sponsors.) Drew Dean discussed this in more detail.
- b. Fun Run-Kristy noted that the Fun Run is one of our two largest fundraisers of the year. Tomorrow in the Thursday folders there will be information about our Fun Run. Our goal this year is \$7,500. This year's funds will go to outdoor sports equipment.
  - i. This fundraiser is supported by an online fundraising program. Every student will receive a link of their own for fundraising and this link can be shared with everyone via email, social media and more.
  - ii. Cash and Checks are also being accepted.
  - iii. Student incentives:
    1. Level 1: dress down day coupon
    2. Level 2: \$5.00 gift to the upcoming bookfair plus Level 1
    3. Level 3: Choice of gift card plus Levels 1 and 2
    4. Level 4: Choice of Bluetooth headphones or fitness tracker plus Levels 1, 2, and 3
  - iv. Every student will receive a FREE Fun Run T-shirt which are being provided by Coach Frank. In addition, this year, everyone has an option to purchase their own T-shirt. Funds from the T-shirt sales will go back to the school.
  - v. Fun run is held during the school day. Additional information will be sent home in the Thursday folders.
  - vi. After fun run: all students and staff will join together for snacks. We will need volunteers to provide donations. More information to come.
  - vii. Noelle McCutcheon suggested that this year we use fabric markers versus permanent markers for the T-shirts.
- c. 2019-2020 Budget:
  - i. On the back of the agenda provided this evening was the proposed FPP budget/restricted line items.
  - ii. Scott noted that this is for review tonight, not for vote.
  - iii. Kelly went through line items and noted that numbers are based on historical spending as well as additional enrollment and inflation.
    1. Questions were raised around the credit card costs for the fun run. Rick asked if the online platform will allow for the individual to pay the processing fees? Kristy Dean will be looking into this.
    2. Drew asked about the line item "Events – Fall activity, Christmas break etc." and it was explained that events such as skating parties would fall under this line expense.
  - iv. A parent asked if we could vote tonight, on the request of the funds for the new laptop, since the request was brought to the floor and it was agreed by everyone in attendance to vote. Jenn Gawel made a motion to approve the funds for the laptop (not to exceed \$400) and prior to the formal budget approval. Julie Keller seconded the motion. A formal motion to approve the funds (not to exceed \$400 prior to the formal budget approval) was presented and carried unanimously.
  - v. Lori Miller asked about the funds for the 8<sup>th</sup> grade graduation reception. There was discussion around how the 8<sup>th</sup> grade graduation is historically funded including the 7<sup>th</sup> grade families donating items. Leigh asked if 7<sup>th</sup> grade enrollment is enough this year to be able to contribute. Mrs. Gilbert noted that 7<sup>th</sup> grade enrollment is low and the committee can still make a suggestion to increase the amount. Lori made put forth input that this line be increased to \$250.
- d. Mulch/Playground unfunded liability:
  - i. Scott noted that FPP splits the \$3,000 mulch funds over 3 years via \$1K line item each year.
  - ii. Scott explained that during the expansion of the playground it was noted that our existing mulch depth was below code. Mrs. Gilbert noted that she had discussions with Scott regarding this code and bringing all our playground up to current code.



- iii. Mrs. Gilbert noted that they called 7 different vendors to obtain quotes for the new playground grade mulch vs. landscaping mulch. Mrs. Gilbert explained the unfunded liability.
  - iv. It should be noted that the delta is \$1,780.00. The school is requesting the FPP to pay for the delta.
  - v. Kelly Morningstar noted that this year's budget notes the \$1,000 for mulch, however this line item will increase for the 20-21 school year.
  - vi. Chad Plendl asked if we anticipate needing to do more mulch in the spring. It was noted that the vendor we used recommend to do an annual topping. The question is should we plan for the annual topping for the next budget. It was noted that we do not yet know the cost of the annual top off.
  - vii. Chad Plendl put a motion on the floor. Virgil Cain put forth a second. Drew Dean noted that the committee should have time to review. After more discussion, Virgil Cain called the question. The motion carried unanimously to pay the unfunded un-budgeted funds for the mulch not to exceed \$1,780.00.
- e. Next Restaurant fundraiser: Texas Roadhouse on Tuesday 9/24/19 from 3pm – 10pm.
10. Being no further business to come before the meeting, a motion was made to adjourn by ... and seconded by ... the motion carried unanimously.
  11. Adjourn with Lord's Prayer at 8:08 pm

**Next Meeting: Wednesday, October 2, 2019 at 6:30 pm**