

## Stowe Community Group Meeting Minutes

November 9, 2017

### Harriet Beecher Stowe Elementary School

**Attendance:** Shawn Gerwig, Dave Robertson, Kathleen Funderburk, Kiesha Payson, Diane Howard, Amanda Samilian, Jill Ellis, Becky Wilcoff, Becky Kirker, Kim Bolshaw

1. **Call to Order/Welcome:** *Shawn Gerwig- 6:35*

- a. Newsletter plan- starting December, we are working to have the newsletter sent out by HBS distribution list on the 2<sup>nd</sup> and 4<sup>th</sup> week of the month. The HBS school newsletter will go out on 1<sup>st</sup> week of month. Details are being finalized with Heather Blanchard
- b. Handbook & Procedures - including Volunteer Registration-
  - Shawn, Kathleen and Billy Jo met to discuss all financial procedures including deposits and reimbursements. We are looking to put together a handbook for all procedures including all cash and treasurer procedures with signing authority.
  - Jill Ellis has history of set up for money management. Also documents and history on other procedures for events since HBS opened.
  - Josh will be finalizing the communication for volunteer management and clarity around procedures and background checks.
  - Leadership should continue to collect and put all handbook info on Google docs

2. **Principal's Report:** *Heather Blanchard, Principal & Josh Levy, Assistant Principal (not in attendance)*

- a. Snack Closet- add line item in SCG budget to subsidize Snack closet and any reduction of MCCHP provisions. Kiesha connected with Lynn Dagestino, Linda Morse and Tracey Carrier. They are planning to meet about our interest to support with funds; however, SCG will not be in charge of running the effort

3. **Secretary Report:** *Kathleen Funderburk- minutes Unanimously approved*

4. **Treasurer Report:** *Dave Robertson- presented preliminary budget.*

- He is working off of Brunswick central office version of SCG budget
- Dave is still confirming all fund raiser income opportunities
- **Clink** should be used to fund the garden, along with a \$200- \$400 grant received a few years ago. Sheryl Palese's name is on the granted fund account. Dave will follow up with Sheryl about receiving funds.
- Currently the budget shows that the expenses EXCEED the revenue by about \$7000. Dave will be going over this in more detail to confirm all numbers.
- **Field Trips**- LY budgets shows field trips total cost was \$16,000. SCG intends to commit annually to fund \$10,000 total towards field trip. There was an additional \$6000 that was requested last year. Previously, the school's total requests came closer to \$6500. Last year, Plymouth and Challenger were added to the list of approved field trips from the school. 5<sup>th</sup> grade classes will ask parents to contribute to total cost and also request for parents to help fund other students. The SCG monies donated by request of Stowe needs to be researched more in order to better understand Stowe's intent of annual request for these newly added field trips. Dave will have another field trip conversation with faculty, specifically Lou Sullivan, to discuss these financial requests. SCG would like to have 5<sup>th</sup> grade teacher representation at a SCG meeting in order to give more information, field questions and present an official request. The history is that this is a graduation celebration and send off for the 5<sup>th</sup> graders. There may be a change in cost for next year as the field trip will change potentially replaced with a visit to Plymouth. Up to \$6500 is requested annually for grades 2-4. Currently parents are not asked for any additional funds- these are fully funded by SCG.
- Dave will finalize the remainder of the budget over the month of December
- **Logo items** have an approved \$500 budget for annual restocking

- **Other departments also** have annual budgets that Dave is confirming.
  - **AAE** is currently ~ 15% of SCG budget
  - **Teacher gifts** are a large percentage of the budget as well – previously \$20-\$25 per staff (~100 staff).
- Motion to spend up to \$15/pp staff + set up fee was Unanimously approved for this year's gift.**

5. **All Elementary School Craft Fair Debrief:** Meg Davis & Becky Kirker, AESCF Co-Chairs

**Thanks to Becky, Meg and all who helped out.** Great feed back from vendors. Turn out seemed good. Bake sale seemed less attended. Dining den in general was slower this year. Becky will settle figures and report back at next meeting. Bake sale product donations were down as well. Trend of volunteer numbers down. Tables and delivery were more financially due to last min. table fiasco. Bake sale was ½ in receipts. Raffle was down ~\$300. (Keep in mind, all of this after power outage for a week). For those who attended or volunteered, send any feed back to Becky and Meg. Banner took a beating in storm and needs to be updated for next year as well as grommets repair. This will be taken care of with current AESCF budgeted funds.

6. **By Laws:**

- a. Review – B. Wilkoff & J. Ellis will review this over the next month.
- b. Voting by email- **motion that in extenuating circumstances we are given an opportunity to do an email vote with all 25 in leadership included on email vote- Unanimously approved.**
  - We discussed adding a separate document for our records on line that contains all approvals both in meetings and also any email approvals

7. **Committee Reports:**

**Fundraising:**

Fall Fundraiser - Amanda Similien

- Update: Current total received is \$4225 (there are more checks in the mail box to tally).
- We had ~ 17% participation from school families. We discussed the timing of the fundraiser. Is timing wrong? Earlier in september. We concluded that we should definately continue to have our major fundraiser in the fall. Should we do another in the spring like a read-a-thon? Can we set up a pay pal. Should we set up 501c3?

All Elementary School Craft Fair - Meg Davis & Becky Kirker- See above

**Committees:**

- Hospitality (Teacher & Staff Appreciation): Diane Howard, Samantha Marini, Keisha Payson, Kym Shoemaker Update: December Break teacher gift - reducing funding- see above
- Staff conference leonchon (Diane) – still need sign ups. Look for Sign up Genius.
- Logo Items: Kathleen Funderburk will be taking over this position.
- Scholastic Book Fair: Anne Daniel & Meggin Farrell- Volunteers still needed.
- Volunteer Coordinator (Walk/Bike to School Days, misc. volunteer requests): Becky Wilkoff- Name tags and bulletin board of name tags need to be updated, as well as SCG communication board. SCG requests all volunteers to wear name badges when volunteering.

7. **New Business- None**

8. **Adjourn 7:50**

**Next Meeting: Thursday, January 11, 6:30pm**