



CHAIRPERSON: Kate Meyer  
 MEETING DATE: October 21, 2013  
 MEETING TIME: 6:30 PM  
 LOCATION: SKDS Room 312 3<sup>rd</sup> Floor

CALL TO ORDER: 6:30PM  
 ADJOURNED: 7:30PM  
 MINUTES TAKEN BY: Danielle Paul  
 NEXT MEETING: November 18, 2013  
 TIME: 6:30PM  
 LOCATION: SKDS Room 312—3<sup>rd</sup> floor

MEMBERS PRESENT: Kate Meyer                      Angie Davis  
                                  Danielle Paul                      Jenny Wendorf  
                                  Dawn Klockow                      Ruth Kaiser  
                                  Allison Seufzer                      Barb Haase  
                                  Trish Phipps                      Dottie Thompson

# Home and School Association Meeting Minutes

AGENDA ITEM	DISCUSSION/CONCLUSION	ACTION/FOLLOW-UP	PERSON RESPONSIBLE
Call to Order	6:30PM		Kate Meyer
Prayer	Kate Meyer said a short prayer to help us make good decisions for our kids.		Kate Meyer
Approval of Minutes September 2013	Dawn Klockow made a motion, Allison Seufzer seconded to approve as written.		Danielle Paul
Treasurer's Report 1. Budget Update	1. Balanced as of August. Closing balance is \$12,421.27. Dawn Klockow also presented an account transactions page and monthly transactions by categories page to help everyone see the numbers. The grand total spent from August to October was \$2,457.64. Danielle Paul motioned and Jenny Wendorf seconded to approve the budget as reported.		Dawn Klockow

AGENDA ITEM	DISCUSSION/CONCLUSION	ACTION/FOLLOW-UP	PERSON RESPONSIBLE
2. Accounting and Scrip procedure outline	2. Dawn Klockow presented a form to be used for requesting Scrip for Home and School purchases. Please give 2 weeks' notice and use a separate form for each merchant. Record all card numbers with balances remaining, staple receipts to the form, and return all to Dawn.		
Additions to the Agenda 1. Library catalogue presentation	Students and parents can check the library catalogue at home. There is a link on the SKDS website and various ways to search for materials. There is a link to Mrs. Kaiser's wiki to update parents and students on class activities and resources as well as links for kids to go to practice and review library skills. Students will be given their barcode and passwords so they can log in to reserve materials, create wish lists, and see what they have checked out.		Ruth Kaiser
Committee Reports  1. Carnival Wrap up	<p>Approximately \$2000 was raised. Everyone seemed to have a good time. The food stand was run well and set up and clean up went well. Next time a small tool kit is needed.</p> <p>Jenny gave some suggestions things to change or improve for next year:</p> <ul style="list-style-type: none"> <li>-The "guess what it is game" could use some updating to prevent peeking.</li> <li>-Set the ticket prices at 3 for \$1. Maybe need to raise it next year to break even on food.</li> <li>-Need a wall sign for the photo ID booth so people knew it was there.</li> <li>-Velcro toss needs fixing</li> <li>-Liked cafeteria tables; it was much easier than folding tables.</li> <li>-Dance tent needs updating.</li> <li>-Use the small table top raffle instead.</li> <li>-Pennant flags need to be fixed</li> <li>-Instructions need to be redone on the spin the wheel game as well as other games.</li> <li>-5 large bags needed for lollipop tree (dum dums for next year?)</li> <li>-Tablecloths need to be taped down so they are secure, or</li> </ul>	<p>Kate will buy a tool kit with left over Menard's Scrip.</p> <p>There will be an announcement in the newsletter with a list of things we need to see what everyone may have for the dance tent and table cloths</p> <p>Jenny will make new pennant flags.</p> <p>Danielle will type up the notes so Kate can update the jump drive</p>	Heather Eggers

AGENDA ITEM	DISCUSSION/CONCLUSION	ACTION/FOLLOW-UP	PERSON RESPONSIBLE
2. Bingo Family Fun Night—Nov. 8	use paper ones -Possibly put up flyers at the Parish Festival next year to help advertise Pizza and hotdog night. Kate Meyer is chairing, Jenny Wendorf will help	Kate will send out requests for help	Kate Meyer
Adjournment	<b>7:30PM</b>		