

CVMCS Parent Group Meeting Minutes
CVMCS Library, 400 Cameron St., Eau Claire, WI 54703
03/28/2023 from 6:00pm-7:30pm

Approved 4/18/2023

Attendees (Informal roll call)

Ashton Dambowy, President <i>Present</i>	Kate Holmes Thompson, Secretary <i>Present</i>	Tonya Hughes, Fundraising Coordinator Chair <i>Present</i>	Adrianne Shepard, VP and Family Events Coordinator Chair <i>Present</i>	Anna Foiles, FAC <i>Present</i>
Gin Winter, Treasurer and Garden Coordinator Chair <i>Present</i>	Lisa Nelson, Volunteer Coordinator Chair <i>Not present</i>	Brittany Hattrem, Fundraising Coordinator Co-Chair <i>Present</i>	Shelly Reynolds, Family Events Coordinator Co-Chair <i>Not present</i>	Jürgen Schaupp, FAC <i>Present</i>

Other attendees: Ms. Pam H., Ms. Amy D., Ms. Caroline I., Danika R-P.

Call to Order

Motion to call to order by Kate T. Seconded by Tonya H. at 6:04PM with Ashton D. presiding.

Approval of Minutes

Review 1/17/23 Minutes. Motion to approve by Kate T. Seconded by Tonya H. Majority vote unanimously approved.

School Staff Reports

1. *Principal (Ms. Pam H.)*

- *Forward Exams are week of April 3 for 3rd, 4th, and 5th grades.*
- *Seeds of Hope presented by UWEC theater group (May 9th) for all of the school to attend.*
- *Contract renewed with District with staff priority included.*

2. Partnership Coordinator (Ms. Gin W.)

- *If the school has a school directory, it would need to come from the Parent Group. Ms. Pam will ask other principals if they use directories. Adrienne will look into liability coverage if Parent Group would be collecting and distributing.*

3. Secretary (Ms. Amy D.)

- *5th grade track meet t-shirt quote: $\$6.10 \times 40 = \244.00 (PG approved the purchase of t-shirts during the 01/19 meeting.)*
- *Children's House is seeking an additional \$324.50 for upcoming field trips: Govins (5K), Beaver Creek Reserve (4K), Eau Claire Children's Theater (4K and 5K)*
 - *Adrienne moved to approved up to \$324.50 for the Children's House field trips with the understanding that families will be asked to contribute \$2 for their student, if they are able, and families are invited to donate additional money to support another student's attendance. Gin W. seconded. Motion unanimously passed.*

4. Teacher/Staff (Ms. Caroline I.)

- *Children returning from Spring Break are happy and excited. Third graders are preparing for Forward Exams*

5. Governance Board (Sara M.) presented by Ms. Pam H.

- *Governance Board meeting April 4, review of contract and voted on*
- *Governance Board accepting nominations. Two community representative openings, with one person planning to be involved. Looking for nominations for one person who does not have a child attending at CVMCS.*
- *Brittany H. will attend the May 24 Parent and Caregiver Coffee Social as a representative of Parent Group.*

- *Governance Board looking for Parent Group to take over Stay and Plays as well as Coffee Socials for 2023-24 school year. Family Events will take on those events.*
- *Creating a Volunteer Open House so people can learn about volunteer opportunities at school. Sara M. will loop in Parent Group.*

Parent Group Reports

1. President/Vice President (Ashton D. and Adrienne S.)

- *Recap of votes completed via email since last meeting*
 - *Overage for Winterfest food (approved 2/2)*
 - *E2 MN Science Museum field trip (approved 2/6)*
 - *\$448.80 for two new library seats (approved 3/16)*
- *Recap of budget meeting – budget meeting will be happening in April to plan for 2023-24*
- *2023-2024 PG Election happening now; terms begin in April. Outgoing Officers depart in June and voting transfers in June.*
- *Ashton is willing to continue as President for second term. Gin W. moved, Kate T. seconded. Motion unanimously approved.*
- *The VP role will need to be filled.*
- *Proposal to add an additional meeting each month for Officer planning/discussion in an effort to reduce the length of our regular monthly meetings and increase efficiency.*
 - *Decision to have committee chairs provide reports to rest of Parent Group two weeks before upcoming meeting. Reports will provide updates on events/initiatives; present any decisions for the group to address in the meeting and background information to assist with decision-making process.*

2. Treasurer (Gin W.)

- *Budget meeting 4/11 from 6:00pm-7:45pm at L.E Phillips, room 105 to create 2023-24 budget for vote during April Parent Group meeting.*

- *Approximately \$25,000 in the checking account with approximately \$16,000 upcoming expenditures in the next month expected (field trips, etc.)*
3. *Fundraising Coordinator (Tonya H. and Brittany H.)*
- *WinterFest review – Successful event this year. Discussion around how to frame this event - as a family event that has opportunity for receiving donations through the raffle or a fundraising event.*
 - *Indoor garage sale review – Raised over \$1840 for the event.*
 - *Read-a-Thon results – Results are forthcoming.*
 - *Panda Express Day 3/30/23 from 10:30am-9:00pm – 20% of sales from the school's code will go to CVMCS*
 - *Chipotle Night 4/24 from 4pm - 8pm*
 - *2023 - 2024 fundraiser ideas – tabled until April meeting*
4. *Volunteer Coordinator (Lisa N.) – No report*
- *Winterfest thank-you cards to volunteers*
5. *Family Events Coordinator (Adrianne S. and Shelly R.)*
- *Pinehurst meet-up recap – was a great turnout of families*
 - *Plant Sale will be held 4/3 - 4/17. Down To Earth will deliver to school 5/5 at 4pm. Customers can pick up orders 5/6 from 9am-12pm in the gym. Ms. Pam to check about staffing for the plant pickup day.*
 - *Next Scholastic prep days: 3/31 and 4/3, after drop-off to 11:30am*
6. *Family Advisory Council (Anna F. and Jürgen S.)*
- *FAC meeting recap*
 - *February meeting: Food and nutrition presentation for district and mental health supports for students*
 - *March meeting: Summer School programming; names will be changed for preparation drills (hold, secure, lockdown, etc.)*
 - *Family survey status – received seven responses*
7. *Garden Coordinator (Gin W.)*
- *Seed sale results raised between \$660 - \$762*
 - *Classroom seed starting in April, with last frost projected for early May*

- *Garden improvement updates – Beds will be built at a lower height for access, hopefully before spring planting time*

Reminders

- Budget meeting: 04/11/2023 from 6:00pm-7:45pm at L.E. Phillips Public Library, room 105.
- Next monthly meeting date: 04/18/2023 at 6:00pm in the CVMCS Library.

Adjournment

Motion to adjourn by Tonya H. Seconded by Gin W. at 7:49PM.