

Rocky Mount Elementary Foundation

Cobb County School District

"A community with a passion for learning"

Foundation Meeting Minutes

Friday, September 12, 2014, 9am

Attendees: Jill Le, Nicole Quinlan, Kathy Yarger, Fred Yarger, Melissa O'Brien, Jennifer Thomson, Gail May, Chet Verigan, Zeph Davis, Katie Simmons, Susan Freeland, Stacey Michaud, Diana Simmons

1) Budget Update

- a. Current Balance is \$47,471.01
 - i. Includes Net Profit of \$62 for Commemorative Bricks, \$200 for Membership Drive (early donations), \$735 in Kickball, and \$835 in Ceiling Tiles
 - ii. Does not include approximately \$200 in Driveway Roadrunners, \$15 more in Kickball, & \$110 more in Ceiling Tiles
- b. Expenses since August meeting
 - i. \$2,260.65 (anticipated) in Science Teacher Salary for September
 - ii. \$753.09 (total for 2014-2015) in Classroom Enrichment Expense
- c. Classroom Enrichment Expense for Special Needs teachers is \$100. Single Classroom teachers are also \$100 and Co-teaching Classrooms are \$150

2) Fundraisers

- a. Ceiling Tiles
 - i. Kicked off August 19 and runs through September 26
 - ii. Orders currently total 38, with most being new tiles
 - iii. New tiles are needed to get started, since all of ours were tossed during Summer Construction
 - Per Gaye Gibson we can only purchase a minimum of 200 at a time
 - We only need approximately 30-40 tiles and boxes used to come in 16 count
 - Jill Le with check with Gaye Gibson to see if this is still an option
 - iv. Spring (5th Grade) Ceiling Tiles will run from April 28 through May 8
- b. Driveway Roadrunners
 - i. Fall campaign has ended
 - ii. 8 orders received during Fall Campaign for total of \$200
 - iii. Spring (Rising 5th Graders) campaign will run from April 28 through May 15
- c. \$50 for the Foundation
 - i. Kicks off September 23 and will run through October 24
 - ii. Science Lab for class with most participation
 - Announce contest and update classroom participation totals each week on morning announcements
 - Email blast through Room Parents describing the Science Lab as a donation incentive to hopefully increase interest and donations
 - Volunteers for lab will be parents of students in the winning classroom, if possible
 - iii. Campaign packets will be completed after today's meeting
 - iv. Fundraising percentages met to be displayed for Conference Week
 - Possibly beaker shaped poster boards per class to be filled in to track participation rather than donation amount and placed on the way in the lobby
 - Thermometer tracking school wide monetary amount will be placed in carpool line again this year

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- d. Kickball
 - i. Grades 2-5 was held yesterday (Sept 11)
 - ii. 147 students registered for a total of \$735
 - iii. Feedback from students, parents, and volunteers has all been positive
 - iv. Suggestions for future games
 - Welcome Desk coverage to help with delivery of water bottles, sun screen, etc (Assigned class did not cover at all, which led to alot of deliveries for the Front Office Staff)
 - Send kickball game rules to parent volunteers and registered students, so everyone is on the same page regarding rules, scoring tracking, etc (Foundation Kickball is not run in the same manner as PE Kickball, which led to some confusion for students and volunteers)
 - Sign for each volunteer to hold to keep track of his/her group during transitions and carpool (Volunteer will have this sign at all times and use to keep his/her group together)
 - Carpool Dismissal should be run similar to afternoon school dismissal carpool (stop sign, cones, megaphone, etc)
 - Last name written on the back of the confirmation for parents to place on the front window to ease carpool dismissal
 - Separating Grades 2-3 and 4-5 to different days, so we'd have 3 Kickball dates instead of 2
- e. Auction
 - i. Will kick off November 5 and run through November 20
 - ii. Kathy Y proposes a payment deadline of January 31, to avoid end of the year payments. If not paid by this date, item will be released to the next highest bidder.
 - Jill Le seconds this. It passes unanimously. Payment deadline for winning bidders will be January 31.
 - iii. Help need with emails (Marquee phrases and bid collection) - Susan Freeland with help with this
 - iv. Kathy Y suggests shortening the Auction packet by typing "Top X Bidders" on certain items rather than leaving X amount of blank cells.
 - Everyone agrees and supports this change
 - Feast days will have 1-2 copies of bid sheets with all cells showing, so parents can check on the highest bid amounts for each item
- f. Commemorative Bricks
 - i. Will officially kick off January 13 and run through February 6
 - ii. Currently collecting forms, but cannot place order until at least 10 received
 - Currently have 2 orders, which cannot be filled until we receive 8 more orders
- g. ASP
 - i. Carpool Pick Up for Spanish Club (Fridays)
 - Run Girls Run (3:15p) dismisses close to same time as Spanish Club (3:20p)
 - Suggestion to have one group be picked up at the Covered Play Area in the back and the other continue with Carpool
 - Jill Le will check with Alison L (ASP Chair) regarding amount of students enrolled in Spanish Club to determine which is the bigger group

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3) New Business

- a. Fundraising Calendar Spreadsheet
 - i. One page spreadsheet which includes Event, Event Date(s), Estimated Amount, and What the Event Supports for ALL fundraising events at Rocky Mount
 - ii. Tritt Elementary hands these out at the start of each year, so parents know what events to expect, when to expect them, and the cost/donation of each
 - iii. We have talked about this in the past, but never followed up. All agree to move forward with this
 - iv. Diana Simmons will create this using the Tritt form as a guide
- b. Auction Item - Carpool Leader
 - i. Suggestion to place a large orange cone with a sign attached stating "Carpool Line Starts Here" for at least the first couple weeks of school
 - ii. Auction winner will still have the car magnet, and will be able to move in front of the cone
- c. iPads
 - i. Jill Le suggest purchasing a cart using Foundation funds, if donations allow
 - ii. Mrs. May is currently looking into iPad carts using ASP money
 - iii. We will check in on the status of this at a later meeting
- d. Kindles
 - i. These were purchased using Foundation funds in Fall 2011
 - ii. Process of downloading books (County Purchase Order, download, sharing of books, etc) was tedious, so these aren't being used much
 - iii. Jenn T suggests Foundation selling these if they aren't being used. All Board members agree.
 - iv. Mrs. May will check in with teachers to see if there is any interest in using them, and we will discuss our options at a later meeting
- e. Science/Stem Night
 - i. Mrs. Guckert suggests students voting on top 3 labs from the year (per grade level) and setting these labs up for parents to come and participate in the labs with students
 - ii. These nights are very successful in other schools that have them and would be open to the entire school
 - iii. Donation buckets could be set up with signs reminding that the Science Program is 100% funded by Foundation donations
 - iv. Parent University does not plan to hold one this year, so a Foundation Event would not be a conflict
 - Mrs. McGee & Mrs. Einertson have some special STEM Training that they took over the summer break and may be good resources
- f. Foreign Language Program
 - i. Zeph D suggests looking into a Foreign Language Program to be run similar to the Science Program
 - ii. Atlanta City School has a program with students meeting twice a week in the Lab
 - iii. International School of Smyrna has this program and has been very successful
 - iv. Zeph D will look into this and more in depth discussion will be held at a later meeting

4) Remaining Meetings for 2014-2015

- a. All meetings held at 9:00am in the Rocky Mount Conference Room (unless otherwise specified)
- b. Next meeting will be held on Friday, October 10