

Sacred Heart School
Home & School
January 15, 2014 Meeting Minutes
Meeting was called to order at 8:01 a.m.

Introductions, Reflections and Announcements:

We made introductions and said the Home & School prayer.

December Minutes:

Tiffany made a motion to approve the minutes. Chris seconded the motion. The motion passed.

Treasurer's Report:

The available balance is \$85,830.80. We received \$764.70 for box tops. We are still collecting soup labels but not cartridges. It was suggested that we have a school competition for box tops. It could coincide with the Iowa/Iowa State game. Whichever side wins has their fight song played over the intercom. The endowment fund was increased by \$20000 from the auction earnings. There is \$4310 left over from the Middle School iPad purchase. Can it be used for maintenance? The playground fund has a balance of \$9188. The lease payment has not been paid. Erica Holmes made a motion to approve the treasurer's report. Beth Schulte seconded the motion. The motion passed.

Committee Reports:

- Catholic Schools Week- La Mie will be catering the luncheon on Jan 29th. Beverages will be donated. Volunteers are needed. Please sign up. The Open House will be more interactive this year.
- SCRIP- December numbers are down. There will be a two-week promotion for every \$100 dollars you buy in SCRIP you get a chance to win a \$25 gift card. Edline will have a page for each homeroom. It can assist SCRIP in targeting K-4 classrooms. The FYI should be used along with a separate email. SCRIP can be promoted at the preschool/kindergarten meeting. A flyer can be placed in the CFF registration packets.

New Business:

Discussed requiring receipts for items purchased with SCRIP gift cards. It was decided that it was not necessary.

Discussed a change in the process to approve contracts that are financially binding Home & School. New procedures are as follows:

Fund Requests up to \$199 require approval of Home and School President. No membership vote is needed.

Fund requests of \$200 - \$999 require affirmative votes of H & S members present at one H & S meeting at which the request is considered.

Fund Requests of \$1000 or more require the affirmative vote of H & S members present at two H & S meetings at which the request is being considered.

When making payments from the H & S account, any payment of \$500 or more requires the signatures of two Executive Committee members with check-signing authority. Fund Requests must be voted on as appropriate by H & S membership. Under no circumstances is any H & S member or H & S Committee Chair, authorized to enter into any financial agreement binding H & S to pay any amount of \$500 or more without first doing the following:

1. Submitting a Request for Funds to the Executive Committee for vote, as appropriate at a H & S meeting (s).
2. Obtaining the written approval of two Executive Committee members with check-signing authority when funds requested are for use by a H & S committee to carry-out its work. This will typically apply to fundraising committees, teacher appreciation committees and Catholic Schools Week committee. This does not apply to committee activity in which the H & S accounts are "in" and "out." The orders and funds collected covers the amount that H & S is required to pay.

Request for funds- Exceptional Learners Conference \$3000. Cari Higgins, Maureen Dempsey, and Jane Kinney will attend. Sacred Heart is one of the few schools that offer remedial services. Kim Erikson made a motion to approve. Andrea Cook seconded the motion. The motion passed.

Restaurant Fundraiser- Maureen Bialzak is going to set up a fundraiser with Barnes and Noble. The time slot would most likely be on a Saturday from 11-5. Also, the next five days B&N online purchases from SH will count. Sacred Heart would receive 15% cash or 20% in a gift card. We must reach a \$2000 minimum in sales.

Chris Wilson made a motion to adjourn the meeting at 9:25 a.m. Carol seconded the motion. The motion passed.

Next Meeting is February 19, 2014

8:00 a.m.

SH Parish Center