

LCS Foundation
Meeting minutes
06-02-15

1. Opening of Regular Meeting

Call to order by: Danielle McCormick

Time: 6:08

Roll Call: Danielle McCormick, Jess Stimmel, Katherine Bryant, Greg Dellinger, Xochitl Fragoso. Jeanice Prohs - absent

Adoption of Agenda and approval of Minutes from April meeting: Danielle made a motion which was seconded by Jess and was unanimously approved

3. Public Participation – N/A

4. Discussion Items:

1. GA Cards

- Katherine asked if the group was happy with the vendors used last year or if there were any additional restaurants we wanted for next year's sale. Suggestions included restaurants who donated to the benefit auction. Katherine will follow up with her contact
- The board voted unanimously for funds raised from the GA card sale to support arts and music

2. Kinder Tuition

- Jess spoke with Katrina in the business office who communicated a desire to allocate up to \$6000 per year toward full-day kinder scholarships.
- The foundation board agreed not to support such a high dollar toward kinder scholarships but would like to support up to 50% of the tuition for kinder students asked to repeat kindergarten for a second year as we have done for the past two years.
- The foundation agreed that if the finance committee and/or business office wants to establish a more formal process for kinder tuition, they can create the process and make a request for the funding through the request process. Danielle will communicate this to Rick - we don't anticipate a need for this discussion until school year end next year

3. Script

- The business office has concerns about the amount of labor required to manage the program. The board discussed the desire to manage the program on behalf of the office. Xochitl agreed to meet with Dannica to learn more about what management of the program entails. The board agreed this was a program we need to continue as it provides nearly \$15,000 per year.
- The board agreed we need to find a parent volunteer to manage the data entry process.
- We need a concentrated marketing effort toward the Script program again. Can we directly mail cards like we did the first couple of years?

4. Soccer Goals

- Mr. Stout submitted the request to the City of Loveland but has not yet received permission for the school to use the space.
5. Kiln
- Jess has been working to collect quotes from a general contractor to determine costs and a location for installation of the kiln. She has been in contact with Mr. Stout and will continue to communicate with him to learn more about the costs and fire code requirements before we vote to approve the installation.
6. Popcorn Parties
- Jess spoke with Julie McArthur who expressed an interest to still be responsible for helping with popcorn parties. The board agreed unanimously to no longer participate in popcorn parties but would be happy to pay for popcorn and related supplies as needed.
7. Merchandise Sales
- Katherine is working with Julie McArthur to collect the merchandise. Once it's received she will inventory the supply and determine what ordering needs we have. She will also look into current and new suppliers.
 - Jess purchased a display cabinet that would attractively display our merchandise. She has also been in communication with Heidi Miller and Kevin from the school to discuss additional storage and display options. Jess will follow up with them to finalize options.
8. Storage
- Jess has been working with Heidi Miller to locate storage space at the school for the boxes currently stored at individual homes but space is limited and we are unsure if Heidi will be able to find an option. Things are unclear until the high school move takes place.
 - We discussed renting space but Xochitl expressed concerns about the cost. Danielle will research pricing options for outside storage companies.
9. MPR Flooring
- Jess has been in touch with Heidi about the recommendations she made to the school board about flooring options. She will continue to do research with Heidi and then Heidi and the administration can request funds from the foundation to pay for materials and/or installation
 - Greg agreed to reach out to the Watch Dogs to request volunteers to help with the floor installation.
10. Computer Lab
- Greg collected two quotes from different vendors
 - The board agreed we would submit the information to the school administration with Greg's recommendation for their final decision. The school administration can determine if the foundation should purchase the materials or reimburse the school after their purchase.
11. Peach Sales
- Danielle is in contact with a vendor who works with non-profit groups to sell Palisade peaches. Our cost is \$25.00 per 20lb box and the vendor recommends selling them for \$30 - \$40.
 - The board voted unanimously to commit to 25 boxes and sell them online for \$35.00 per box. We will add additional boxes as needed based on sales.
 - We will focus on web sales only for now with cash/check at the clothing swap.

12. R.O.A.R. Team Collaboration

- The board discussed ways to support the ROAR efforts.
 - All were in agreement to support the benchmarks that would have the greatest impact on the largest number of students possible (enrollment and retention).
 - We reviewed feedback from parents and teachers from last year's in-service discussion and agreed to move forward with additional research on a computer lab, gym floor and additional outdoor equipment.
 - The board agreed it was important to balance the fundraising efforts and communication with parents and community partners and agreed to work with the ROAR fundraising team to establish a fundraising calendar to avoid over asking parents for support. Danielle will be meeting with the fundraising chairs of the ROAR team to discuss collaboration efforts.
Key items of discussion should include:
 - Amount of communication
 - Collaborated scheduling efforts
 - Current foundation community relationships – a request not to ask for too much from them.
 - The board agreed to reduce the number of fundraising activities this year to support the ROAR team in achieving their benchmarks without overwhelming parents, especially during the first half of the school year. We agreed it was best to avoid offering spirit nights as there are many in the works being discussed by the ROAR team
 - The decision was made to skip the Benefit Auction and try a different spring fundraiser.
 - People love the event but feedback indicates a desire for something fresh with the event – the same format, auctioneer and auction items aren't generating the same level of enthusiasm as years past.
 - Could we keep the same format but offer it every other year? This could help with volunteer and business donation burnout as well as attendee engagement. Several key volunteers for this event are committed to ROAR fundraising and we were low on new volunteers last year. Based on the need for volunteers to support the ROAR efforts this year we should focus on an event that requires less volunteer participation in planning.
 - Additional events discussed include a jog-a-thon or golf tournament. The ROAR is planning to host a golf tournament this summer.
 - At previous meetings we've discussed a math-a-thon or spell-a-thon but logistics to include all grades create challenges. The board agreed to host a jog-a-thon this spring. New Vision has raised over \$20K at this event. Danielle will do additional research on organizations who work with other schools to help manage it.

13. Fundraising activities for the 2015 – 2016 school year

- Peach Sales – July, 2015 – Estimated \$250 - \$500

- Clothing Swap - July, 2015 – Estimated \$1200
- Script – Year round – Estimated \$15,000
- GA Cards – September 21 – October 2 - \$8000
- Bazaar – November 14th - Estimated \$2500
- Karate classes – Fall and possibly spring – Estimated \$800 - \$3000
- Spirit Nights – January – March – Estimated \$2500
- Jog-a-thon – Spring – Estimated \$15,000 - \$20,000

14. Next Meeting

- The next meeting is scheduled for June 30th at 6:00. A request was made that we skip the June meeting due to summer travel plans and a lack of purchasing requests. The team agreed to wait to see if the administration needs a vote to finalize pending items (floor, soccer goals, kiln etc.) and determine if we need to meet in June or if we can vote via email.

5. Meeting adjourned at 8:37pm