

Annual Fund Committee Meeting Minutes

Wednesday, October 26, 2016

4:30 – 5:50 Building A Room 9

I. Members Present:

Present: Romelle Pornschloegl, Star Khanpour, Deborah Webster, Barbara Gray, Ali Thames, Ken Thielman, John Gawarecki, Merrily Karel

Absent: Shannon Froberg, Ken LaCasse,

II. Recap of last meeting

See notes.

III. Revenue and Expenditures of Tournament/Raffle

A copy of the detailed income and expenses was provided. The final accounting shows a profit of \$4,623. There are only a few bills left to pay.

IV. Update on Dragon Logo

An attempt to contact the company that did the raffle tickets to wasn't successful, so a second company was called to work on the gym logo. They are having difficulty with the fonts, but Justin said there is a quick and easy solution. We should have this fixed in the next couple of days, after which a price quote will be provided.

John suggested that student input should be included on the final design. Input will also be solicited from other groups, such as the Board of Directors, before a final decision is made on the design.

It was pointed out that the logo is somewhat permanent and will probably take some paint off when it's removed. The building company will be contacted.

The group discussed other possibilities for creating and displaying the logo such as a student mural (either on canvass or directly on the wall) similar to the painting that was recently unveiled in the great hall. A banner similar to those displayed in high school gyms for sports team championships could also be created. It was also suggested that something should be done for the great hall. No decision was reached on alternatives. At this point, only a quote on the original plan will be obtained.

V. Update on \$4 per ticket for each activity from Raffle sales.

Romelle will coordinate with Amanda and Shannon to get those funds dispersed to the appropriate groups.

VI. Survey Results

Surveys were conducted of the three major stakeholders (parents, students, and staff) to find out what would generate interest for Give to the Max. Paper copies of the full results were handed out.

73 parents responded. The top three categories were building/structure, curriculum, and technology. The printout shows details on what the respondents considered important. These included blinds for the gym, manipulatives and other items for teachers in the classroom, and limited ideas for technology. Another concern was salaries and benefits for teachers.

Students were more concerned about the building structure. It was expected that they would want the bathrooms upgraded, but they are more interested in making upgrades to the gym (window blinds and a projector with screen being most popular). Like the parents, comments included concern for the teachers (salary, classroom support, etc.)

The teachers' top priority was technology to include updating computers and chromebooks for students as well as getting laptops for teachers. They also want some upgrades to the gym.

It was decided to attempt to focus on the three areas that satisfy the interest expressed by the three groups. Based on the survey results, GTTM advertising efforts will concentrate on curriculum needs (emphasis on science labs upgrades), building improvements (window blinds for the gym, projector and screen for the gym), and classroom improvements (impact grants, laptops for teachers, printers for each room, and training).

Discussion went to cost and implementation of putting a screen in the gym. Merrily will try to get more detailed information by contacting the purchasing departments of some local school districts. The desire is to have a remote controlled system for the gym blinds. The west side will be done, first, and the north side will be done, if possible.

Dollar amounts for each "want" will be worked on as soon as possible.

VII. Go Over GTTM Timeline: (Give To MSA)

a. Goal-70,000

This was agreed upon.

b. Item(s) needed (THE ASK)—must be decided tonight.

See survey results discussion, above.

c. Confirm prizes- Study Halls

i. Study Hall with greatest amount donated

- 1. Teacher receives MSA gear**
- 2. Study Hall receives traveling calculator**
- 3. Study Hall receives Lunch (Jimmy Johns given last year)**

ii. Study Hall with greatest participation

- 1. Teacher receives MSA gear**
- 2. Study Hall receives Breakfast**

The above were approved without much discussion.

d. Confirm prizes-individual.

i. Goal/# of students.

- 1. Pizza Lunch for a year (one student for each grade).**
- 2. Technology item**

The goal is about \$140 per student and 100% participation. The difficulty in this area is how to measure individual effort. Justin has set up the website and Amanda will get receipt books but, making sure each student gets credit for the dollars donated in his/her name has always been a problem. There was no obvious solution, so it's up to the students. If they want credit; they gotta put their name on it.

An item was added for an individual prize: free Jamba Juice. The idea is that when one building is doing pizza day the other will do Jamba Juice Day. One student gets free pizza and another gets free Jamba Juice.

The technology prize could be a virtual reality-like device or MSA gear. Romelle will check with Shannon to see what is in stock.

All students who reach the \$140 threshold will have their names put in for a drawing. Two students from each grade will receive free pizza and the other student (from each grade) will receive free Jamba Juice for the rest of the year on the specific day of their building lunch.

One student per grade will receive a prize for raising the most money. Pizza on pizza days, Jamba Juice on Juice days and a MSA sweatshirt.

Recap:

Two prizes per grade for those who turn in \$140: Name goes in a grade specific drawing for -2 free slices of pizza. The other student receives Jamba Juice.

7 Prizes: one for each grade: The student who brings in the most money per grade receives Free Friday Food for the rest of the school year. Pizza/beverage, Jamba juice, and MSA Sweatshirt.

There was a side discussion on other ways students have contributed in the past such as bake sales (must be commercially prepared), item sales, etc. No action was taken to do this.

e. Advertisements must start by Friday after Halloween

Kicking off with middle school will combine with assembly. Brochure will be given to the high school students with no kickoff assembly. Romelle will create brochure.

VIII. Endowment explanation (Justin)

Justin rescheduled.

IX. Gala-Auctions

A packet was passed out that was given to the Board of Directors. It gives details that are known, so far, about the event.

A contract with Oak Marsh has been received for March 31, 2017. Page 3 of the handout shows the updated information for the evening (250 guests, buffet meal, schedule of events, auction items, donations, etc.).

We are looking for someone who is a fun MC and hope to connect with alumni to do this.

An attempt will be made to provide some updates on graduates. Some thoughts were provided on center pieces or displays (Lego constructions, Rubik's Cubes, Dork Events, etc.)

When soliciting auction items it's important to remember that they can be experiences like lunch with a CEO; not all items need to cost money. The auctions will close in two or more parts so not such a big rush at the end.

This will be a volunteer-intensive event, so the parent team will be contacted. Other outside groups, such as colleges, will be contacted if additional volunteers are needed.

A task force was set up, with Merrily and Romelle in charge, to drive this event. They will give monthly reports to the full group. Groups like NHS, Student council, etc. will be contacted to be part of the task force. This year's chair will have a co-chair who can then slip into chairing the event (with assistance from the Assistant Director) next year. Romelle will send out an email to parents asking for volunteers. Merrily and Romelle will also attend the Parent Team meeting to enlist the team's support. A procedure and information book will be created to help future leaders.

X. Next meeting

Next meeting is Wednesday, November 9th at 4:30 in Room 9A.

EMAIL:

Please answer the two highlighted questions and Comment on the two discussion points. I will put this google doc in our notes.

We narrowed the ASK down to three areas:

Decision 1: Is this our ASK? Yes or No.

(depending upon estimate coming this Friday)

- **Building- Gym window blinds, movie screen, and possibly projector depending on cost.**
 - **Merrily procured us a gentleman who can give us quotes and he will be here on Friday morning. (based on previous conversations this could be around 10,000 to \$15,000)**
- **Curriculum- Science. \$15,000 Give science teachers a stipend where they order what they need. (I reached out to the science teachers and asked them to make their wish list- we just need to narrow down the monetary amount and give them a budget- this will be coordinated through the Department Head with John's purchase oversight)**
- **Technology - Teacher laptops with docks \$36,500 After talking with Justin he estimated that it would cost around \$1,100 per laptop. We have 36 teachers on staff not including the office staff, EAs, or substitute teachers.**

Something to take into account is what we would do with the desktops. Do we need to keep some?

From Justin....Desktops would most likely be recycled, with a few remaining behind for workstations.- Docks would be needed in everyone's room. - 2 to 4 sub laptops in the office that the subs can use.

As a note: the last time the technology committee met (last year), moving half the staff to laptops was on the "wish list". (with the other half being next year).

Just from experiences with other schools, it goes pretty well... You will end up with more maintenance, and laptops are more expensive than desktops to begin with... But it does allow your teachers to work from home a bit easier (which some may think is a good thing).

- **IMPACT Grants could be from 3,500 – 8,500 depending on window estimate/screen/projector estimate.**

Decision 2: Prize structure for students- is this our structure? YES or No

Two Prong approach:

***Individual**

Highest donation and participation

***Group**

Highest donation and participation

INDIVIDUAL (3 students per grade $\$190 \times 7 = \$1,330$)

Highest Donation - student #1 brought in the most money gets pizza, juice, and sweatshirt (cost is \$110)

Participation - Two students who bring in at least \$140 will have name drawn and awarded either pizza or Jamba Juice (Cost is \$80)

Cost

Pizza is \$3 per day. (there are 10 Pizza days left this year)

Jamba Juice is \$5 per day.

Sweat shirt is \$30 one-time fee

GROUP (\$310 + tax. Parent team sponsored participation breakfast.)

Study hall prizes:

Highest Total Money- The study hall that has the highest amount per pupil brought in gets lunch for students via Jimmy Johns, Calculator trophy, and MSA sweater for teacher. Price depends on number of students in study hall (worst financial case scenario 45 students in band- sub\$6 x 45, chips \$20, water \$10, candy\$10, is around \$310 + tax

Highest participation- The study hall that has the highest participation rate (if tie add in highest \$) gets breakfast and sweater for teacher. yogurt, fruit, rolls, juice *\$250 The Parent Team already volunteered to cover the cost of the highest participation prize.*

Total cost of prizes:

\$1,720 + parent teams donation of \$250.

Individuals- \$1,330 +

Group - \$350 Highest Total Study Hall + \$20 for dry cleaning of MSA Teacher cardigans (they have been in storage). and 2 Pies- \$20

ADDITIONAL IDEAS- please provide feedback via yes or no if we should do the following.

Discussion Point #1

What can we do to encourage teachers into giving so we can get 100% participation from them as well?

***Separate prize for teacher participation? Drawing? They get a sweater if their study hall wins but we did not discuss doing**

something special for staff if they reach 100% participation due to making a financial contribution.

Discussion Point #2

Some families will not be able to reach the \$140 per student so how can we entice them to just give knowing that participation is important and we obviously want every member of the MSA family to know that EVERY contribution counts.

If we get 100% student and teacher participation we could put names in a drawing for a student to pie administration again...just a thought. We didn't talk about this at the meeting but I would throw it out there for the team to ponder. I will volunteer to get pied again if we have 100% participation. Perhaps pie both Assistant Director and Director if both the participation and \$70,000 monetary goal is met?

This would allow 2 students to get name in a drawing to pie Administration.

Merrily Karel

Yes - on the ASK

Group Prize for highest participation rate preferred (same as parent team meeting preference)

How about "lunch out of the building" and coverage of their class for an extra 30 minutes or so. That way they could get a one hour lunch. Make the prize for 2 teachers and they can go together or for 1 teacher and they go to lunch with Romelle and/or John?

Ken Thielman

Yes- this was the ASK

Yes, this is what I recall as the prize structure. There was also some talk about a visual reality device in which a smartphone placed. I don't recall if there was a resolution on that. I vote for not giving the device as a prize.

How about a full day off (about \$130 for a sub). Teacher drawn at random is we get 100% participation.

Simply put a statement in the advertising that we'd like 100% participation regardless of the dollar amount. We are already putting pressure on the families as a result of the prize structure for the students.