

Rockland Family Association Minutes

September 10, 2019 - Rockland Learning Center - 7:00pm

In Attendance

Amy Klobukowski
Kate Mariani-Vacek
Katie Suttie
Kristin Howeth
Sarah Paddack
Laura DeBartolo
Nicole Slobe
Nikki Abbott
Abby Taylor
Elizabeth O. Kurkowski
Susan Layburn
Melissa Johnson
Maggie Krynski
Rob Mulsoff
Tom Wall
Joy Logsdon
Jessica Page
Jessica Longly
Jasett Ktsanes
Katie Sanderson
Jennifer Martin
Kristy Ciaglo
Jill Sahagian
Toni Parvis
Anca Zegrean
Tracey Janzen
Mr. Knapp
Mrs. List

Introductions

The RFA Board introduced themselves:

- Toni Parvis - President
- Joy Logsdon - Co-Treasurer
- Jessica Page - Co-Treasurer
- Jessica Longly - Secretary
- Jasett Ktsanes - 2nd Vice President
- Nicole Slobe - 1st Vice President

Welcome and Board Introduction, President Toni Parvis

Chairs - Brief Updates

- Janine Sorboro - School Supply Kit Chair
 - The process went really well
 - She is handing the baton over to Susan
 - Learning: Get more volunteers to hand out kits
 - Learning: Do 5th grade first since they are upstairs
 - Mr. Knapp: 10% of the Rockland population is on free/reduced lunch and the RFA is helping them gain access to school supply kits
 - Toni Parvis: It's not an RFA fundraiser; it's a service that we provide

- Kate Mariani-Vacek - Teacher Conference and Appreciation Luncheon Chair
 - Working on the 1st conference dinner - October 16
 - Theme: Fall comfort foods (Fried chicken, mashed potatoes, mac & cheese, etc.)
 - 14 people are already signed up on Signup.com
 - More information will be placed in the Rockland Rap, RFA Facebook page

 - Jill Sahagian and Anca Zegrean - Rockland Cares Committee Chairs
 - 6-8 people participating

- Organizations
 - PADS; Feed My Starving Children; Bernie's Book Bank; Improv Playhouse (anti-bullying workshop); adopted Nicholas Dowden for Fall and Spring cleanup
 - Martin Luther King, Jr. - Wants to partner with a Libertyville HS group to promote kindness
 - Good sign up thus far, but they could always use more volunteers
 - Met with prospective volunteers at the Welcome Back Picnic
 - Creating RFA Facebook page posts
 - Timing: After school, weekends
 - Winter Sing - New Rockland music teacher will help kids sing at Spring Meadows
- Jennifer Martin - Hospitality Chair
 - Responsible for ensuring all grades have a social mixer
 - Foster friendships and relationships for parents
 - We have a host for every single grade this year
 - Kindergarten mixer - This Friday
 - 5th Grade mixer - September 27
 - More dates to come
 - Laura DeBartolo - Son and VIP Dance Chair
 - October 4 - 7:00 - 8:30pm
 - 146 boys
 - Chris Colton will be DJ
 - A Dad will be creating a flyer
 - May have a potential volunteer photographer on site
 - Jessica Page - RFA Lunch Chair
 - Flyers went out today, but if you didn't get them today, they will be going out this week
 - Switched out the pizza vendor from Pizza Italia to Domino's
 - Max's Dawg House to Dos Amigos

- Online ordering is new to the program
- Jessica Page - Room Parent Chair
 - She will be sending out a follow-up email by early next week to meet with room parents
- Jasett Ktsanes - Yard Sign Chair
 - 31 orders so far
 - Deadline: September 20
 - Delivery will be to your home
- Tara Deering and Keri Woodward (Reported by Toni Parvis) - Book Fair Chair
 - First book fair: October 15 - 17
 - New cash registers will be in place
 - Tara and Keri will be going to training so they can train volunteers
 - Please go to Signup.com as we need volunteers
- Rob Mulsoff - Spirit Wear Chair
 - First order window went through and it went well
 - Some proceeds from the sale will go to the RFA
 - Expect another ordering window in October
 - New this Year: St. Patrick's Day-themed swag for Rockland families
- Michelle Philips (reported by Toni Parvis) - Original Art Works Chair
 - Art Work will go home October 15
 - Orders will be due October 25
 - Orders will be distributed after Thanksgiving
- Elizabeth Kurkowski - Famous Authors Day Co-Chair
 - Working on finding an author at this time
- Elizabeth Kurkowski - Career Day Chair

- It will be happening
 - Mrs. List said we had a lot of interest at Curriculum Night
 - Set to kick off on Friday, January 31
- Jessica Longly - Junior Achievement Chair
 - Looking at an April date
 - We will have a table set up at Career Day to recruit volunteers

Board Reports

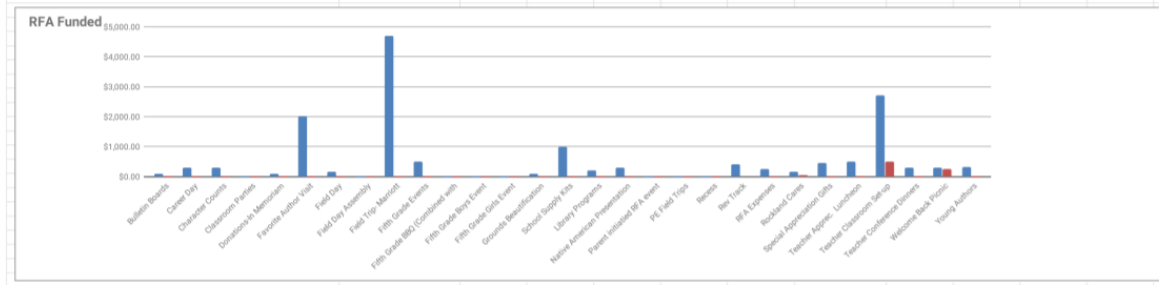
Co-Treasurers Joy Logsdon and Jessica Page - Present and Vote on Budget

- When we updated our bylaws last year, we want to increase transparency regarding the budget
- It will be shown at each RFA meeting
- Deposits shown are all RFA Directory orders
- Check 5460 and 5461 were cashed out for the Welcome Back Picnic
- All Revtrak items that you see are from RFA Directory sales
- Paid out Mrs. Murphy for her classroom setup
- Paid Anca for some pencils for Rockland Cares
- Cashed checks were for cash boxes and the Welcome Back Picnic Photo Booth vendor
- This year's budget was slashed due to playground fundraising
 - When we ended last year, we had \$20,143.33
 - We must always keep \$5,000 in our coffers due to the type of bank account we have
 - We have \$15,000 to go toward playground fundraising efforts
- Box Tops
 - We aren't going to be throwing a pizza party this year because it will be harder to track due to the program's new online capabilities - Less tracking capabilities
- District always provides \$5,000 to help us get started
 - It's going toward the playground fundraiser
- If there are any excess money from our operating costs, it will go toward the playground fundraiser

- If you are a committee chairperson, you are expected to stay within your approved budget. No overages will be approved by the board.
- The 2019-2020 RFA budget approved
 - Kris Norwood brought the motion
 - Elizabeth Kurkowski seconded the motion
 - The budget was approved

Cash Balance as of June 30	\$20,143.33
Rollover amount	\$5,000.00
Playground Fund	\$15,000.00
Money left for Gifts to School	\$0.00
Current Balance	\$19,920.74

Expenditure Summary:



**Rockland Family Association
Budget 2019/2020**

MONEY IN

		2018-2019			2019-2020		
		Budget	Actual	Notes	Budget	Actual	Notes
Book Fairs	Revenue	\$13,000.00	\$12,007.83		\$12,000.00	\$0.00	
	Expense	\$10,300.00	\$9,417.31		\$9,500.00	\$0.00	
	Net	\$2,700.00	\$2,590.52		\$2,500.00	\$0.00	
Box Tops	Revenue	\$650.00	\$473.30		\$450.00	\$0.00	
	Expense	\$50.00	\$41.89		\$50.00	\$0.00	
	Net	\$600.00	\$431.41		\$400.00	\$0.00	
Food Days	Revenue	\$27,000.00	\$27,069.10		\$27,000.00	\$0.00	
	Expense	\$20,000.00	\$20,270.37		\$21,000.00	\$0.00	
	Net	\$7,000.00	\$6,798.73		\$6,000.00	\$0.00	
Original Art Works	Revenue	\$2,900.00	\$2,955.00		\$2,900.00	\$0.00	
	Expense	\$1,900.00	\$1,976.75		\$2,000.00	\$0.00	
	Net	\$1,000.00	\$978.25		\$900.00	\$0.00	
Pattycake Breakfast	Revenue	\$10,000.00	\$11,724.37		\$11,000.00	\$0.00	
	Expense	\$4,000.00	\$4,558.18		\$4,500.00	\$0.00	
	Net	\$6,000.00	\$7,166.19		\$6,500.00	\$0.00	
Movie Night	Revenue	\$1,000.00	\$932.00		\$900.00	\$0.00	
	Expense	\$900.00	\$695.39		\$700.00	\$0.00	
	Net	\$100.00	\$236.61		\$200.00	\$0.00	
School Store (Eliminated for 2019-2020)	Revenue	\$300.00	\$950.56		\$0.00	\$0.00	
	Expense	\$200.00	\$521.50		\$0.00	\$0.00	
	Net	\$100.00	\$429.06		\$0.00	\$0.00	
Directories	Revenue	\$700.00	\$855.60		\$850.00	\$193.43	
	Expense	\$500.00	\$493.48		\$500.00	\$0.00	
	Net	\$200.00	\$362.12		\$350.00	\$193.43	
Yard Signs	Revenue		\$1,200.00		\$700.00	\$526.00	
	Expense		\$528.00		\$300.00	\$275.00	
	Net		\$672.00		\$400.00	\$251.00	
Donations (Will go straight to playground)		\$500.00	\$1,524.34		\$0.00	\$0.00	
Extra Income (Will go straight to playground)		\$0.00	\$790.00		\$0.00	\$0.00	
Interest		\$3.00	\$0.38		\$0.00	\$0.00	
D70 Contribution (Will go straight to playground)		\$5,000.00	\$5,000.00		\$0.00	\$0.00	
Extra/unexpected Income (Will go straight to playground)			\$500.00 (Refund from pool)				
			\$290.00 (Rocktoberfest)				
Total Revenue		\$61,053.00	\$65,482.48		\$55,800.00	\$719.43	
Total Expense		\$37,850.00	\$38,502.87		\$38,550.00	\$275.00	
Total Net Revenue		\$23,203.00	\$26,979.61		\$17,250.00	\$444.43	

**Rockland Family Association
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Rockland Family Association Budget 2019/2020							
MONEY OUT							
In & Out Money		2018-2019			2019-2020		
		Budget	Actual	Notes	Budget	Actual	Notes
Favorite Author Visit	Revenue	\$1,000.00	\$250.10		\$1,000.00	\$0.00	
	Expense	\$1,000.00	\$303.72		\$1,000.00	\$0.00	
	Net	\$0.00	-\$53.62		\$0.00	\$0.00	
Fifth Grade Gift	Revenue	\$1,000.00	\$830.00		\$1,000.00	\$0.00	
	Expense	\$1,000.00	\$816.91		\$1,000.00	\$127.38	
	Net	\$0.00	\$13.09		\$0.00	-\$127.38	
Fifth Grade Memory Book	Revenue	\$1,000.00	\$950.38		\$1,000.00	\$0.00	
	Expense	\$1,000.00	\$950.38		\$1,000.00	\$0.00	
	Net	\$0.00	\$0.00		\$0.00	\$0.00	
Spirit Wear	Revenue	\$0.00	\$100.00		\$0.00	\$0.00	
	Expense	\$0.00	\$100.00		\$0.00	\$0.00	
	Net	\$0.00	\$0.00		\$0.00	\$0.00	
Rock The House	Revenue	\$0.00	\$224.50		\$0.00	\$0.00	
	Expense	\$0.00	\$224.50		\$0.00	\$0.00	
	Net	\$0.00	\$0.00		\$0.00	\$0.00	
Gifts to School - Playground	Revenue	\$0.00	\$0.00		\$100,000.00	\$15,270.00	
	Expense	\$0.00	\$0.00		\$100,000.00	\$0.00	
	Net	\$0.00	\$0.00		\$0.00	\$15,270.00	
In & Out Revenue	Revenue	\$3,000.00	\$2,354.98		\$103,000.00	\$15,270.00	
In & Out Expense	Expense	\$3,000.00	\$2,395.51		\$103,000.00	\$127.38	
In & Out Net	Net	\$0.00	-\$40.53		\$0.00	\$15,142.62	
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Rockland Family Association Budget 2019/2020						
MONEY OUT continued						
RFA Funded School Activities and Events (Expenditures)	2018-2019			2019-2020		
	Budget	Actual	Net	Budget	Actual	Net
Bulletin Boards	\$200.00	\$96.06	\$103.94	\$100.00	\$0.00	\$100.00
Career Day	\$300.00	\$318.96	-\$18.96	\$300.00	\$0.00	\$300.00
Character Counts	\$300.00	\$338.45	-\$38.45	\$300.00	\$0.00	\$300.00
Classroom Parties	\$1,500.00	\$1,380.00	\$120.00	\$0.00	\$0.00	\$0.00
Donations-In Memoriam	\$100.00	\$0.00	\$100.00	\$100.00	\$0.00	\$100.00
Favorite Author Visit	\$2,200.00	\$1,969.12	\$230.88	\$2,000.00	\$0.00	\$2,000.00
Field Day	\$1,200.00	\$1,200.00	\$0.00	\$150.00	\$0.00	\$150.00
Field Day Assembly	\$1,000.00	\$995.00	\$5.00	\$0.00	\$0.00	\$0.00
Field Trip- Marriott	\$4,200.00	\$4,498.18	-\$298.18	\$4,700.00	\$0.00	\$4,700.00
Fifth Grade Events	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Fifth Grade BBQ (Combined with 5th Grade Events for 19-20)	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00
Fifth Grade Boys Event (Combined with 5th Grade Events for 19-20)	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00
Fifth Grade Girls Event (Combined with 5th Grade Events for 19-20)	\$400.00	\$395.99	\$4.01	\$0.00	\$0.00	\$0.00
Grounds Beautification	\$600.00	\$359.90	\$240.10	\$100.00	\$0.00	\$100.00
School Supply Kits	\$1,500.00	\$1,404.63	\$95.37	\$1,000.00	\$0.00	\$1,000.00
Library Programs	\$200.00	\$189.64	\$10.36	\$200.00	\$0.00	\$200.00
Native American Presentation (2nd grade)	\$300.00	\$0.00	\$300.00	\$300.00	\$0.00	\$300.00
Parent initiated RFA event	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00
PE Field Trips	\$1,800.00	\$1,732.56	\$67.44	\$0.00	\$0.00	\$0.00
Recess	\$75.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00
Rev Track	\$200.00	\$175.75	\$24.25	\$400.00	\$7.98	\$392.02
RFA Expenses	\$250.00	\$182.85	\$67.15	\$250.00	\$0.00	\$250.00
Rockland Cares	\$250.00	\$200.00	\$50.00	\$150.00	\$51.99	\$98.01
Special Appreciation Gifts	\$450.00	\$400.00	\$50.00	\$450.00	\$0.00	\$450.00
Teacher Apprec. Luncheon	\$500.00	\$616.21	-\$116.21	\$500.00	\$0.00	\$500.00
Teacher Classroom Set-up	\$3,000.00	\$2,282.57	\$717.43	\$2,700.00	\$499.67	\$2,200.33
Teacher Conference Dinners	\$400.00	\$336.64	\$63.36	\$300.00	\$0.00	\$300.00
Welcome Back Picnic	\$700.00	\$322.97	\$377.03	\$300.00	\$250.00	\$50.00
Young Authors	\$325.00	\$37.70	\$287.30	\$325.00	\$0.00	\$325.00
Total RFA Funded School Activities and Events (Expenditures)	\$23,200.00	\$20,508.18	\$2,691.82	\$15,125.00	\$809.64	\$14,315.36

- Classroom Party Fundraising

- There were some concerns in this area
- Suggestion: Let's send out a letter that asks for a standard offering from each child in the classroom (\$5) to ensure that no classroom is left behind in terms of party supplies, etc.

2nd VP Jasett Ktsanes - FAD 70 Report

- ALICE training, safety committee, and fall 2020 implementation
- Field testing Social Studies Pearson, social emotional learning is happening now
- Re-evaluating e-learning approach this year after government increased requirement to 5 hours at home to get credit
- Track My Route app will be ready in October for use
- Rockland cafeteria now air-conditioned and fire lane signs will be put up in front of the school

Secretary Jessica Longly - Volunteering/Signup.com

- Completed the parent volunteer selections
 - Criteria: Parent selection based on the volunteers who signed up on Signup.com for the 2019-2020 school year
 - Created a master spreadsheet based on the volunteers listed in Signup.com
 - Information pulled on Sunday, September 8, 2019
 - Used a [randomizing tool](#) to select parents from 5th grade to Kindergarten
 - Once a parent was assigned as a room parent or a classroom party volunteer, the rest of their choices were excluded from the list
 - Total per party: 1 room parent and 3 party volunteers

1st VP, Nicole Slobe - Directories

- Goal: Directories should be sent out by the end of next week
- To save money, they are hand-bound by Nicole and her husband
- She is still receiving emails and checks, so if there are late orders, the directories will come out the last week of September

Playground Update

- There are concerns regarding the speed of which this fundraising will take place - Does it have to be in one year? Could we spread it out over two or more years?
- If we are looking for people to assist with grants, have we started sending those out? It can take 2-3 years to receive those awards
- One potential vendor (The Miracle Playground) will be providing us two proposals
- Two new fundraisers
 - Brick Fundraiser - Outside the 1st and 2nd grade doors
 - Working with the company that Butterfield and Copeland used as well
 - Raptor Run - Friday, October 11
 - Done during the day during P.E./Health
 - 3 different groups (based on their reading buddies) that will participate
 - Parents are invited to participate (help mark laps, etc.)
 - Flat donation or donations by lap
 - Hope to culminate the day with a celebration
 - Using the company Orange Ruler (same company used by Butterfield) to assist with fundraising so we can tap into additional communities
- Created the Playground Task Force on Signup.com
 - Rockland Alumni
 - Corporate Sponsorships
 - Grant-Writing
- Create a project plan document that we can present to parents
 - This will increase transparency to families
- There are concerns that we haven't kicked this off yet and that we are racing to get this done by the end of the school year
 - Multiple people have asked for donor forms and other information that they can present to businesses and other prospective donors

Mr. Knapp - Building Updates

- Kitchen has been completed in the multi-purpose room
- New lighting installed throughout the school
- Benchmarking and assessments are happening throughout the month of September
- We are in the midst of Lake County Attendance Week Challenge
 - We have placed in the top 10 every year
- Drills practices are happening with students and staff

New Updates

- No new updates

Adjourn

- Thank you for coming! Our next RFA General Meeting is November 5, 2019.