

CWS Parent Association  
Minutes of the September 21, 2010 Meeting

**Attendance:** The following were present for all or part of the meeting: Chelsea Green, Karla Knockleman, Christine Masur, Tammy Duvall, Michelle Scwenkner, Jenna Sizemore, Luke Schelly, Saira Shahani, Debbie Moll, Brynn Pembroke, Megan Shepherd, Katy Woodall, Michele Mergner, Stephen Mergner, Lisa Suttschenko, Tressa Leahy, Megan Kelley, and Suzanne Needham.

**Festivals:** Tammy Duvall distributed copies of the updated festivals list complete with class-responsibilities. She also distributed a new PA Event Guideline Booklet that summarizes various requirements of the class-responsibilities. Her efforts on this Booklet were appreciated by the PA.

**Michaelmas:** Tammy Duvall reported that an email was sent to all Classroom Representatives with their responsibilities for Michaelmas to be celebrated on September 29. Christine Masur and Tammy Duvall answered questions and gave reminders. They asked that bread for the Dragon be baked by the community as per a recipe sent to Class Reps and brought in by September 28 at 3:00. Bakers of Gluten Free bread would be appreciated. On the day of: bread should be assembled by 8:50 (in the gym on the East Wall), Assembly from 9 – 10, servers are to arrive by 9:45 with snack to begin at 10:00. Gardening and Community Service begin at 11.

**Swap Sale:** Tammy Duvall reported that the next Swap Sale is scheduled for October 5, 6 and 7 in the Cafeteria. Michelle Mergner volunteered to help with the arrangements.

**Fund Development Goal Committee:** Jenna Sizemore and Michelle Scwenkner reported. The committee is setting the stage for long-term fundraising at CWS. Members of the Committee have relevant experience. Long-term goals of the Committee include: endowment, major gifts, grant writing and planned giving. 2010/2011 priorities include: acting as advisers for the Children's Campaign, education of the CWS Board on fundraising fundamentals, assisting with CWS Gala sponsors, working with Outward Facing to develop a CWS annual report and grant research and writing. They would like more Committee members to perform grant research and writing, and act as liaisons with the Gala Chair and Outward Facing Committee. Bryn Pembroke has agreed to act as a PA liaison for the Goal Committee and attend PA meetings and report back.

The Fund Development Goal Committee was asked to determine the benefit of and information needed as to parent volunteer hours and contact Michelle Mergner, CWS Volunteer Coordinator, to discuss.

**Midwest Waldorf Fund Sharing Visitors:** Christine Masur reported that CWS is hosting representatives from other Waldorf schools as part of the Midwest fund sharing program whereby all schools bring an “ask” for funds and share a pot of funds available. She asked if PA could provide baked goods and snacks including cheese, veggies, fruit, dip, etc. for approximately 13 people on the morning of November 5. Tammy Duvall to contact Leah Terune, Hospitality Chair.

**Board Report:** Chelsea Green reported on the September meeting of the CWS Board of Trustees. She stated that the financial statements dated July 31, 2010 were being audited for the first time and the audit report was due to the Board in November. She also stated that the Nominating Committee was seeking nominations for the Board of Trustees.

She then reported that the Board had toured and were considering the purchase of an existing school building, formerly owned by Cincinnati Public Schools, located in Madisonville at 4324 Homer Ave. She stated that the sale price of the building is \$400,000 and the owner is willing to provide financing on favorable terms. She stated that the Board had established a task force to research information regarding such a purchase and make a recommendation to the Board. Task Force Members include: Christine Masur, Jack Michaels, Jim Paulsen, Melony Myers, Brandon Dawson, Sally Nobel and Chelsea Green. The PA discussed the need to educate the community as to how this property meets the CWS’s criteria for a permanent location. Debbie Moll agreed to assist in the preparation of a survey to be sent to parents to measure interest/concerns.

It was reported that the Facilities Goal Committee was looking for someone to coordinate the maintenance of the CWS Facilities, especially flower beds. Michelle and Stephen Mergner agreed to coordinate these efforts. They were asked to contact Sally Noble.

**PA Survey Results:** Tammy Duvall then reminded the group that a parent survey was sent out via email at the end of the 2009/2010 school year. PA thanked Debbie Moll for creating and executing the survey. She reported that the survey was well received with 85 people responding. The survey covered: Hot Lunch Program, Community Service, Sports, and Cultural Events. Tammy then reviewed the survey results that will be sent to the CWS Community via an email attachment to Inreach. The group was reminded that at the May PA meeting point people were identified to head up efforts at CWS with regard to: Cultural Events (Chelsea Green), Sports (Letitia McGuff), and Community Service (Toni Happ). Bryn Pembroke volunteered to lead the Hot Lunch effort.

The Group discussed the benefit to having an annual survey of the Community.

**Treasurer’s Report:** Karla Knockleman reported that recent grants have been paid out including: Meshewa repairs, new couches in the cafeteria, and books for the Social Health Committee. She stated that partial payout has occurred for the playground equipment. Luke Shelley is working on finalizing the completion of the playground installation. She reported that new grants received need College approval and will be tabled until College approval is obtained.

She stated that the Magazine Sales drive has started and forms are due back by October 6. She reminded the group that PA receives 50% of the total purchases and has made up to \$3,000 in the past.

Submitted by Chelsea Green.