

## Divine Providence Academy – St. Joseph Campus

### Home and School Association Meeting Minutes

Approved By: Karen Reed-Timmer

Date: 09 December 2019

Time: 6:30 PM

Location: St. Joseph Campus

#### Executive Committee:

HSA Role	Representative	Attended? (Yes/No)
President	Karen Reed-Timmer	Yes
Faculty Liaison	Kate Beuschel	Yes
Communications	Leanne Lipski	Yes
Hospitality	Tonya Fritz	Yes
Faith Formation	Jeannie Sokolowski	No
Parent Ambassador	Ashley Dietrich	Yes
Room Parent	Brittany Carmody	No
Volunteer Coordinator	Mandy Badgerow	Yes
Fundraising Coordinator (Auction Chair)	Jennie Taylor	No

#### Additional Participants:

- Katelyn Kober

#### Discussion Summary

- **Key News**
  - Next HSA meeting will be Tuesday, January 14 at 6:30 PM at school

#### RECAP:

- First Lego League
  - Final Expo was November 23
    - Kids had a lot of fun
    - Kate Beuschel has a copy of the all the “awards” teams received (all teams received awards)
  - Open items
    - Still waiting on grant money to come through to see how much we will have to pay out – currently owe around \$1000, but hoping that the grant will reduce the amount

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- Recommend a final meeting with all the coaches in early 2020 to recap the season and capture lessons learned for next year
- **New Building and Open House**
  - There were ~120 that showed up for the dedication and open house, including Dave Faber and Jill Annabel
  - Recommend reaching out to Holy Trinity to see if they'd be willing to allow us a little wings booth at their festival to promote the daycare?
  - Looking for part-time infant teacher (3-6 pm)
- **Fall Service project**
  - Middle school went to Degaje
  -
- **New logo and website**
  - Website is launched and going well
    - A little slower than expected but getting there
    - If anyone has any suggestions/additional details, send them to Courtney Bowmar
    - Calendar needs to be updated to includes additional days off
  - Logo Wear
    - Currently in work
    - More school-board agenda than HSA so suggest moving from this agenda
- **Marketing Committee**
  - Cathleen Holwerda has joined committee
  - Tonya to reach out and try to find a representative from St. Catherine's
- **St. Nicholas Day**
  - Worked out great
  - Left candy canes and gold coins in the kids shoes
  - Thanks to Mandy Badgerow for her help
- **Pie Fundraiser**
  - We sold 84 pies
  - HSA/school made \$504
  - \$42 less than last year
- **Santa Parade**
  - 18 kids showed up to ride on the float
  - Need a better sign and better theme for next year, but still went well for the first time – kids had a lot of fun
  - Next year have parents bring in advertisement we hand out for a tuition free day or something similar
- **Fall Conferences**
  - Teacher lunch
    - Went well, no changes needed for next time
  - Scholastic Book Fair
    - \$816 worth of sales – 50% profit
    - A lot of work to have combined campus fair, but below \$750 worth of sales reduces profit to 25%
    - Suzanne will pay invoice

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- Scholastic representative is looking for requests/feedback on material they sent
  - Suggest more science-type
  - Less books with “stuff” – focus on books with actual reading content
  - Jill Annabel is willing to help offer suggestions
- If we order through our Scholastic rep than we don't get charged the 10% shipping/handling fees
- Suggest different location instead of library for the next book fair– either old early childhood room or somewhere in the new building
- Good News Book fair is another option – consider for spring conferences

### **NEW BUSINESS:**

- Advent Program
  - Didn't have enough time to prepare since we got a new music teacher, so program has been changed to a Sing Along
  - Saint Catherine's 8am @ Hall on Dec. 20th
  - Saint Joe's 2pm @church basement on Dec. 20th.
- Secret Santa Workshop
  - Thursday, Dec 12, 9 am
  - MS, UE, EC and then LE
  - Serving hot cocoa and cookies
  - Word search/coloring while waiting for the rest of their class to finish
- Carolling at Mary Freebed or Fountain View
  - Won't be able to do this year, will table for next year
- Hot Lunch
  - Little Wings are currently bringing their own lunches until we can work out a better solution
  - Tonya still working to get an estimate to see what work needs to be done to update the kitchen in the church basement
  - Breakfast is an option
    - Could be something like oatmeal, yogurt, fruit, cereal
  - Reach out to Ann Lewis regarding Ravenna foods
  - Tonya looking into cost of food warmers
  - What was cost of renting food warmers from Coopersville and who paid for that? Karen will get cost
  - See if other schools have extra food warmers they're not using and would be willing to sell – Tonya will reach out to Kathy Morey
  - Kate has emailed other principals regarding extra lunch tables but no response to date
- KC Pancake Breakfast Jan 12th, and 19<sup>th</sup>
  - Benefits go directly to DPA
  - Ask Suzanne and Ann to create and send out the Sign-up genius to request volunteers to work
- Catholic School's Week (January 26- February 1<sup>st</sup>)

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- Karen to send kick-off email with all info
- Jan. 26<sup>th</sup>
  - Parent testimonials – Kate to reach out to parents
    - Suggest families with children in upper grades
  - Sign-up genius for kids attending mass
  - Kids that wear their uniforms to mass will get a semi-casual day the next day
- Jan. 27th Service Project-Deliver cookies
  - Need parent volunteers for driver's first thing in the morning
  - List of businesses – Kate to get a complete list
    - Storage control, Hersch Electric, Sandy Brown Construction, Karol Excavating, Chip Shot/Sweet Magnolia, Choice One, RiverRidge?
- Jan. 28th – Some type of outdoor activity
  - Muskegon winter - sports package (msports.org)
    - Pay by activity. 2-3 activities – does everyone have to do the same activity or does each student get to choose their own?
  - Cannonsburg – sledding option
  - Karen to look into – 84 students with both campuses combined, will reach out to Kathy Morey to make sure SC wants to join
  - May split up into different age groups to gives kids more age appropriate options
  - Will need parent volunteers for driving/chaperoning
- Jan 29th Pray Rosary
  - Staff will arrange
- Jan 30th Vocation Day
  - Consolata of Missionary Sisters – see if Jeannie has reached out yet
- Jan 31st Celebration of staff, volunteers, and faculty.
  - Auction prep day – may interfere since we typically have older students help prep for auction as well. If necessary, we can switch around days
- Any other help needed this week?
  - Parent Drivers
  - Activity leaders
- Update on J Books
  - Still waiting to hear back from whether there is any evidence of checks – Karen will follow up again by Friday (12/13) if no response received

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**Planned Events/Activities for 2019/2020**

Event	Tentative Date	St. Joe's only or All School Event	Additional Comments/Discussion
St. Joe's Open House	14 Aug 2019	St. Joseph's	Back to school open house, school pictures, etc
Back to School Party	23 Aug 2019	All School	6-10 pm at Jeannie Sokolowski's house – outdoor potluck dinner, bonfire, possibly outdoor movie projector (if dark enough)
State Capital Trip (Upper Elementary)	24 September 2019	All School	Kate is working on applying for grant money to help fund this trip
Fall Harvest Party (Auction Fundraiser)	<del>27 Sep 2019</del> 12 Oct 2019	All School	At Adam and Jennie Taylor's Property (68 <sup>th</sup> and Wilson). Pick pumpkins, hay maze, hay rides, games, concessions, paint pumpkins
St. Catherine's School Auction	19 Oct 2019	St. Catherine's	
All Saint's Day Mass and Celebration	1 November 2019	All School	Option to dress as a saint and let Father guess who they are
Fall Service Project	Oct/Nov 2019	All School	Go out into community and rake leaves for elderly – possible competition with St. Catherine's to see which school can fill the most bags
<del>Caroling at Mary Free Bed Pediatric unit</del>	<del>December 2019</del>	<del>All School</del>	<del>Jennie Taylor to discuss dates and details with Mary Free Bed – potentially at Helen Devos as well</del>
Santa's Workshop	12 Dec 2019	St. Joseph's	Make sure that we have proper supplies/inventory ahead of time and that burden doesn't fall on Suzanne again the morning of event
Christmas Sing along	20 Dec 2019	St. Joseph's	Will be in St. Joe's basement after Christmas party
KC Pancake Breakfast	12 Jan 2020	St. Joseph's	Proceeds from the Knights of Columbus breakfast will go to DPA
KC Pancake Breakfast	19 Jan 2020	St. Joseph's	Proceeds will go to DPA
Catholic Schools Week (CSW)	Jan 26-Feb 1	All School	NCEA.org
CSW Service Project – Celebrate Community	27 Jan 2020	All School	Deliver cookies to businesses in the community
CSW Celebrate Students	28 Jan 2020	All School	Sledding (if weather permits) or board game day for backup
CSW Celebrate Nation	29 Jan 2020	All School	Rosary to pray for nation and write letters to thank service members
CSW Celebrate Vocation	30 Jan 2020	St. Joseph's	Jeannie to arrange for both Father Jegar and the Dominican Sisters of Mary Mother of Eucharist to come to school
CSW Celebrate Faculty, Staff and Volunteers	31 Jan 2020	St. Joseph's	Hard to do extra events because it's set up day for auction – open to suggestions. Possibly have 8 <sup>th</sup> graders to help set up, have to check with Kate and auction.
St. Joe's Auction (CSW Celebrate Families)	1 Feb 2020	St. Joseph's	Come celebrate your family by joining in St. Joseph's Auction!
Daddy/Daughter Dance	22 Feb 2020	All School	Host at St. Catherine's

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Mother/Son Bowling	23 Feb 2020	All School	Ravenna Bowl was suggested but open to other Mother/Son event ideas as well
Grandfriends Day	20 Mar 2020	St. Joseph's	Mass followed by brunch and bingo
Prayerful Walkathon	15 May 2020	All School event, but separate at each campus	Have people pledge money and kids walk and pray for sponsors intentions – for SJ's, have donations go to a "charity fund" that we use to support various charitable events during the year, such as kid's food basket, degage, adopt a family, etc
Field Day	1 June 2020	All School – Hosted at St. Catherine's	SJ's to help with more prep work – ask for volunteers to set up morning of event. No need for an alternate rain date, just move inside if necessary
8 <sup>th</sup> Grade Graduation	5 June 2020	St. Joseph's	Celebrate at student mass Friday morning on the last day of school – 2019 graduates seemed to prefer graduating in front of peers rather than the whole church congregation. 7 <sup>th</sup> Grade parents, along with HAS will have a small celebration after Mass.
HSA Meetings	<del>Monday, Oct 14</del> <del>Tuesday, Nov 12</del> <del>Monday, Dec 9</del> Tuesday, Jan 14 Monday, Feb 10 Tuesday, Mar 10 Tuesday, Apr 14 (13 <sup>th</sup> is Easter Monday – no school) Tuesday, May 12 Monday, Jun 8 (end of year wrap-up meeting)	St. Joseph's	HSA meetings will be on the 2 <sup>nd</sup> Monday of every even month and the 2 <sup>nd</sup> Tuesday of every odd month at 6:30 pm, with exceptions being made for holidays and holy days