

DPA-St.Catherine Home & School Association
September 13, 2023
Meeting Agenda & Notes

- Welcome & Opening Prayer
 - Introductions/Attendees: *Todd Kline, Kate Beuschel, GB Rose, Scott Hilgeman, Chelsea Lockhart, Bonnie Pline*

- Who we are:
 - ***St. Catherine HSA works to promote the educational, spiritual, cultural, and social welfare of our school. The HSA serves many important functions including fostering relationships among parents and faculty, supplementing school funding, defraying the costs of field trips and classroom supplies, and coordinating enrichment opportunities.***

- Special guest: Todd Kline (Cluster Parish Finance)
 - Requesting \$35,000 - \$40,000 this year toward school operating budget
 - In years past, we have contributed \$20,000 - \$25,000 pending the AA income (decision made after final profit realized)
 - Last year we gave \$25,000 (amount transferred on 2/29/2022)
 - Profit from AA last year was \$19,058.35
 - Endowment fund: current balance, how much is dispersed each year- *current balance of \$212,676.86, with a \$10,000 max dispersal per year*
 - How do we obtain access to the school budget as parents, thought diocese required it be made public- *financial reports are available twice a year (request through church)*
 - What days does Todd work for communication: *M/W/F- St. Joseph's, Th- St. Catherine's, request information about week advance, he will send email to Chelsea 1st Monday of month with information*
 - Please see current balance below (Todd stated he would bring information to meeting tonight)

- Treasury Update
 - 2023/2024 Year - Beginning Balance:

 - Year to Date Balance:

 - Balance as of May 3, 2023 HSA meeting (April 30th balance) :
 - Checking: \$1,758.93
 - Savings: \$36,282.80
 - Total: \$38,041.73

- Expenditures over the summer

- Income over the summer

- Treasurer position
 - **Volunteer?** (*none accepted*)

- Joint HSA meeting
 - All school dates set (see end of agenda for details)
 - Parents should email Britni for illness
 - Go to office to sign in, not directly to classroom
 - Amazon wish lists for teachers- provided with classroom supply lists before school started (we need teachers to reshare these lists)
 - Lingered questions
 - State capital trip- is this coordinated with both UE campuses, early planning (*Kate will speak to UE teachers*)
 - DPA wear day on Thursdays for SC - different color shirts- when does this start (*St. Catherine's will be Friday*)
 - Jean Day fundraiser- what days were approved (*once a month \$3*)
 - DanMark Graphics- DPA wear- Chelsea did research- (*need to buy a box of 200 logos \$200 - Shirts and Stuff*)
 - Dress down days to raise money- (*will come with jean day*)
 - Spirit wear poster/handout at open house - was this done? (*no*)

- Open House
 - Speaker volume/clarity was A LOT better this year
 - Try to reserve photographer earlier so pictures coincide with open house
 - *Really hard to coordinate open house date with photography companies*

- Back to school party
 - Thoughts?

- Fundraisers
 - Autumn Auction
 - Ravenna Foods receipts (need to be turned in quarterly)- **Volunteer?**
 - Due on the 15th the month after quarter ends, next due October 15th
 - Sort out Tuesdays (extra reward) and alcohol (no reward)
 - Reward of 1% (5% for Tuesdays), about \$100 each quarter
 - Easiest to do at the end of every month, put in spreadsheet
 - Receipts can be dropped into the collection baskets at church, into the box in the back of the church, off to the parish secretary, or off to the school secretary
 - Prayerful Walk-a-thon

- Flower basket sale (spring sale)
- Mum sale (fall sale)
- Euchre? - haven't done since Covid
- Cookie Dough?
- Wesco popcorn buckets?
- Golf outing- *Only 1 date was available, it did not work for a lot of people*
- *Fish fry- maybe the school could run one to raise money for school*

- Field trips
 - Last year we left this open-ended, with the intention to pay for all field trips within reason and with prior approval. Do we wish to do the same this year? *Will wait until auction income profit is finalized and a decision is made about school donation... will need to see what funds the account has remaining at that time*

- Homecoming: Friday, October 6th
 - Representatives- Michael Pline & Mayce Creager
 - Convertible- *Kate's father could possibly provide, will need someone to drive*
 - Float :
 - Truck & trailer - *Bonnie checking with her parents*
 - Swanson barn for decorating? *Yes, parents will decorate float with decorations kids will make at school - will arrange with Kate to determine date decorations will be made by students*
 - Theme: Fire & Ice Gala:
 - All students & staff are invited to ride the float
 - Meet in front of the American Legion at 4:00pm; parade begins at 4:30pm
 - *Closing Little Wings/After Care at 4pm*
 - *HSA will obtain candy for float and something fun for the kids*

- Annual Autumn Auction: **Fire & Ice Gala**, Saturday, October 14
 - Tickets go on sale this weekend at mass (9/17/23) - \$25/person; \$30/person after October 9
 - Chelsea will email Julie so that Father knows Chelsea will be speaking at mass
 - Donation board and/or flier (one or both?)
 - Donation updates
 - Already receiving donations
 - Letter requested donations by 10/1/2023
 - Chelsea will call companies who have not responded by end of September
 - Decorations update: Ryan
 - Bar update - send letter out by 9/19/2023, requesting donation by 10/7/2023
 - Classroom projects: *Bonnie*
 - Games & raffles: *GB*
 - Live Auction Items:
 - Catering: Chelsea- *Donna's Catering*

- Appetizer ideas:
- Social media posting (Facebook): Ticket sales, *need to email Christina with what needs to go on Facebook*
- Sign: *Randy & Barb Helsen will be putting up AA info when sign is changed on Sunday*
- *Thank you cards to donors*
- *Auctioneer- Chelsea will ask George Herman*
- 2023/2024 Happenings
 - September
 - Grave Cleaning: September 12th
 - Mum sale: Forms due September 13th, delivery September 18th (weekly update says 21st?)
 - October
 - Blessing of the animals: October 5th at 2pm
 - Ravenna Homecoming: October 6th - semi casual day at St. Catherine's
 - Annual Autumn Auction: October 14th
 - Trunk or Treat: October 31st: 1:30pm in Hall Parking Lot
 - November
 - All Saints Day Celebration: November 1st at 9:30am (St. Joe's - lunch/party after mass)
 - Food Drive: Week of November 13th, due November 20th (food will be brought to the altar at the all school mass)
 - St. Catherine's Feast: November 20th at 9:30am (St. Catherine's - lunch/party after mass)
 - December
 - 1st Reconciliation Retreat: December 2nd 9-11am (St. Francis)
 - Advent Program Practice: December 5th 9:30-11am (St. Catherine's - treat)
 - St. Nicholas Feast Day: December 6th
 - Solemnity of Immaculate Conception: December 8th (Has a decision been made in regards to all school mass?)
 - Advent Program Practice: December 14th 9:30-11am (St. Joe's - treat)
 - Advent Program: December 14th 6:30pm (St. Catherine's Hall)
 - Christmas parties: December 22nd afternoon
 - Christmas Break: December 25th - January 5th
 - Christmas caroling: Date??
 - Adopt a family tree
 - January
 - Catholic schools week: January 28th - February 2nd
 - CSW DPA led mass: January 28th 9am St. Catherine's
 - Kids Food Basket/Food Collection - Muskegon (St. Catherine's UE)

- Veteran's visit: January 31st - **GB ask?**
 - February
 - Grandfriends Day: February 1st
 - Candlemass: February 2nd (did Father agree to come to St. Catherine's to bless candles?)
 - All School Skate Party: February 2nd 3-5pm - **need to call Roller Fox**
 - Valentine's Day Parties: February 13th
 - Ash Wednesday All School Mass: February 14th at 9:30am
 - March
 - Mother/Son Bowling: March 8th - **need to call Ravenna Bowl**
 - Father/Daughter Dance: March 9th 6-7:30pm (St. Catherine's) pictures? - **has the hall been procured?**
 - St. Patrick's Day Cakewalk: March 17th- **hall? school?**
 - St. Joseph's Feast: March 19th at 9:30am (St. Joe's - lunch/party)
 - April
 - 1st Holy Communion: April 28th
 - Flower basket sale (end of April, in time for Mother's Day delivery)
 - May
 - May Crowning: May 2nd after 8:30am school mass
 - Teacher Appreciation Week: May 6th - May 10th
 - Prayerful Walk-a-thon
 - June
 - Field Day: June 4th (St. Catherine's)
 - Joint HSA meeting: June 4th 7pm
 - Last day of school: June 6th
 - Snow make up day: June 7th
- Teacher requests
 - *Gina Bouwhuis- \$75 (start up money)- approved, Kate will inform her start up money was approved for 4 main room teachers only*
 - *Jeannie Sokolowski- \$225.09 Atrium St. Catherine's level 1 & 2 material- approved, Kate already informed her that requests need to be submitted prior to purchasing materials*
- Parent/Staff Comments/Questions
 - Pickup and drop off- concern in regards to parking in 4 drop-off spots, parents parking and going into school, parents needing to drive around parked cars, can school give

reminder at drop-off/pickup to reinforce (*Kate will talk to Britni about gently reminding parents of drop-off/pickup procedure*)

- Inability to connect with school- Britni's hours, does Britni carry a phone when she is not in the office, school reimbursed phone, actual job description, parents reach out before work and during lunch and are unable to connect with Britni (*Kate will prepare teacher/staff contact information - most likely will come out in weekly update email*)
 - Front door replacement- who is covering cost (*this was already covered by grant money*)
 - Who paid for the last set of new doors- grant money, Lions Club, reimbursement of HSA (*Kate will look into this and let us know*)
 - DPA website and Facebook pages- who updates (*DPA website- Courtney, Facebook- Christina*)
 - HSA email list: Going out to prior families, current families aren't all included (*already taken care of*)
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- Next HSA meeting Wednesday, October 4th, 7:00 p.m.
 - Set Auction meeting: An evening that works for everyone- *possibly 9/17/2023, Chelsea will send a group text message to all HSA members*