DPA School Board Minutes 2022-2023 September 22, 2022 7:00-8:00 pm

1)	Opening prayer (Fr.An		Fr.Andrew)	
2)	·	Preser Leann	nt- Kate Beuschel, Christina Watkowski, Becky Porter, GB Rose, Tonya Fritz, e Lipski, Kristen Hoyle, Chelsea Lockhart t- Bruce VanderMuelen, Misty Conran	(Becky) Kyle Pline, Fr. Andrew,
3)	Approval of previous minutes:		()	
4)	Appro	Approval of agenda:		()
5)	Administration update (enrollment, staffing, other) a) BOD Admin Update September 21, 2022 (Kate) b) 2021-22 School Board Operational Vitality Assessment Survey c) enrollment is up this year LW-8th grade d) Infant/toddler at SJ campus is currently on wait list and full for at least the next year at St. Joseph and will remarkfull at St. Catherine's e) Google Meets daily from Kate at either campus with highlights of the day and showcasing each class's accomplishments. Great way to get both campuses together and get to know each other. f) Staff retention is an issue, try to find a way to retain teachers. Student teachers are a resource to look at.			r at St. Joseph and will remain casing each class's other.
6)) Action item / committee review			
	a) Finance:		(Kate)	
		i)	Most financially stable that we have been	
	b)	Develo i) ii) iii)	Christina Watkoskiis now current chair of Development Committee, Becky Fi continue with support for grant seeking, writing and endowment developme MANS-grant submitted for salary reimbursement for emergency preparedne Childcare Stabilization Grant \$30,900 St. Catherine's \$26,695, St. Joseph 6 \$14,710 St. Joseph preschool/4's	ent. ess teaching
iv) Need a fence for St. Catherine's campus for safety, \$40-70,000 quotes, need to find a grant for		ed to find a grant for that		
	c)	Buildin i)	ng and Grounds:	()
	d)	,	gic planning/Policy: what are next steps for the plan? tactics/tasks Finalize and bring back to board for approval.	(Misty)
	e)	Missio i) ii)	n Effectiveness: Holidays around the world, to tie in with Dia de los Muertos (World Knowled Pillars of Education-St. John Vianny	(Kyle) dge)
	f)	Marketi) ii) iii)	ting: Christina is heading up marketing for DPA Posting on social Alumni list, share a form to gather intel on past students.	(Christina)

7) HSA/Auction update

- a) SC HSA- (Chelsea)
 - i) Auction Tickets went on sale this past weekend, Sunday September 18th after Mass. Donations have started to come in.
 - ii) Auction is Oct. 15, Back to the 90's!
 - iii) Next HSA meeting October 5th at 6pm in the School.
 - iv) Homecoming for Ravenna next week-spirit week, have kids dress up. Float decorating next Thursday at Swanson Pickle.
 - v) Blessing of the pets Oct. 6th.
- b) SJ HSA- (Leanne)
 - i) First HSA meeting held on Sep 6, next meeting will be Tuesday Oct 4 at 7:30 pm.
 - ii) Auction theme is Prom Night
 - iii) Trunk or Treat on Oct. 28th 5:30
 - iv) Blessing of the pets on Oct. 7th

8) Open discussion:

- a) Nomination of Tonya Fritz for the open position of Secretary of the school board. Leanne seconds, all vote yes and Fr. Andrew approves.
- b) recruit members from all parishes to have an active voice and representation on the DPA board
- c) Fall School Board Committee Summit will be held Wednesday, November 9,2022 at 6:30 PM at Cathedral Square or virtually on your computer. Please consider attending in person or virtually.
- d) composing a brochure for Board recruitment tool.
- e) Each meeting this year will focus on a specific committee/area of DPA board. The November 10th meeting will start with a more in depth look at the Administration update and our Mission Statement.
- f) All School Mass for the feast days of each campus
 - i) November 22 for St. Catherine's feast day. Doughnuts and social time
 - ii) Patron Saint of philosophers

Next meeting is November 10 7:00-8:00 St. Catherine's Campus

<u>Mission:</u> As a Catholic academy, we cultivate courageous servants of God by nurturing strengths and promoting leadership through academic and spiritual excellence.

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DPA School Board Agenda

2022-2023

November 10, 2022 7:00-8:00 pm

1)	Opening prayer	(Becky)	1
2)	Roll Call- a) Present- Bruce Vandermeulen , Becky Porter, Kate, Leanne Lipski, Christine Watkoski, Misty Conran, Jason Smith (Fison Resources), Chelsea Lockhart b) Absent- Kyle Pline,	() (Tonya)	
3)	Approval of previous minutes:		()
4)	Approval of agenda:	()	

5) Administration update (enrollment, staffing, other)

(Kate)

- a) Staff update Jillian Ferry Lower El will be starting at SC 12/13/22. Will be graduating in December. She wants to get back to her Catholic roots and feels like she get lots of support from Gina
- b) State Budget Update Several grants can be applied for school safety grant which started Fission
- c) Jason Smith from Fission Resources
- completed safety audits and critical mapping at both campuses and mapped out what is the best way to help keep school and children safe.
- went through the whole school and church and made recommendations based on budget
- Historically schools were built to be open and now we want school to be closed down. SC hall needs a lot of work to keep it safe.
- School should have a safety committee that works with the building committee
- Can utilize the parish members to help offset the cost
- Jason will come to school and do the work pro bono. Charges will be for materials only
- Jason will do an assessment/audit of the St. Joseph campus next.
- challenges buildings that have not been updated in many years, getting school, parish office, rectory, church all up to safety at the same time.hurdle will be to manage growth with safety in the future, Jason has noticed that staff are very adaptable and willing to do what very necessary to keep things safe and going

6) Action item / committee review

a) Finance: (Bruce)

- Financial Report July 1-October 31 School savings have increased greatly over the past few years due to COVID money. YTD operationally \$45,000 in the savings right now for DPA total.
 - \$10,000 from MCF has not been taken out yet.(SC) HSA- SC has not provided it's annual money yet with. \$23,000 from CF of West Michigan (SJ) has also not been taken out of the foundation. Neither of those funds have been taken into account for the school budget or YTD. This money will come in December 2022.
- ii) Teacher pay scale Kate took the average of public school salary to find out how DPA can pay teachers more money. She figured out that DPA can pay our teachers at 93% of area public school teaching rate. This year DPA has the means to finally catch up for our staff so they feel appreciated. This will impact Preschool 8th grade teachers.

Kate will have a meeting with Ravenna Public Elementary Principal to explore merit raises moving forward

Becky proposed a 93& teacher increase. This was voted unanimously to go forward. Kate will take this information to Father Andrew Ayers for final approval.

b) Development:

(Christina)

i) SC campus received 4 mini grants through Muskegon Foundation \$500 each grant Health and Safety (Fission) 97 - \$109 p/student

97c - \$2000 p/building

Safety grant for all schools 97d - \$3,000 p/building

- ii) next stabilization grants for childcare would be to expand SC infant/toddler program
- c) Building and Grounds: See information above from Jason Smith report

()

i)

d) Strategic planning/Policy:

(Misty)

- Misty continues to work with Jon and Kathy Morey for strategic planning will come back in December meeting
- e) Mission Effectiveness:

(Kyle)

i)

- f) Marketing: (Christina)
 - i) Brittany SC admin assist is going to help Christina with social media stuff for the SC campus

ii)

7) HSA/Auction update

a) SC HSA- \$22,999 gross profit waiting for a few other expenses. All school Mass on 11/22 followed up pizza lunch at SC campus

(Chelsea)

b) SJ HSA- (Leanne)

- i) Trunk or Treat was big hit with lots of community involvement.
- ii) 12/2 Santa Parade Coopersville

8) Open discussion:

- a) Fall School Board Committee Summit was yesterday, Wednesday, November 9, 2022 at 6:30 PM at Cathedral Square or virtually.
- b) Break out session attended was New Member Committee -Best practices for on-boarding new school board members.
- c) Consider a Wild game dinner for community

GB (St. Catherine's parent) wants to help with school growth and has had conversations with Kate. Need to get the word out to the churches north of Conklin/Ravenna. Need talking points from Marketing at Dioceses to help with this.

Next meeting is December 8th

7:00-8:00 St. Joseph's Campus

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DPA School Board Minutes 2021-2022

May 26, 2022 7:00-8:00 pm

1) Opening prayer- (Becky)

2) Roll Call- (Becky)

- a) Present- Kate Beuschel, Bruce VanderMuellen (via Zoom), Ashley Dietrich (via Zoom), Becky Porter, Misty Conran, Chelsea Lockhart, Kathy Morey, Kyle Pline
- b) Absent-Fr. Andrew
- 3) Approval of previous minutes:

(Becky)

4) Approval of agenda:

5) Administration update (enrollment, staffing, other)

(Becky)

- a) 1.**St Joseph**-See attached BOD Admin update in shared drive
- b) 2.St. Catherine-See attached BOD Admin update
- 6) Action item / committee review

a) Finance: (Bruce)

- i) Project Develop Five Year Financial Plan consistent with Diocese requirement for accreditation.
 - (1) a template is provided from the Diocese that can be used
- ii) Project Create a standardized Dashboard for monthly financial highlights
- iii) Project Create standardized monthly finance committee Board report
 - (1) easier to communicate transparency to the parish
- iv) Project Create a Legacy Planning Newsletter
- v) Identify St Catherine's parishioner for SC representation on the finance committee
- vi) Report on current financials (either Todd or Bruce will report)
- b) Development: (Kate/Becky)
 - i) 336 eligible applications were received for the School Safety grant, 150 were awarded funds and DPA-St. Catherine's campus was awarded \$10,034 for a new front door.
 - ii) Childcare stabilization grant-projected amounts are: round 2
 - (1) SJ Childcare center: \$48,210
 - (2) SJ Preschool: \$21,380
 - (3) SC LW & Preschool: \$54,145
 - (4) Total grant \$ applied for \$123,735
 - iii) Kate and Christina submitted 5 applications for the Tuition Grant Program of The Kremer Foundation. The foundation awarded \$10,500 to benefit 5 children from DPA and will award the funds in September.
 - iv) Childcare reimbursement cost grant applied for \$750 for St. Joe's campus for licensing start up costs from LARA
- c) Building and Grounds:

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) New Plants & Grounds committee within the Men's Club at St. Catherine parish, possible to have them be a chair of B & G for the Board. Gary Nutt is chairing it currently. Bill Alt is Plants & Grounds at St. Joe's

d) Strategic planning/Policy:

(Misty)

- i) present the revised the 5 year strategic plan
- ii) last worked on in 2013, structure, layout, content, drew from various schools to modify to a new plan
- iii) internal vs. external view, from the outside vs. being right in the thick of it
- iv) work to come up with strategies for improvement in the 4 areas, 2 school areas and 2 board areas
- e) Mission Effectiveness:

(Kyle)

- i) researching the 4 pillars of Dominican Life-Prayer, Study, Community and Service
- ii) researching St. John Vianney
- f) Marketing:

(Ashley)

i) Uniform policy-update and add that new logo wear is what to wear, not the old logo.

7) HSA/Auction update

a) SC HSA-

(Chelsea)

- i) SC and SJ HSA's meeting next week, June 2nd at 7:30p for the annual collective meeting to plan event dates for the upcoming school year.
- b) SJ HSA-

(Tonya)

- i) Leanne Lipski will be next years president for HSA
- ii) Megan Demski for secretary
- iii) Katie Dietrich is treasurer
- iv) Parent ambassador is still a position
- v) Student council will be hosting Family movie night on June 3rd

8) Open discussion:

- a) set dates for '22/'23 school year
- b) Financial Committee chair position and Marketing committee chair, Secretary position as well are all open positions to be filled
- c) recruit members from all parishes to have an active voice and representation on the DPA board
- d) one page of volunteer opportunities to provide to parents and how to get involved. Add it to Open house folder and school website and requirements (Virtus training) to volunteer
- e) Feasibility study to expand to another LW classroom to see if there is support from the parish
- f) One way window film so that no one can see inside given the current climate
- g) wish list for donations to be submitted into bulletin
- h) Student council could be added to St. Catherines campus and could Zoom with St. Joes council once a month
- i) retreat for school board slated for beginning of August.

Next meeting is 7:00-8:00 St. Joseph's Campus

<u>Mission:</u> As a Catholic academy, we cultivate courageous servants of God by nurturing strengths and promoting leadership through academic and spiritual excellence.

<u>Vision:</u>	Be a learning community provides a nurturing fa	y that grows WINGS: wo mily environment, and is	rld knowledge, focuses of God-centered, while uti	on individualized, innov lizing supportive techno	ative education

DPA School Board Minutes 2021-2022

February 17, 2022 7:00-8:00 pm

Kyle motions, Becky seconds, motion is approved.

a) Present-Gina Bouwhuis, Becky Porter, Kyle Pline, Fr. Andrew Ayers, Ryan Swanson b) Absent-Misty Conran, Todd Kline, Ashley Dietrich, Bruce Vandermuelen, Tonya Fritz

4) Approval of agenda: Kyle motions, Becky seconds, motion is approved.

a) 1.**St Joseph-**See attached BOD Admin update in shared drive

(Fr Ayers)

(Becky)

(Becky)

(Gina)

(Ashley)

Opening prayer

Approval of previous minutes:

5) Administration update (enrollment, staffing, other)

(Becky)

f) Marketing:

Roll Call-

1)

2)

i) Miss. Vachon hired on as RTI, subbing for any necessary position b) 2.St. Catherine-See attached BOD Admin update c) Still need after care teacher for each campus d) COVID protocol changes frequently, several time over the last months e) still following the guidelines of each county (Muskegon or Ottawa) 6) Action item / committee review a) Finance: this year is the best year financially since Todd has been here i) Little Wings has been a big help financially b) Development: (Becky) working on updating the development newsletter, and including infant/toddler growth in newsletter to be submitted in the Easter bulletin and published on the school and parish website c) Building and Grounds: () something needs to be put in place for the corner where the Annex was, as it's too wide open and not safe for children at drop off. door replacement to be considered for the east side of St. Catherine's campus, HSA will fund 1/2, maybe the whole cost. d) Strategic planning/Policy: (Misty) Met with Kathy and Jon Morey a few times to identify recommendations from DPA's previous strategic ii) Will share updates at the next meeting in March and set a date to work through the details as a group e) Mission Effectiveness: (Kyle) Vision statement is well communicated now with the updated version i) ii) Mission statement is currently being updated

i) uniforms need to be more "uniform" sweatshirts should be part of DPA wear

7)	HSA/Auction update a) SC HSA- i) will look into door funding and the heating issue within the school building	(Ryan)
	b) SJ HSA-i)	(Tonya)
8)	Open discussion:	
	a)	

b)

Next meeting is March 17, 2022 7:00-8:00 St. Catherine's Campus

<u>Mission:</u> As a Catholic academy, we cultivate courageous servants of God by nurturing strengths and promoting leadership through academic and spiritual excellence.

<u>DPA School Board Minute</u> <u>2022-2023</u> December 20, 2022 7:00-8:00 pm

1)	Openi	(Becky)	
2)		Absent- Tonya Fritz, Misty Conran, Leanne Lipski, Chelsea Lockard	(Becky Porter) <u>yers</u>
3)	Appro	val of previous minutes:	()
4)	Appro	val of agenda:	()
5) Administration update (enrollment, staffing, other) a) Staff update, attached and in Google Drive b) Enrollment Management Plan-reaching out to St. Bartholomew's in Newaygo and Holy Family in c) Sparta to encourage students in Ravenna d) Targeted Facebook ads within a specific area e) Need to find a marketing chair to develop a plan for Christina and Britni to implement. f) Network to find an appropriate marketing director that is familiar with the culture of DPA, social media and Development would be a hired position			Family in
	Action	item / committee review	
	g)	Finance: i) see attached spreadsheet from Todd for both campuses ii)	(Bruce)
	h)	Development: i) wrote 4 grants for MCF, received 2 of 4 \$500 grants, LE and UE for ELA and cl	() assroom library books
	 Safety grants to be reviewed for the next fiscal year, will have both binders ready form SC and Sc be ready to write the grants 		
	i)	Building and Grounds:	()
	j)	Strategic planning/Policy: i) will meet in January to move forward with the strategic plan.	(Misty)
	k)	Mission Effectiveness: i) Clothing Drive for God's Closet at the parsonage of the First Reformed Church as a service to others in our local community. For Catholic schools week. Mars in Ravenna is next as a food drive.	(Kyle) on Mortimer St.
	I)	Marketing: i) ii)	(Christina)
6)		uction update SC HSA- i)	(Chelsea)
	b)	SJ HSA-	(Leanne)

- i) Liquor license signed for the auction.
- ii) good success at the Advent program. 300-400 people.

7) Open discussion:

a) List of people to network: Chuck Pearce, Jon Morey, Chelsea Lockhart, Misty Conran, Joy Umlor,

Next meeting is January 26, 2023 7:00-8:00 St. Catherine's Campus

<u>Mission:</u> As a Catholic academy, we cultivate courageous servants of God by nurturing strengths and promoting leadership through academic and spiritual excellence.

<u>Vision:</u> Be a learning community that grows WINGS: world knowledge, focuses on individualized, innovative education, provides a nurturing family environment, and is God-centered, while utilizing supportive technology.

Divine Providence Prayer

O loving Providence of God, please guide me in my journey of life. Your love is greater than my difficulties and stronger than all my temptations. I cannot live without your grace. Though I will sin a million times, you always forgive me. You will always take care of me. For you, I will forget about myself, my thoughts, and my fears. Help me to hope in you, even in my darkest hours. Guide me through my path of life with your tender heart and protective care.

Providence did provide, Providence can provide, Providence will provide. O loving Providence of God, I commit this cause to you. Amen.

DPA School Board Minutes 2021-2022

April 21, 2022 7:00-8:00 pm

Opening prayer (Becky) Roll Call-(Becky) a) Present- Kate Beuschel, Bruce Vandermeulen, GB Rose, Becky Porter, Todd Kline, Tonya Fritz, Ryan Swanson, Chelsea Lockhart, Kyle Pline, Ashley Dietrich, Dan Dietrich, Fr. Andrew b) Absent- Misty Conran Approval of previous minutes: (Becky) 4) Approval of agenda: (Becky) Administration update (enrollment, staffing, other) (Kate) 150 students between both campuses since 2018! Growth has been strong as of '21/'22 school year -Continuous enrollment email to be sent May 3, 2022, or Opt out by June 1st. - Online Enrollment and tuition pay will replace Smart Tuition - Petition Drive after masses to support the bill -Suzanne May to replace Anne Lewis, after she retired, Lynn Styburski will take the roll in the next school year a) 1.**St Joseph-**See attached BOD Admin update in shared drive b) 2.St. Catherine-See attached BOD Admin update in shared drive 6) Action item / committee review a) Finance: (Todd) YTD financial review-(1) See attached Financial Report from Todd Kline (a) to be submitted in each parish bulletin Set tuition rates for the 2022/23 school year (Bruce) b) Development: (Becky) The Wings Tradition 2nd edition newsletter was submitted in the Easter bulletin for all three parishes. (a) posted on school website, to be posted on Cluster website also reapply for the 2nd round of the Child Care Stabilization Grant, due mid-May c) Building and Grounds: (Tonya) Tonya Fritz has reached out to Bret Sommers to chair B&G committee, Becky emailed and recommend to have him attend May meeting and nominate him to the board position d) Strategic planning/Policy: (Misty) prior to the next meeting in May will distribute paper copies of the strategic plan to date for review questions, insights and recommended adjustments to be discussed at May meeting define tactics regarding how to deliver on the strategies. e) Mission Effectiveness: (Kyle) i)

(Ashley)

f) Marketing:

- i) Uniform updates with the new website
- ii) need to find a successor to take over after Ashley finishes her term.

7) HSA/Auction update

a) SC HSA-

(Ryan)

- i) New HSA president to begin in May. Chelsea Lockhard will be the new president for SC campus
- ii) Rvan Swanson to remain an active member of HSA
- iii) DPA golf outing date to be set or alternative fundraiser in the event that the golf outing is coming to an end due to complications with procuring a course and the cost of the event.
- iv) Tentative date of Aug 13, 2022, at Western Greens or an alternative event of a peddle pub ride.
- v) Field date is Jun 8, 2022

b) SJ HSA-

(Tonya)

- i) Revising bi-laws for voting processes and roles of members
- ii) Vote at May meeting to confirm, prior Fr. Andrew and Kate have to approve the amendments
- iii) last meeting will be Jun 2, 20226:00 collectively
- iv) Leanne Lipski will be HSA president for the next school year.
- c) SJ Auction update-

(DanAshley)

- i) Disbursement is as follows: \$80,000 net
- ii) fund a need off the top \$18,000
- iii) 10% endowment \$,6,200
- iv) 15% religious education \$9,300
- v) 75% school \$46,500

8) Open discussion:

- a) Attendance by the board president suggested for the May HSA meeting.
- b) Exit interviews are conducted for any students that leave the school
- c) Retention from preschool to K at St. Catherines is something to put focus on and again from 4th to 5th grade as they go to Middle School
- d) bussing- is it possible to get transportation between campuses by any means?
- e) Strategic plan to open another infant/toddler room should be in the works to accommodate more kids

Next meeting is May 26, 2022 7:00-8:00 St. Catherine's Campus

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DPA School Board Minutes

2021-2022

March 16, 2022 7:00-8:00 pm

1) Opening prayer (Becky)

2) Roll Call- (Becky)

- a) Present- Bruce Vandermeulen, Ashley Dietrich, Dan Dietrich, Kate Beuschel, Becky Porter, Tonya Fritz
- b) Absent-Misty Conran, Todd Kline, Fr. Andrew, Ryan Swanson, Kyle Pline
- 3) Approval of previous minutes:

(Becky)

4) Approval of agenda: (Becky)

5) Administration update (enrollment, staffing, other)

(Kate)

- a) 1.St Joseph-See attached BOD Admin update in shared drive
 - i) 5 new Little Wings students
 - ii) all Covid orders have been lifted by the health dept. No longer required to post Covid #'s on website
 - iii) Diocese has approved all the \$'s for Childcare Stabilization Grant of \$147,000. If all the money is used by mid-May another round can be applied for the same amount. For Little Wings and preschool, it can be used for payroll and health benefits. Can't overlap round 2 PPP funds, when those ran out the CSG can begin
 - iv) Preschool round up April 21st
- b) 2.St. Catherine-See attached BOD Admin update
 - i) Preschool round- up is April 12th
- c) Parent survey- table it until next year
- d) Continuous enrollment is not renewing with Smart Tuition next year throughout the Diocese. School Admin is the new program to collect tuition. Can be filled out online rather than at an Open House. To be rolled out by the 1st of May

6) Action item / committee review

a) Finance: (Bruce)

- i) YTD financial review on spreadsheet
- ii) Initial discussion for tuition rates for the 2022/23 school year
- iii) Tuition rates to be set at next meeting

b) Development: (Becky)

- i) working on updating the development newsletter, to be submitted in Easter bulletin.
- ii) School Safety grant is due March 24th. Money is available to non-public schools, up to \$50,000 can be applied for: new door, fence, safety filming on windows on St. Catherine's
- c) Building and Grounds: ()
- d) Strategic planning/Policy: (Misty)
 - i) Solid progress has been made on the first draft of the strategic plan. The Morey's have been helping to contribute

- ii) the final 2 sections are being worked on this evening by Misty, Jon and Kathy
- iii) Parishioners should be invited to share their thoughts, and insights for the plan
- iv) Review to be on Thursday evening, March 24th potentially if this date works for members
- e) Mission Effectiveness:

(Kyle)

i) ii)

f) Marketing:

(Ashley)

i)

7) HSA/Auction update

a) SC HSA-

(Ryan)

- i) New HSA president to begin in May. Chelsea Lockhard will be the new president for SC campus
- ii) Ryan Swanson to remain an active member of HSA
- iii) DPA golf outing date to be set
- iv) SC annual cake walk will be this Sunday at the hall following the 9am Mass
- b) SJ HSA-

(Tonya)

- i) new HSA leadership has to be chosen, all terms are up except ambassador. Positions can be downsized
- c) SJ Auction update

(Dan & Ashley)

- i) Auction was a huge success! Net approx. \$80,000. Simplified a lot and the Fund-A-Need brought in \$16,000-18,000 for technology improvements at St. Joe's campus.
- ii) Next year's auction will be held the week after CSW, February, 22, 2023.

8) Open discussion:

- a) Tuitions rates to be set for April BOD meeting
- b) Increasing staff salaries to retain teachers at DPA

Next meeting is April 21, 2022 7:00-8:00 St. Joseph's Campus

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