

DPA-St.Catherine Home & School Association

September 4, 2019

Meeting Agenda & Notes

- Welcome & Opening Prayer
 - Introductions/Attendees: *Heather Braspenninx, Krystal Foster, Kathy Morey, Ryan Swanson, Katie Hackenberg, Ann Burgtorf, 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.

- Treasury Update
 - 2019/2020 Year Begin Balance: \$41,178.00
 - Year to Date Balance: \$39,412.73

- Expenditures over the summer
 - Projector mount: \$175.80 (reimbursed to Anne Lewis) *Projector monitor ended up being donated to the school. Therefore school has reimbursed HSA for the cost (minus the cost of shipping to send back the projector mount that was bought). Katie will ask Brandon Hackenberg (School Board Building & Grounds Committee) about mounting the smart board and projector monitor.*
 - Auction catering deposit & field day reimbursement: \$1527.41 + \$103.10 (reimbursed to Kathy Morey) *Approved.*
 - Student Support Teacher: \$1800 approved *(Also known as the RTI teacher)*
 - New sign: Approved \$1795, but that quote was incorrect. It is actually \$4074. Kathy recommended the Men's Club be asked if they will split the cost. *Since Men's Club hasn't met yet we are still awaiting their response.*
 - One debit in question: \$6060 for RTI teacher(s) for 2018/2019. *(RTI: Response to Intervention - also known as a Student Support Teacher.) Due to the significant difference in approved amt of \$1800 and actual cost of \$6060 Kathy has contacted Kate Beuschel for clarification. Teacher is Mrs. Bouwhuis (¼ cost covered by St. Catherine's campus, ¼ covered by St. Joseph's).*
 - *Discussed HSA concerns with money that is being taken out of our account without approval for the amounts that are being taken out. Kathy will discuss this with parish secretary.*

- Income
 - Prayerful Walk-a-thon: Profit of \$2307
 - Golf Outing: Profit of \$4616

- Open House

- Ice cream donated by *Jack & Mary Arends* and *Keith & Jenny Hannenburg* families
 - THANK YOU! It was a hit!!
 - Might be worth squeezing into the hall classroom for the introductions, etc. It is just too hard to hear in the hall and important information gets missed. *It was recommended that we meet at the stage next year with the hope that the curtains absorb some of the background noise/echo. It was nice to have the pictures taken at the time of the Open House so that parents don't have to worry about getting the students dressed up on a school day.*
- Fundraisers
 - Box tops (changing to receipt scanning) *(these need to be scanned within 2 weeks of purchase)*, Ravenna Foods receipts *(need to be turned in quarterly)*, SpartanNash receipts *(see handout from the Open House for detailed information)* Receipts/Box Tops 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
 - Burger King/Chili's books
 - Euchre?
 - *Babysitting for Christmas Shopping: 4-5 hours on a Saturday in November/December, pizza included, \$10/child with max of \$30/family. Check with Youth Group/NHS for volunteers?*
 - Field trips
 - Last year we left this open-ended, with intention to pay for all field trips within reason and with prior approval. Do we wish to do the same this year? *Approved.*
 - *Krystal's class has scheduled trip with All Saints Academy/St. Joe's on 9/24/19. Awaiting final cost details. (See communication from Krystal for further details.)*
 - Homecoming: Friday, September 27th
 - Representatives- *Oliver Hackenberg and Margaret Pline*
 - Convertible- *Ryan Swanson/Terry Sabo*
 - Float
 - Truck & trailer- *Jack & Mary Arends loaning the hay wagon*
 - Swanson barn for decorating- Thursday, Sept 26. *Adults only due to hazards of farm building, pizza provided, BYOB.*
 - Theme: Party in the USA? *Approved.*
 - All students & staff are invited to ride the float
 - Meet in front of the American Legion at 4:00; parade begins at 4:30. *(See email from Kathy for details.)*
 - Annual Autumn Auction: Party in the USA, Saturday, October 19
 - Tickets go on sale this weekend. \$25/person; \$30/person after October 13
 - Donation board and/or flier (one or both?) *Board has been in the back of the church.*
 - Donation updates (Kathy & Heather)

- Decorations update (Bonnie)
- Bar update (Ryan)
- Games & raffles
- Live Auction
- Appetizer ideas
 - Chips & homemade french onion dip
 - Gordon Foods Service spinach & artichoke dip
 - Wesco popcorn, *Red/White/Blue M&Ms*
- Meeting dates: *Virtual meeting 9/19/2019*

- 2019/2020 Happenings
 - September
 - Ravenna Homecoming, Sept 27
 - October
 - Annual Autumn Auction, Oct 19
 - November
 - Conferences *Nov 21st, 3-7pm*
 - December
 - Advent Program (refreshments), Dec 17 (*St. Catherine's Hall*)
 - Adult Christmas Party @ The Morey's, TBD
 - January
 - Catholic Schools Week, Jan 26-Feb 1
 - Special Friends BINGO, Jan 28
 - Chili's/Burger King booklet sale
 - February
 - *Conferences, Feb 13th 3-7pm*
 - Father/Daughter Dance, Feb 22 (*Entire DPA*) *St. Catherine's Hall, Bonnie checking with local photographer to take pictures.*
 - Mother/Son Bowling, Feb 29 (*Entire DPA*)
 - March
 - St. Patrick's Day Cakewalk, March 15
 - April
 - Flower basket sale (*end of April, in time for Mother's Day delivery*)
 - May
 - Prayerful Walk-a-thon, May 15
 - June
 - Field Day, June 1

- Parent/Staff Comments/Questions
 - *Ryan voiced her thanks for the assistance of the school and the school community with her son, Adrik, as he has been in a wheelchair due to a lower extremity fracture.*
 - *Anne Lewis' hours have increased (office hours are 7:30am - 1:30pm).*
 - *Courtney Stone will be returning by 12/2/2019*
 - *Little Wings at St. Joe's is slated to open in November*

- *Kathy will bring up possibly obtaining humidifiers in the school basement at the next school board meeting.*
 - *Discussion of meeting attendance and ways to increase attendance. Discussed SignUpGenius as a possibility. Kathy will discuss at the next school board meeting.*
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- Next HSA meeting Wednesday, October 2, 6:00 p.m.

DPA-St.Catherine Home & School Association

October 2, 2019

Meeting Agenda & Notes

- Welcome & Opening Prayer
 - Attendees: *Ann Burgtorf, Heather Braspeninx, Bonnie Pline, Ryan Swanson, Kathy Morey, Maeve Sullivan, Chelsea Lockhart*

- Treasury Update
 - Deposit & Loan: *Info not received at the time of the meeting.*
 - Checking: *Info not received at the time of the meeting.*
 - Total: *Info not received at the time of the meeting.*

- Expenditures
 - Upper EI auction project: \$36.98 to Krystal Foster
 - New sign: *Awaiting further clarification.*
 - Platform in boys' bathroom: \$18.32 reimbursed to Hackenbergs.
 - Maeve (new teacher start-up): *She will be gathering her receipts.*

- Income
 - Refund of \$4260.71 being issued for 2018/2019 Student Support Teacher.

- Update on school basement: *Greg Grover (school custodian) had a dumpster dropped off at school this past week. Volunteers removed all items that were not salvageable and the dumpster was filled.*

- School drop-off/pick-up procedures: *Received email from Kate Beuschel. This needs to be reviewed. Thoughts/suggestions: flyer given to offenders, school adult present at drop-off/pick-up, consequence of needing to park to bring kids in if not following rules... let's keep our kids safe!*

- Annual Autumn Auction: Party in the USA, Saturday, October 19
 - Ticket sales update...can someone sell at St. Cat's this weekend? *Ryan or Ann*
 - Donation updates (Kathy & Heather): *see other lists*
 - Live Auction update: *see other lists*
 - Bar update (Ryan) *Letters went out today.*
 - *Teacher wish list: Maeve will talk to teachers about this.*
 - Games & raffles
 - 50" Smart TV (*donated by Ravenna Family Practice*): 1 ticket/\$10; 3 tickets/\$20; 10 tickets/\$50
 - Kayak (not yet confirmed): *Kathy will check into this.*
 - Lottery Tickets: 1 ticket/\$10; 3 tickets/\$20; 10 tickets/\$50: *Kathy will buy*
 - Where to set up?: *Possibly next to the bar or over at check-in area. Kathy will make posters.*

- Heads & Tails game? Prize? *Bonnie will get the beads. Kathy will get number needed. Heather - basket of gift cards.*
 - What kind of slips should we use for people to pay at the end? How best to make that work? *Bonnie is looking into Auctria app cost/possibility.*
 - Check out
 - Poster that says “Did You...Pay for your Seats?...Pay for your Raffle & 50/50 Tickets?...Want to Round Up?” *Bonnie checking into Auctria app.*
 - Set up...who & when: *Thursday, around 9/9:30am. Many hands make light work!*
 - Appetizers
 - Chips (*Heather*) & homemade french onion dip (*Kathy*), GFS spinach & artichoke dip (*Heather*), Wesco popcorn (*Ann*) with Red/White/Blue M&Ms (*Bonnie*)
 - Plates, napkins, serving bowls (*JoAnn*): *Kathy will look in supply closet and let Bonnie know if they need to be purchased.*
 - Meeting dates: *via email*
- 2019/2020 Happenings
 - October
 - Annual Autumn Auction, Oct 19
 - November
 - Conferences *Nov 21st, 3-7pm*
 - December
 - Advent Program (refreshments), Dec 17 (*St. Catherine’s Hall*)
 - Adult Christmas Party @ The Morey’s, TBD
 - January
 - Catholic Schools Week, Jan 26-Feb 1
 - Special Friends BINGO, Jan 28
 - Chili’s/Burger King booklet sale
 - February
 - *Conferences, Feb 13th 3-7pm*
 - Father/Daughter Dance, Feb 22 (*Entire DPA*) *St. Catherine’s Hall. Bonnie’s contact is out of the state on scheduled date. Heather will check with local photographer to take pictures.*
 - Mother/Son Bowling, Feb 29 (*Entire DPA*) *\$7/person (two games and shoes). St. Cat’s/St. Joe’s HSA will pay for the cost of the pizza/pop.*
 - March
 - St. Patrick’s Day Cakewalk, March 15
 - April
 - Flower basket sale (*end of April, in time for Mother’s Day delivery*)
 - May
 - Prayerful Walk-a-thon, May 15
 - June
 - Field Day, June 1
- Parent/Staff Comments/Questions

- Ground bees: *Children are getting stung, Heather will bring this up to Brandon Hackenberg (School Board Building & Grounds Committee)*
 - Natural playground: *Greg Grover wants to get started on the Natural Playground planning/implementation. Recommended that Greg pick a date and then we will notify the parents for volunteers.*
 - School overhang (south entrance): *Ryan recommended looking into the cost of getting an overhang at the “new” school entrance. Kathy will bring to the next School Board meeting/check with Father Fred.*
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- Next HSA meeting Wednesday, November 6, at 6:00 p.m.

DPA-St.Catherine Home & School Association

November 6, 2019

Meeting Agenda & Notes

- Welcome & Opening Prayer
 - Attendees: *Heather Braspenninx, Ryan Swanson, Ann Burgtorf, Kate Beuschel, Hope Rasch, Kathy Morey, Katie Hackenberg, Bonnie Pline*
- Treasury Update
 - Deposit & Loan: *\$31,186.77*
 - Checking: *\$17,640.18*
 - Total: *\$48,826.95*
- Expenditures
 - Kate will be starting to purchase items for Catechesis of the Good Shepherd. We approved \$1500 during the 2018/2019 school year that did not get used.
 - Request for new basketballs for outside
 - *Found 4 in a hall cupboard; will get out in the spring*
 - New sign: Men's Club approved \$1100; we previously approved \$1795. Correct quote is \$3045. Need to approve \$1945 from HSA.
 - *Approved*
- Conferences, Thursday, November 21, 3:00-7:00
 - Dinner for staff: *Heather*
 - Book fair
 - *Kathy willing to take the lead for St. Cat's, but need someone to work 3-5: Ryan*
- Love Connection Food Baskets
 - Donations need to be in before *December 2*
 - *Boxes have been dropped off at the school for collection*
 - Pual Helsen will "find a job" for the older students to help with (sorting food, for example)
 - *Kathy to get a communication out to parents*
- Catechesis of the Good Shepherd
 - *Kate expressed the need for lots of help creating and painting pieces. Eric Burgtorf may be able to cut out the needed pieces. Anything that needs to be painted will be placed in the CGS room; volunteers can paint in there or sign pieces out*
- Caroling before Christmas
 - *Upper EI class; December 20 if that works for teachers; Katie & Heather can drive*
 - *Need to remember both nursing homes; suggestion to carol at the Senior Living place on Slocum, too.*
 - *Christmas card with school children again?*

- Burger King/Chili's Coupon Books.... do we want to participate?
 - *No; did not sell many last year; difficult to keep track of & collect money & unsold books*
- Annual Autumn Auction Wrap Up
 - \$27,851.88
 - See separate page of notes
- 2019/2020 Happenings
 - November
 - Love Connection Food Basket collection
 - Conferences Nov 21st, 3-7pm
 - December
 - Advent Program (refreshments), Dec 17 (St. Catherine's Hall)
 - January
 - Catholic Schools Week, Jan 26-Feb 1
 - Special Friends BINGO, Jan 28
 - *Adult After-Holiday Party @ The Morey's, January 8*
 - February
 - Conferences, Feb 13th 3-7pm
 - Father/Daughter Dance, Feb 22: (Entire DPA) St. Catherine's Hall. Bonnie's contact is out of the state on scheduled date. Heather will check with local photographer to take pictures.
 - Mother/Son Bowling, Feb 29: (Entire DPA) \$7/person (two games and shoes). St. Cat's/St. Joe's HSA will pay for the cost of the pizza/pop.
 - March
 - St. Patrick's Day Cakewalk, March 15
 - April
 - Flower basket sale (*end of April, in time for Mother's Day delivery*)
 - May
 - Prayerful Walk-a-thon, May 15
 - June
 - Field Day, June 1
 - October 2020
 - 2020 Auction, October 17
- Parent/Staff Comments/Questions
 - *Use BCC when emailing, not CC, so families can't "reply all" with info that isn't for all to see*
 - *Is Mr. Vanderkooi doing the Advent Program?*
- Next HSA meeting Wednesday, December 4, at 6:00 p.m.

DPA-St.Catherine Home & School Association
May 19, 2020
Meeting Agenda & Notes

- Welcome and Prayer
 - Attendees via Zoom: *Heather Braspenninx, Ann Burgtorf, Ryan Swanson, Bonnie Pline, Hope Rasch, Kathy Morey*

- Treasury Update
 - Checking: \$18,785.17
 - Savings: \$31,460.68
 - Total: \$50,245.85
 - Teacher Appreciation Week (actually discussed/approved via text after meeting; also noted in April notes for each of finding next year)
 - Approved Amazon gift cards: \$50 each for Anne, Daniela, Genesis, Lynn, Karen, Hope, Courtney, Maeve, Krystal, & Kate; \$25 for Susie (part time)
 - \$90 for yard signs from Raap Signs

- Last week of school events
 - Coffee w/ special note on sleeve or other gift from HSA to parents at June 5th drop off: *Approved*
 - *Ended up putting notes on water, tea, and lemonade because it was a hot day & coffee/hot cocoa was expensive*

- Thoughts on Auction (October 17, 2020)
 - *At this point, planning to do an all-day, open house-style event, without food. We can control how many people are in the hall at a time, as well as require masks. All items would be raffled (Chinese auction), rather than silent auction. Live auction items would have set prices.*
 - *Donation request letter can go out in July*

- Parent/Staff Comments/Questions
 - *Hope said the school is looking into the Canvas learning platform*

- **Next Meeting:**
 - First HSA meeting of the 2020/2021 school year: Wednesday, September 2nd at 6:00 p.m. in the hall classroom.

DPA-St.Catherine Home & School Association

March 4, 2020

Meeting Agenda & Notes

- Welcome and Prayer
 - Attendees: *Ryan Swanson, Katie Hackenberg, Ann Burgtorf, Hope Rasch, Kathy Morey, Bonnie Pline*

- Treasury update:
 - Income
 - Euchre profit = \$793
 - Expenses
 - Bingo prizes = (Heather)
 - Bingo refreshments & drinks/applesauce for lunch = \$135.68 (Kathy); see Feb minutes for what was purchased/used
 - Pizza lunch = (Ryan) \$58.86
 - White part of school sign = Men's Club agreed to split the \$575 50/50 with us
 - Supplies for step in Hall men's room = (Katie) \$13.31
 - *Teachers' dinner conferences (Ann) = \$74.56*
 - Requests
 - Lego League--\$90 for ½ of another Lego set. The original request was supposed to be for each HSA to pay for a whole Lego set. Kathy already approved.
 - Upper EI field trip to Historic White Pine Village in Ludington in May for their History in Action Day. Cost is \$6/student plus ½ the cost of bussing. Kathy gave the go-ahead, as we previously approved paying for field trips.
 - Full size fridge for Little WINGS. They have run out of room for bottles and lunches in the mini fridge. *Approved; Miss Lynn found one gently used for \$125*
 - Laminator roll for \$111.10 *approved*
 - *Little WINGS for Magnet Tiles, Trainer Cups, Gummy Bears \$144.88*
 - 2019/2020 Teacher start up money from HSA
 - Not yet spent: Little WINGS=\$5.12, EC=\$1.82, LE=\$250, UE=\$86.42
 - CGS
 - *Spent so far \$1326.66*
 - Previously approved \$1500 from HSA & \$987.85 from Hoffman Estate

- Father/Daughter Dance
 - Approximately 19 girls attended
 - People were very generous! Gross income was \$432.
 - Reimbursed Tonya Fritz \$60 for juice, candy, and bags (leftovers were given to boys at bowling), Kathy Morey \$50 for decorations & plates, Greg Grover \$25 for carnations
 - Total profit = \$213
 - *Pictures already sent from photographer to parents via email*

- Mother/Son Bowling

- 20 boys attended
- Cost of 8 pizzas & 12 pitchers of pop = \$185.61 (perfect amount of pizza)
- Paid \$223 (~20% tip)--used \$213 from dance and Kathy donated \$10.
- Preschool/Kindergarten Round Up
 - Thursday, March 19, 3:30-6:00
 - HSA asked to provide juice & cookies-*approved, Kathy will purchase*
 - *Recommend announcing prior to mass, placing in bulletin, create an "event" on Facebook*
- Cakewalk, Sunday, March 15, following the 9:00 a.m. mass
 - Flyers to go out and be put in bulletins this week
 - Mrs. Goodno to help with setup-*Saturday morning @10:00*
 - Need coffee, punch, donuts, change, workers (kids) to sell tickets - *Kathy to get coffee/punch/donuts/change*
 - *5 dozen donuts from Wesco (3 dozen specialty & 2 dozen cake donuts)*
 - *Change= 2-\$10 bills, 3-\$5 bills, 15-\$1 bills, \$4 in quarters*
 - *Mrs. Goodno and Kathy each donate 4-6 Bunny Booth prizes every year*
- Winter survey results
 - Drop off/pick up was the only SC issue
 - *While we wait for the annex to be torn down, will look into getting 4 signs for in front of school and one for hall driveway*
 - *Most people actually feel like it is going much better though! Helps to have teacher directing traffic at end of school day.*
 - Monthly communications was a highlight - greatly appreciated!!
- Current nominations for President
 - *Ryan Swanson*
- Current nominations for Vice-President
 - *Bonnie Pline*
- Parent/Staff Comments/Questions
 - *Parish hall:*
 - *Recommended that the parish/men's club place "one way" signs at the parish hall driveways*
 - *School recess*
 - *Are we following weather/temperature state guidelines? (Local elementary schools only stay inside if the temperature is zero degrees or less.)*
 - *Concern regarding amount of time students get for recess during the day (State guideline: 1 hour per day)*
 - *Placing announcement in the bulletin in regards to the flower sale ("Back this year due to popular demand")*

- Next meeting Wednesday, April 1, 6:00 p.m.

- 2019/2020 Happenings
 - March
 - St. Patrick's Day Cakewalk, March 15
 - April
 - Flower basket sale (end of April, in time for Mother's Day delivery)
 - May
 - Prayerful Walk-a-thon, May 15
 - June
 - Field Day, June 1
 - October 2020
 - 2020 Auction, October 17, *Roaring twenties theme*

**Joint DPA HSA Meeting
June 8, 2020**

- DPA (both campuses) Golf Outing: Saturday, August 1st @ Western Greens in Marne
- Open House @ St. Cat's: Thursday, August 13
 - HSA to provide bottled water and individually packaged treat
- First day of school: August 19
- Talked about an all-school event at the start of school
 - Gross Park?
 - August 21-22?
- All Saints Day: October 30
 - May have to do separately, but Jeanie stated that should be easy enough
- Fall Service Project
 - Leaf Raking
 - Sign up in back of church
 - Make our own lists
 - Make nominations
- Christmas caroling to businesses
- Advent program
 - Tuesday, December 15th, 6:30 p.m. at St. Cat's hall
- Mother/Son Bowling: Saturday, Feb 6th, 11:00-1:00
- Father/Daughter Dance: Saturday Feb 6th, 6:00-7:30
- Ash Wednesday @ St. Joe's: Feb 17
- May Crowning for St. Cat's campus: May 6
- Walkathon: May 21
- Field Day: Wednesday, June 2

DPA-St.Catherine Home & School Association
January 8, 2020
Meeting Agenda & Notes

- Welcome and Prayer
 - Attendees: *Heather Braspenninx, Ryan Swanson, Ann Burgdorf, Maeve Sullivan, Katie Hackenberg, Bonnie Pline*

- Treasury update
 - Checking: \$21,190.52
 - Savings: \$31,264.78
 - Total: \$52,455.30

- Expenses
 - Catechesis of the Good Shepherd paint: \$27.53 reimbursed to Kate
 - 4 sleds: \$60.16 reimbursed to Heather

- Catechesis of the Good Shepherd
 - Items are ready in the Atrium to be painted
 - *Kate Beuschel is available T/Th all day and Friday afternoon for volunteers who need instruction*
 - *Recommended an announcement during mass... reaching out to retired community members interested in volunteering*

- Euchre
 - Date confirmed: February 8, 2020
 - Register at 6:30; play begins at 7:00
 - Will need snacks donated
 - *Drinks are by donation*
 - Advertise at St. Joe's euchre (Tuesdays) and K of C euchre (Wednesdays)

- Knights of Columbus Pancake Breakfast
 - Two dates that volunteers are needed: Jan 12 & 19
 - Please sign up with Sign Up Genius
 - *Need both parent and student volunteers*

- Catholic Schools Week Jan 26-Feb 1

- Sun, Jan 26, Celebrate parish: Mass; pass out student-made bookmarks
 - *School will be coordinating mass scheduling*
 - Mon, Jan 27, *Hat Day!*; Celebrate community: Cookies to businesses (9-10am, Drivers: Katie and Ryan), *Sign-Up Genius for Cookie Donations - Heather will coordinate*
 - *Swanson Pickle*
 - *Apple Family Medicine*
 - *Ravenna Pattern*
 - *Ravenna Family Practice*
 - *Linck Insurance*
 - *Roger's Printing*
 - *Choice One Bank*
 - *Lake Michigan Credit Union*
 - *Ravenna Foods*
 - *Gilbert & Riplo*
 - *Ravenna Lumber Company*
 - Tues, Jan 28, Celebrate students: Upper EI to Cathedral for mass (Drivers: Krystal Foster and Ryan); Board games for everyone in the afternoon
 - Wed, Jan 29, *Red/White/Blue Day!*, Celebrate nation: All school (nation) rosary
 - Thurs, Jan 30, *Crazy Sock Day!*, Celebrate vocations: Nuns & priest coming(?)
 - *Mass (Last Children's Mass with Fr. Fred)*
 - *Muffins/donuts in parish hall with Fr. Fred*
 - *School coordinating breakfast*
 - Fri, Jan 31, *Semi casual day!*: Celebrate faculty, staff, & volunteers
 - *Catered lunch, Gluten free needed, Katie and Ryan coordinating*
 - Sat, Feb 1: Celebrate families: St. Joe's auction
 - Cereal drive for MARS again (Jan 27-Feb 7); goal of 100 boxes for a pizza party on Valentine's Day
 - *Need communication from school in regards above activities*
- Special Friends BINGO
 - Do on Valentine's Day, same as last year, pizza party if cereal goal met
 - *We have some prizes left from last year; Kathy will see how much we have/need and Heather will purchase*
 - *Muffins/juice during BINGO*
 - Parent/Staff Comments/Questions
 - *Father's going away party with parish community - 1/19/2020*

- 2-4pm at St. Catherine parish hall
 - More details to come
- *Fish fry dates? Communicate this to the parents*
- *Need better/different communication from the teachers to the parents*
 - *Weekly email AND handout/hard copy from teacher to parents*
 - *Ideas: students' weekly schedule (specials, lunch time, etc.), events in the classroom, upcoming tests/projects*
 - *Please talk to Ryan for examples from RMS and Ann B. for examples from her classroom*
- *Need better communication from the school/school office to the parents*
 - *Recommended at least biweekly email AND handout/hard copy from school to parents*
 - *Ideas: looking ahead at important dates (birthdays, teachers out of the classroom, Kate's schedule, weekly events affecting children)*
 - *Please talk to Heather for examples from her work*
 - *Parents would like a regular form of communication... we understand that there is information on the new school website, but parents aren't looking at the website... we need regular paper communication*
- *Possible idea: Have Anne Lewis send a school email to all parents asking each parent to reply to Anne with their family name... so that the school has an idea of the parents who are actually reading the emails*
- *Need better communication from principal to the teachers*
 - *Ann B. recommends a weekly email based on her experience*
 - *Please talk to Ann for exciting ideas/tips*
 - *Weekly email communication from principal to teachers which will allow them to better communicate to parents*
- *Clarification on Anne Lewis' schedule*
 - *When is she in the office; what is the procedure when she is not there for phone calls, sick/injured kids, etc.*
 - *Parents worried about not having a full-time secretary. Is there another option to cover the office...Kate or another staff member?*

- *Need clarification especially about who to call when no one is in the office. Are there phones in the classrooms or could/should there be?*

- Next meeting Wednesday, February 5, 6:00 p.m.

- 2019/2020 Happenings
 - January
 - Catholic Schools Week, Jan 26-Feb 1
 - Cereal Drive for MARS
 - February
 - Euchre, Feb 8
 - Conferences, Feb 13th 3-7pm
 - Special Friends BINGO, Feb 14
 - Father/Daughter Dance, Feb 22: (Entire DPA) St. Catherine's Hall.
 - *Heather is still working on a photographer*
 - *6-8pm*
 - Mother/Son Bowling, Feb 29: (Entire DPA) \$7/person (two games and shoes). St. Cat's/St. Joe's HSA will pay for the cost of the pizza/pop.
 - *11am-1pm*
 - March
 - St. Patrick's Day Cakewalk, March 15
 - April
 - Flower basket sale (end of April, in time for Mother's Day delivery)
 - May
 - Prayerful Walk-a-thon, May 15
 - June
 - Field Day, June 1
 - October 2020
 - 2020 Auction, October 17

DPA-St.Catherine Home & School Association
February 5, 2020
Meeting Agenda & Notes

- Welcome and Prayer
 - Attendees: *Krystal Foster, Ryan Swanson, Heather Braspeninx, Ann Burgtorf, Kathy Morey*

- Treasury update
 - Checking: *\$19,916.27*
 - Savings: *\$31,303.86*
 - Total: *\$51,220.13*

- Expenses
 - Catechesis of the Good Shepherd play mats: *\$84.72* reimbursed to Kate
 - CGS shelving, dolls, candle holder, etc: *\$477.80* reimbursed to Kate
 - CGS candle snuffer, catechists handbook, montessori mat, etc: *\$479.34* reimbursed to Kate
 - Breakfast w/ Fr. Fred: *\$113.06* reimbursed to Ryan
 - CSW lunch for teachers: *\$85.76* reimbursed to Katie

- Requests
 - Microwave: *Approved. Ann got one for \$36; reimbursed w/ Euchre cash*
 - Up to *\$575* extra for white part of new sign (where the changeable lettering goes): *check with Men's Club about splitting the cost*
 - *Step for urinals in parish hall; Katie will make one; HSA to reimburse cost*

- Catechesis of the Good Shepherd
 - Items are in the Atrium to be painted
 - *Kathy Bensinger and Deb Braspeninx have been hard at work!*

- Euchre, February 8, 2020
 - Register at 6:30; play begins at 7:00
 - Looking for snack/beer donations; can be dropped off at the school by Friday.
 - Jean Meyers will work the bar; Kathy & Ryan will work check-in

- Dinner for conferences February 13
 - *Staff have requested Ravenna Pub; Kathy will place order; Ann will pick up and deliver at 4:30*

- Special Friends BINGO
 - Valentine's Day @ 9:00 in the Parish Hall; invitations went out
 - Heather purchased prizes; none were found in the HSA supply closets

- Kathy will get *muffins/cinnamon rolls* from Sam's club plus juice/coffee, as well as juice boxes and fruit cups for lunch
 - *Update: Purchased from Sam's Club: 1 case of water, 1 case tropicana OJ, 1 case tropicana apple juice, 5 containers mini-cinnamon rolls, 5 containers mini-muffins, 3 boxes Capri Suns (had more left over from breakfast w/ Fr. Fred), and 2 boxes of Go-Go applesauce squeezes. *Only needed 4 each of the rolls/muffins at the most (approx 76 people for BINGO)*
- Pizza lunch: *Ryan will pick up and deliver*
 - *10 or less students from Beechnau El will be present for lunch due to their half-day. We will include them in the pizza count. Little WINGS is included, as well.*
 - *Update: Ryan purchased 10 pizzas for 54 kids & 8 teachers--perfect amount*
- Father/Daughter Dance, February 22, **6:30-8:00**
 - Invitations are out; *Dance starts at 6:30, this was misprinted in a few places*
 - "Sweetheart" theme: red/pink table cloths; candy table; games; music via Amazon music over sound system; carnations from Greg Grover
 - Set up Saturday morning
 - *Jen Robinson & Hailey Fialek to take photos; will set up just before 6:30; pics will be available via Google Drive*
 - *We have only 2 RSVPs so far. If significantly more do not come in, we will change to Family Bowling on the 29th.*
- Mother/Son Bowling, February 29, 11:00-1:00
 - Invitations are out
 - Kathy will get final # to Brian and work with him on pizza/soda order
- Old Business from last meeting
 - Fish Fry dates: Feb 28, March 6, 13, 20, 27, April 3
 - Catholic Schools Week wrap up
 - *Cereal drive ongoing until Friday-Students have surpassed their goal of 100 boxes; Kathy will pick them up Friday morning and deliver to MARS; Krystal will get a picture of the students w/ the cereal on Thursday*
 - *The board game party was a huge success! Teachers would love to do it again.*
 - Communication
 - *Kate was expeditious with communication regarding staff phone numbers/hours, dates to remember, a calendar, etc.*
 - *Everyone is very happy!*

- Parent/Staff Comments/Questions
 - *Parent concerned about having so many young 3-year-olds in the same classroom as older 4-year-olds. She will talk to Courtney/Kate, but wanted everyone to know so we can brainstorm ideas for the future.*

- Next meeting Wednesday, March 4, 6:00 p.m.

- 2019/2020 Happenings
 - February
 - Euchre, Feb 8
 - Conferences, Feb 13th 3-7pm
 - Special Friends BINGO, Feb 14
 - Father/Daughter Dance, Feb 22, 6:30-8:00: (Entire DPA) St. Catherine's Hall.
 - Mother/Son Bowling, Feb 29, 11-1: (Entire DPA) \$7/person (two games and shoes). St. Cat's/St. Joe's HSA will pay for the cost of the pizza/pop.
 - March
 - St. Patrick's Day Cakewalk, March 15
 - April
 - Flower basket sale (end of April, in time for Mother's Day delivery)
 - May
 - Prayerful Walk-a-thon, May 15
 - June
 - Field Day, June 1
 - October 2020
 - 2020 Auction, October 17

DPA-St.Catherine Home & School Association
December 4, 2019
Meeting Agenda & Notes

- Welcome and Prayer
 - Attendees: *Ann Burgtorf, Krystal Foster, Kathy Morey*

- Treasury update
 - Checking: \$18,972.68
 - Savings: \$31,225.75
 - Total: \$50,198.43

- Expenses
 - First Lego League: \$90 sponsorship reimbursed to DPA
 - Catechesis of the Good Shepherd little gospels: \$177.35 reimbursed to Kate Beuschel
 - *Catechesis of the Good Shepherd tables, chairs, and shelves: \$337.32 reimbursed to Kate Beuschel*
 - Dinner for conferences: *\$46.46 to Heather Braspenninx*

- Love Connection Food Drive
 - Collection went well for being a short window
 - Waiting to hear from Paul Helsen when/how our upper el students can help with sorting/packing

- Catechesis of the Good Shepherd
 - *Items are ready in the Atrium to be painted*

- Christmas sing-along
 - Friday, Dec 20, 8:00 a.m.
 - *K-4 parties directly following at 8:30*
 - *Preschool party Thursday, Dec 19*
 - Refreshments
 - *Not needed due to parties and people leaving for work*

- Christmas caroling
 - *Not this year due to school-day sing-along and parties. Will still travel to businesses (hopefully) during Catholic Schools Week (see below).*

- Euchre
 - Date confirmed: February 8, 2020
 - *Advertise at St. Joe's euchre (Tuesdays) and K of C euchre (Wednesdays)*

- Staff Christmas bonuses/gifts
 - *Full Time*: Kate Beuschel, Anne Lewis, Courtney Stone, Hope Rasch, Maeve Sullivan, Krystal Foster, Daniella Hernandez, Genesis Miranda Pena, Lynn Styburski, Karen Hornecker. *\$100 each*
 - *Part time*: Susie Kluting (*\$50*), Greg Grover, Eileen Hoogterp, & Kim Krey (*\$25 each*)
 - My favorite things lists: *Kathy to give to staff to fill out*

- Catholic Schools Week Jan 26-Feb 1
 - Sun, Jan 26, Celebrate parish: Mass; *pass out student-made bookmarks*
 - Mon, Jan 27, Celebrate community: Cookies to businesses
 - Tues, Jan 28, Celebrate students: *Board games in the afternoon*
 - Wed, Jan 29, Celebrate nation: All school (nation) rosary
 - Thurs, Jan 30, Celebrate vocations: Nuns & priest coming(?)
 - Fri, Jan 31: Celebrate faculty, staff, & volunteers: Need an idea
 - Sat, Feb 1: Celebrate families: St. Joe's auction
 - *Cereal drive for MARS again; goal of 100 boxes for a pizza party on Valentine's Day*
 - *Kathy will be gone all week*

- *Special Friends BINGO*
 - *Do on Valentine's Day, same as last year, with pizza party if cereal goal met*

- Parent/Staff Comments/Questions
 - *HSA to put treats in students' shoes Friday, Dec 6, for St. Nicholas' Feast Day*
 - *Eric Burgtorf is working on another shelf/more hooks for school hallway*

- Next meeting Wednesday, January 8th, @ 6:00 p.m., due to Christmas break
 - *Holiday party at the Morey's cancelled due to personal scheduling conflicts. =(*

- 2019/2020 Happenings
 - December
 - Christmas sing-along, Dec 20
 - January
 - Catholic Schools Week, Jan 26-Feb 1
 - *Cereal Drive for MARS*
 - February
 - Conferences, Feb 13th 3-7pm
 - *Special Friends BINGO, Feb 14*
 - Father/Daughter Dance, Feb 22: (Entire DPA) St. Catherine's Hall. Bonnie's contact is out of the state on scheduled date. Heather will check with local photographer to take pictures.
 - Mother/Son Bowling, Feb 29: (Entire DPA) \$7/person (two games and shoes). St. Cat's/St. Joe's HSA will pay for the cost of the pizza/pop.
 - March
 - St. Patrick's Day Cakewalk, March 15
 - April
 - Flower basket sale (end of April, in time for Mother's Day delivery)
 - May
 - Prayerful Walk-a-thon, May 15
 - June
 - Field Day, June 1
 - October 2020
 - 2020 Auction, October 17

DPA-St.Catherine Home & School Association
April 22, 2020
Meeting Agenda & Notes

- Welcome and Prayer
 - Attendees: *Ann Burgtorf, Courtney Stone, Kate Beuschel, Katie Hackenberg, Bonnie Pline, Ryan Swanson, Kathy Morey*
- Treasury Update
- 2020/2021 Teacher Start Up Money
 - Typically do \$150/classroom; \$250 if the classroom has a brand new teacher
 - *Approved*
 - *Teacher Appreciation Week (actually discussed/approved via text after meeting)*
 - *Approved Amazon gift cards: \$50 each for Anne, Daniela, Genesis, Lynn, Karen, Hope, Courtney, Maeve, Krystal, & Kate; \$25 for Susie (part time)*
 - *\$90 for yard signs from Raap Signs*
- Confirmation of Nominations (no vote necessary if other nominations not received)
 - President: *Ryan Swanson Confirmed; no vote necessary*
 - Vice-President: *Bonnie Pline Confirmed; no vote necessary*
- Appointment of Treasurer & Secretary
 - Treasurer: *Heather Braspenninx*
 - Co-secretaries: *Katie Hackenberg & Ann Burgtorf*
- Parent/Staff Comments/Questions
 - *Parents are VERY happy with all the work the teachers have put in to make the transition to “home-schooling” easier! Kudos to our staff!!!*
 - *Will get together w/ St. Joe’s HSA sometime this summer to set dates for 2020/2021 school year, including dance, bowling, and field day.*
 - *We need to start an alumni list, including mailing addresses. Kathy will set up a Facebook group.*
- **Next Meeting: Wednesday, May 20 @ 6:00**

- ***Will be virtual again; link we be emailed out and is accessible on the school calendar.***
- Auction, The Roaring 20s, October 17, 2020
 - *Will discuss in May; Kathy will start working on brochure; Our Lady of Consolation is doing theirs online*
 - Pre auction responsibilities
 - Brochure (and request letter)
 - Online donation requests
 - Mail donation request letters w/ brochures
 - Donation follow-up (not online)
 - Decorations
 - Bar
 - Program
 - Donation idea board (for back of church)
 - Coordinate w/ caterer
 - Put announcements in bulletin
 - Make announcement at Mass
 - Ticket sales at Masses
 - Heads & Tails items to sell (play game *before* live auction)
 - Change (money) for all needs
 - Posters for check out and raffles
 - Live auction paddles
 - Live auction ideas
 - During Auction responsibilities
 - Emcee
 - Bar
 - Check in
 - 50/50 sellers (two rounds)
 - Heads & Tails sellers (good to go around at least once along w/ selling at raffle table)
 - Raffle table
 - Coordinator for appetizers/dinner/dessert
 - Silent auction table closers (close before Live Auction?)
 - Check out