

DPA-St.Catherine Home & School Association
April 14, 2021
Meeting Agenda & Notes

- **Welcome and Prayer**

- Attendees: *Ryan S, Bonnie P, Kathy M, Heather B, Chelsea L, Miss Sullivan*

- **Treasury Update (Heather)**

Checking: \$12,220.20

Savings: \$41,913.48

Total: \$54,133.68

Checks written to Jeanie S for Atrium items, Amy H for marketing Baptismal gifts

\$41 turned in from envelope wall

School profited \$86.63 from turned in Ravenna Foods receipts. Thank you to those who participate

- **Flower Sale kickoff**

Sale begins April 14 with orders due by April 20 for Mothers Day delivery

Using Twin lake greenhouse this year as previous years place is no longer available

Set up a date/time for flower pick up. First come first serve for color choice

- **2021/2022 Teacher Start Up Money**

- *Typically do \$150/classroom; \$250 if the classroom has a brand new teacher. Approved*

HSA giving Mr. Ursuy \$100 for class start up because nearing the end of school year

- **Teacher Appreciation Week May 3-7**

Let's show our teachers how much we appreciate them. Does your child's teacher have a favorite candy? Have them try their luck on a lottery ticket. Even as simple as a handwritten note. Teacher Favorite things form will be sent to families prior

- **Staff Requests**

Replace bubble piece on the little playground.

Kathy in contact with equipment company for replacement

4th quarter Bible challenge, Do we want to participate again? Prizes?

Let's change things up a bit. Any bible can be used. More frequent prizes and kid friendly passages to keep families engaged

Maintenance to be done in girls bathroom

Upper EI class has requested lockers similar to new preschool lockers

[Kate Beuschel](#) to reach out to other schools who may be updating theirs

- **Auction October 16, 2021** *Planning on hold for now due to restrictions*

Theme TBD

- 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

- **Preschool/Kindergarten Round Up**
 - No date set as of now. Working on having a video made for social media*
 - Ryan to change letters on sign by the 4way with school number and now enrolling*

- **Parent/Staff Comments/Questions**
 - Poster board to Kat & Brian Leiby? Chelsea working on*
 - Glow party? No date set*

- **020/2021 Happenings**
 - April
 - Flower basket sale
 - May
 - Prayerful Walk-a-thon, May 21 8-9am *Bonnie & Heather to head up*
 - June
 - Field Day, June 2
 - August
 - DPA golf outing August 28 @ Western Greens in Marne
 - October
 - Auction October 16

Next Meeting May 5 @6pm

DPA-St.Catherine Home & School Association
December 2, 2020
Meeting Agenda & Notes (virtual)

- Welcome and Prayer
 - Attendees: *Ryan Swanson, Hope Rasch, Kathy Morey, Bonnie Pline, Chelsea Lockhart, Heather Braspenninx, Ann Burghorf*

- Treasury update (Heather)
 - Checking: *\$15,456.16*
 - Savings: *\$31,697.38*
 - Total: *\$47,153.54*

- Expenses
 - *September, October, and November Pizza Parties*

- View request from Class President Everleigh Hackenberg for playground equipment

An email from Everleigh was shared requesting a climbing dome and benches. The link that Everleigh shared would not work, but she also mentioned that if purchased through the school's Amazon Smile, a portion would come back to the school. Need to look into where to place the dome and what kind of ground cover needs to be under it. The benches could be used for kids to watch football and/or soccer games and hang out. Maybe these could be built? Everyone felt it would be beneficial for these to be moveable.

- Love Connection Food Drive

Great turn out! Heather will call Paul Helsen to ask how to turn the donations in. The drive ends tomorrow.

- Adopt a family (Bonnie)

Bonnie spoke with the mother and said that she will be thrilled with any and all donations. Some clarification was given for what gifts may be a priority and to get specifics for the mother's gift wishes. Ryan and Bonnie will coordinate collecting and delivering the gifts to the family.

- Christmas Cards to Business
 - Who wants to lead this? *Ryan will take the lead on this.*

- Staff Christmas bonuses/gifts

- *Full time/part time*
 - *\$100/\$50*
 - *Ryan will go over the list of staff with Kate and Kathy to confirm.*
 - *11 Full Time and 6 Part Time*
- *My favorite things lists for Teachers- These lists are on the HSA GoogleDrive. Kathy will send it to Anne for distribution.*
- *Auction Envelope wall*
 - *As of 11/25 \$13,681.00 turned in*
 - *Taken down for the holidays to make room for decor and giving tree, will start fresh in January again.*
- *Catholic Schools Week*
 - *No plans in place at this time*
- *Parent/Staff Comments/Questions*
 - *Congrats to 3 of our classrooms for being awarded the Rav Comm Foundation grant of \$500 each for classroom.*

How is the Atrium going?

- *Mrs. Sokolowski takes the Preschool kids there on Wednesdays.*
- *Kids and staff all love it!*
- *Staff will take updated pictures and share with Courtney Bowmar to share on social media and the website.*

Have staff and the school been applying for the COVID Relief funds?

- *Yes but links will be shared with staff to make sure.*
- *Next meeting Wednesday, January 6, @ 6:00 p.m.*

DPA-St.Catherine Home & School Association
February 3 , 2021
Meeting Agenda & Notes

- **Welcome and Prayer**
 - Attendees: ***Kathy, Ryan, Bonnie, Steve, Heather, Krystal F, Katie H, Chelsea***

- **Treasury update (Heather)**
 - Checking: ***\$17,476.51***
 - Savings: ***\$31,816.39***
 - Total: ***\$49,292.90***

- **Expenses (Heather)**

\$118 to Krystal F. for storage organizer
\$10 to Courtney S. for class toy
\$29.98 to Lynne S. for Little wings play bottles

- **Requests**

Sandbox for LE and UE
Swingset for Preschool and Little Wings
Infant and toddler outdoor play equipment for ones just start starting to walk

Scoreboard for football

Are any of these things that could qualify for next RCF grant?
Have these classes run a fundraiser for items?

Kathy Morey will be in contact to help with applying for grants sent from Kate Beuschel to help cover the cost.

Heather checking with Lumber Company to purchase Wood/sand for older kids sand box.

- **Envelope Wall**

- **Dinner for conferences February 10-11**
Parent volunteers to make one and take out for other?

***Chelsea getting Pizza for teachers Wednesday evening.
Kathy will get orders for Ravenna Pub takeout for Thursday evening.***

- **Special Friends BINGO** (virtual)
 - Heather purchase prizes again??
Heather will be getting prizes

- **Parent/Staff Comments/Questions**

Volunteers allowed back in the school. 2 volunteers per class allowed per Covid regulations

Upper EI students have requested a walking Sledding Field trip to Thatcher park as a reward for their class marble jar. Parent approved

April HSA meeting date moved from Spring break to Wednesday, April 14.

- **2020/2021 Upcoming**

- March
 - St. Patrick's Day Cakewalk? ***Can not schedule due to covid***
- April
 - Flower basket sale (end of April, in time for Mother's Day delivery)
Ryan will coordinate with Greg
- May
 - Prayerful Walk-a-thon, ***Teenative date of Friday May 21 set***
- June
 - Field Day June 2
- October 2021
 - 2021 Auction set a date? Start thinking Theme
October 16, 2021 *Ryan to get on Hall books with Julie.*

Next meeting Wednesday March 3, 2021
(Bonnie leading, Ryan will be on vacation)

DPA-St.Catherine Home & School Association
January 6, 2021 (virtual)
Meeting Agenda & Notes

- **Welcome and Prayer**
 - Attendees: *Heather B, Ryan S, Kathy M, Bonnie P, Katie H, Ann B, Maeve S*

- **Treasury update (Heather) as of December 31, 2020**
 - Checking: *\$14,306.11*
 - Savings: *\$31,737.00*
 - Total: *\$46,043.11*

- **Expenses for the month of December 2020**
 - *\$93.85 to Heather B. for Parent-Teacher Conference Meals*
 - *\$53.75 to Jeannie Sokolowski for Chocolate Coins and Bags for St. Nicholas Day*
 - *\$1300 for Staff Christmas Gifts*
 - *\$320.66 to GRCC for DPA Shirts*
 - *\$25.19 to Ryan S. for Christmas Cards to businesses*
 - *\$70.60 to Jon M. for HSA Monthly Pizza for students and staff*

- **Annual Autumn Auction/Envelope Board**
 - *\$714.00 in additional contributions during the month of December 2020*

- **Request from Religion**

Discussed amounts and thoughts of prizes awarded. Will follow up on this

- **Staff Thank you's**

Many cards of thanks from staff member's for appreciation of Christmas bonus and their kind words of supportive HSA parents

- **Catholic Schools Week Jan 31-Feb 6**

Theme-- Catholic schools: Faith. Excellence. Service

Below are ideas for the week. Waiting approval

For our local service project we will be collecting boxes of cereal at each campus. Cereal collected at Saint Catherine's will go to MARS and cereal collected at Saint Joseph will go to Coopersville Cares. Our goal is 100 boxes at each campus.

Sunday, January 31st- Celebrating Your Parish

- Weekend Mass at both campuses (SC-9:00, SJ-11:00)
- Will confirm with Father Andrew that students can do readings and petitions. 3 students will be needed for each mass.

Monday, February 1st - Celebrating Your Community

- Donate \$1 per student to earn an extra non-uniform day. The money will go to Catholic Charities or Degage.
- Students will bring in their dollar that day for non uniform day plus hat day (Option B: Students can bring in a dollar every day during CSW for 5 non uniform days. Will confirm with Father Andrew its ok for mass days)

Tuesday, February 2nd - Celebrate Your Students

(HSA would like to see more for the students on this day. Decorate desks, Board game afternoon, Donuts in the morning etc. Maeve will follow up with teachers. Possibly have Class president, Everleigh H, talk with students on idea's how they would like to be celebrated)

- There will be two places where people will be able to tune into the CSW Mass livestream at 10am
- <https://grdiocese.org/diocese/televised-mass/> and <https://www.facebook.com/DioceseofGrandRapids/>
- Each classroom will livestream mass from their homerooms
- 1 family from each campus will be attending mass in person- will send out a google form and pick available families to be chosen.

Wednesday, February 3rd - Celebrate the Nation

- Pray the rosary in each homeroom (preschool-8th grade)
- Red/White/Blue Dress up Day

Thursday, February 4th - Celebrate Vocations

- Students will write a letter to homeroom seminarians and nuns at Marywood
- Invite Father Andrew to speak at both campuses on discernment/ zoom call with a nun?
- SJ semi-casual day
- SC Crazy sock day

Friday, February 5th - Celebrate staff and volunteers

- HSA cater lunch for staff at both campuses (*Pizza lunch for all students and staff plus a special treat for staff*)
- SC semi-casual day
- SJ crazy sock day

- **Special Friends BINGO**

- Alternate ideas??

Have special friends zoom in with a special personal introduction by their student. Heather B will help teachers set up and coordinate. Date TBD

Parent/Staff Comments/Questions

Between 3 parents 9 sleds were purchased for students and should be available by the end of next week.

HSA approved purchase for new updated bible's for student use. Maeve will check with the religion teacher for which will be the best option.

HSA to try the use of Remind app for instant meeting reminders and other updates. We are looking for more involvement of parents from each classroom (It's really a lot of fun and a great way to be first hand in the know of things. You also gain some wonderful friendships!) Thought of using Remind app for a more up to date and quicker way of reaching parents.

Revisit staff donation request protocol

Envelope wall will be returned to the back of the church this week to wrap the fundraiser up.

Next meeting Wednesday, February 3, 6:00 p.m.

DPA-St.Catherine Home & School Association
March 3, 2021
Meeting Agenda & Notes

- **Welcome and Prayer**

- Attendees: *Hope, Candy, Bonnie, Kathy, Heather, Chelsea, Katie*

- **Treasury update:(Heather)**

- Checking: *\$12,759.51*
- Savings: *\$41,816.39*
- Total: *\$54,575.90*
- Expenses: *\$350 for two rocking chairs for Little WINGS; \$9.53 for football scoreboard; dinner for conferences: pizza lunch*
- *\$10,000 was transferred from checking to savings*

- **Requests**

- Request for March is reading month hallway decor. Beach theme.
APPROVED
- Request for Atrium supplies (Jeannie sending info to Kathy) *\$91.66 total*
APPROVED
- Request from marketing for baptism gift bags. Each gift bag includes DPA logo item,religious board book, cross teether,coloring book, DPA hat, DPA onesie. Todd suggested split 50/50 cost with SJHS. \$123 from each campus *APPROVED*
- Emailed requests from Mrs Beuschel
 - Jeannie has requested that we make the atrium larger and the only way to do this would be to knock out the wall between the storage room and the current atrium.
 - Now that that basement is able to stay dry we would like to request funds from HSA or Mens Club for pallet racking to keep items on .
 - *Kathy will ask her husband Jon to bring these items up at the next Men's Club meeting. Between the two groups, hopefully we can make a plan for over the summer.*

- **Envelope wall**

- All envelopes have been filled!!!! A local generous family took all remaining envelopes with a donation of \$5,140. How can we Thank them?? *Total from envelope wall fundraiser is \$23,437; \$818.82 spent from that so far.*
 - *Family was Kat & Brian Leiby (owners of Ravenna Bowl/Kat's Alley)*

- *Chelsea will get a poster board to each classroom that they can decorate as giant thank you cards. Heather will take a picture of the school children Friday March 4. Kathy will order and frame an 11x14 photo gift.*
- **Grants for outdoor equipment (Kathy)**
 - *Update: No active grants found fitting the parameters currently. Kathy will keep looking and work on quotes.*
 - *Heather will also work on quote for sand box for upper/lower elem.*
- **Virtual Bingo**
 - *How did it go? Better than not doing it at all, but was a bit chaotic. Praying to be back to “normal” for next year. If not, we can brainstorm ways to make it better.*
- **Preschool/Kindergarten Round Up**
 - *No date or plan, yet.*
 - *Parents would love to see a virtual, shareable video with a tour of the school, including the atrium. This would reach people who wouldn’t necessarily take the step to come to an open house. Maybe this is something Marketing can help the school with?*
 - *A goal of before Spring Break would be ideal*
 - *HSA will provide individually packaged snacks if necessary for an open house.*
- **Cakewalk, Sunday, March 14, following the 9:00 a.m. mass if restrictions are lifted**
 - *No indication that restrictions will be lifted, so no plan for cakewalk again this year.*
- **Current nominations for Secretary**
 - *Chelsea Lockhart volunteered*
- **Current nominations for Treasurer**
 - *Heather Braspenninx volunteered*
- **Walking sledding field trip--Changed to Glow Party**
 - *Upper EI students request to change to a glow in the dark party due to snow melting. HSA has black lights from previous all school dance that could be used. APPROVED use of our lights. Mrs. Foster can let us know*

if anything else is needed. Parents willing to purchase glow sticks from Dollar Tree and help however needed.

- **Parent/Staff Comments/Questions**

- Great feedback on HSA using Remind App for communications, Preschool and little wings signup for app?
- *Idea to offer pizza lunch on the last Wednesday of the month now that hot lunch is offered. APPROVED. Candy offered to pick up pizzas if needed.*
- *We are no longer collecting Family Fare receipts. We would need \$150,000 in receipts to earn \$1000. After several years of collecting, we have approx \$10,000 in receipts. This is not worth the time & effort.*
- *Continuing to collect Ravenna Foods receipts and send in quarterly. Heather will send reminder on Remind app.*
- *Chelsea recommended looking into leasing a van if needed for transportation for students to St. Joe's (or elsewhere). Rentals can be done by the month and include insurance.*

- **2020/2021 Happenings**

- March
 - St. Patrick's Day Cakewalk, March 14 (pending restrictions)
- April
 - Flower basket sale (end of April, in time for Mother's Day delivery)
Ryan working with Greg to set this up
- May
 - Prayerful Walk-a-thon, May 21 *Bonnie & Heather to head up*
- June
 - Field Day, June 2
- October 2021
 - 2021 Auction, October 16

Next meeting Wednesday, April 14, 6:00 p.m.

DPA-St.Catherine Home & School Association
May 5, 2021
Meeting Agenda & Notes

- **Welcome and Prayer**

- Attendees
Ryan, Heather, Bonnie, Mrs. Beuschel

- **Treasury Update** (Heather)

- Checking: \$13,130.46
- Savings: \$41,965.87
- Total: \$55,096.33

- **Flower Sale update**

- **Field Day June 2**

Volunteers needed: Preschool (2) Lower EI (1) Upper EI (1)
Contact Ryan Swanson if able to volunteer with a class

Events run 9:30- 1pm

- **Walk- a- Thon** (Bonnie)

Friday May 21
Event will run from 8-9am

Details will be sent home soon

- **Parent/Staff Comments/Questions**

Tech updates needed for next school year. Mrs. Bowmar will send list to HSA
Flower sale profited \$728. A huge Thank You to those who participated

Next Meeting

- First HSA meeting of the 2021/2022 school year: Wednesday, September 1 at 6:00 p.m. in the hall classroom.

DPA-St.Catherine Home & School Association

November 4, 2020

Meeting Agenda & Notes

- Welcome & Opening Prayer
 - Attendees: *Bonnie Pline, Ryan Swanson, Courtney Stone, Chelsea Lockhart, Anne Burgtorf, Katie Hackenberg, and Heather Braspenninx*

- Treasury Update (Heather)
 - Deposit & Loan: \$31,697.38
 - Checking: \$13,749.97
 - Total: \$45,447.35

- Expenditures
 - \$103.27 to *Courtney Stone from Classroom Start-up Funds*
 - \$75.26 to *Jeannie Sokolowski for Atrium*
 - *Cupcakes were donated by the Pline Family for last week's Meet and Greet when Father Andrew visited the classrooms*
 - *Teacher dinners for conferences- Heather needs to turn in receipt from Ravenna Pub; Chelsea is donating purchase of pizza*

- Love Connection Food Baskets
 - *Heather will call and check with Paul Helsen*
 - *They are collecting non-perishable foods and need them by Dec. 4*
 - *Heather will email families via HSA or Anne Lewis about donation options and timeline*

- Caroling before Christmas to Business
 - *A Christmas card will be sent out with a photo collage showing each classroom*
 - *Add Tibbet House and Crockery Creek Elder Care*
 - *Discussed possibly videotaping the kids singing 1-2 songs and posting on social media and/or emailing to businesses*

- Envelope Wall Update
 - *As of 11/4 there is a total of \$11,916 of donations turned in*
 - *No end date in mind for discontinuing the Envelope Wall*
 - *Might be good to keep up for awhile, as attendance at Mass is showing an increase*
 - *Feel we may be reaching parishioners that do not normally attend the Annual Autumn Auction*
 - *Checks can be made out to "St. Catherine Autumn Auction" and sent into school for those that may not attend mass and want to donate- Don't forget the Google Doc of available envelopes!*

Parent/Staff Comments/Question

Family In Need

- *Bonnie will ask around to find a local family in need for Christmas and get the necessary information from them (ie: ages, sizes, toys, gift cards)*
- *Once she has a list she will create a Sign-up Genius for SC families*

Letters to Veterans

- *Students will be writing letters to Veterans Day (Nov. 11)*
- *We discussed contacting local VFW and American Legion for names and addresses.*

- *Decided to ask Anne to send an email to all SC families to ask for names and addresses of Veterans to make it more personal*

Ravenna Community Education Foundation

- *Krystal Foster's grant was approved for \$500 for classroom book library*
- *Maeve Sullivan and Courtney Stone also recently applied, and are waiting to hear if they have been approved*

Service Project

- *Students will be completing a service project during the school day.*
- *Ryan will contact to find out how the students could help clean headstones at the St. Catherine's Cemetery*

DPA-SC Pictures on Social Media

- *Discussed options for ensuring that pictures from both campuses are represented on the DPA page on Facebook- need a SC marketing representative!*

Next HSA meeting Wednesday, December 2, at 6:00 p.m.