

**DPA-St.Catherine Home & School Association**  
**April 12, 2023**  
**Meeting Agenda & Notes**

- **Welcome and Prayer**

- Attendees: *Chelsea Lockhart, Heather Braspeninx, Courtney Bowmar, Bonnie Pline*

- **Treasury Update (Heather)**

*Checking: \$1,973.65*

*Savings: \$36,222.43*

*Total: \$38,196.08*

- **Expenses**

- *3/1/23 Chelsea Lockhart \$88.62 Teacher Conference Lunch*
- *3/15/23 Kat's Alley \$251.34 Mother/Son Bowling*
- *Assumption of the Blessed Virgin Mary (Battle of the Books) \$110.00*
  - *T-shirts and hot dog lunch*
- *3/30/23 Chelsea Lockhart \$250.61 Daddy/Daughter Dance and School Pizza Lunch*

- **Flower Sale kickoff**

*Sale will began April 14, with orders due by April 28, in time for Mother's Day delivery  
Using Countryside greenhouse again this year*

*Chelsea will prepare order form*

*Set up a date/time for flower pick up*

*First come first serve for color choice*

*\$5 profit per basket*

*Scan order form into drive for the future*

- **2023/2024 Teacher Start Up Money**

- *\$175 start up money (beginning of the year)*
- *\$80 start up money (if new teacher starts in the 2nd semester)*

- **Teacher Appreciation Week May 1-5**

*-Chelsea will get the number of teachers so the appropriate gifts are purchased*

- *Monday - Bonnie*
- *Tuesday - Chelsea*
- *Wednesday - Heather*
- *Thursday -Ryan*
- *Friday - GB*

- **Field Day**

- *St. Joe's requested 2 helpers from St. Catherine's*
- *Chelsea will clarify: when the decision to merge field day was made, Kate mentioned that each campus would run their own field day (if held at St. Catherine's, St. Catherine's will take care of organization/set-up/implementation)*

- **Staff Requests**

*-For the future, all requests need to be provided on furnished form (Heather will produce) and presented at a meeting in order for requests to be considered for tracking purposes. Requests will not be considered between meetings and/or without a form completed by teacher/staff member.*

*-Concern about the types of requests being asked of the HSA - there is a general feeling that HSA should prioritize covering items for students (i.e. playground equipment, field trips), whereas building improvements/staff training should be covered by the school budget as the HSA provides \$25,000-\$30,000 per year for operations.*

- *Kristin Hoyle - teacher appreciation T-shirts, await cost of these prior to giving approval*
- *Mrs. Lowne/Mr. Matt - requests metal sand toys, sand box - await cost of these prior to giving approval*
- *Field trips - teachers are still looking into these*
- *Air conditioning units - awaiting information from Kate prior to approval (Courtney believes the cost is around \$15,000)*
- *Preschool - requests a live-board for their classroom \$3,199, will need to also purchase a mount (\$30 - 50), installation Jim Ricord - await above requests prior to giving approval*
- *Phonological tiles/cards (\$170) - await above requests prior to giving approval*
- *Teacher expense for training of reading/writing curriculum (\$997 per teacher) - requests to train 3 teachers (\$2191) for this fall - again, awaiting on all the above requests prior to approval*

- **Nominations for HSA positions for 2023/2024**

*Yearly nominations for Secretary/treasurer positions*

*Secretary: nomination - Bonnie Pline (accepted)*

*Treasurer: nomination - Taylor Abbott (awaiting her response)*

*President/vice president every 2 years*

*President: Chelsea Lockhart - has one more year remaining*

*Vice President: Ryan Swanson - has one more year remaining*

- **Auction October 14, 2023**

**Theme:** *Fancy theme "Fire and Ice Gala"*

- 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

- **Parent/Staff Comments/Questions**

Joint HSA meeting w/ St Joe on June 6th at St. Catherine's to get 2023/2024 dates on the calendar.

- **2023 Happenings**

- April

- Flower basket sale orders due April 28

May

- Prayerful Walk-a-thon, Date TBD

June

- Field Day, June 5

August

- DPA golf outing Date TBD

October

- Auction October 14

**Next Meeting May 3 @6pm**

**Last Meeting of the 2022/2023 School Year**

**DPA-St.Catherine Home & School Association**  
**December 7, 2022**  
**Meeting Agenda & Notes**

- **Welcome and Prayer**
  - Attendees: *Chelsea Lockhart, Ryan Swanson, Katie Hackenberg, Mrs Bowmar, Bonnie Pline*
  
- **Treasury update(Heather)**
  - Checking: \$23,366.25
  - Savings: \$42,973.84
  - Total: \$66,340.09
  
- **Expenses**
  - *11/3/22 Leanne Lipski \$53.34 (All Saint's Day Pizza - St. Catherine's half)*
  - *11/28/22 DPA \$25 (Taylor Abbott Tuition Credit)*
  - *11/30/22 Chelsea Lockhart \$351.05 (St. Catherine's Feast Day Lunch, Donuts, Table Cloths, etc)*
  
- **Deposits**
  - *11/2/22 Jon Morey \$35 (Remaining items from Autumn Auction)*
  - *11/30/22 Interest \$53.65*
  
- **MARS Food Drive**

Went GREAT, we raised almost double our goal! Pizza party was provided!
  
- **Advent Program**
  - Thursday, Dec 15, 6:30-7:15.  
*HSA provide cookies and juice? Yes, approved.*
  
- **Christmas caroling**

*Set date for caroling (LE and UE - 22 students)*  
*12/20/2022 in the afternoon*  
*Hot chocolate and treat upon return*  
***What businesses will we want to go to?***  
***Listed on seperate sheet.***
  
- **Staff Christmas bonuses/gifts**
  - Full time (9), Part time (8)

- **Parent/Staff Comments/Questions**

***Staff Christmas Party Dec 22nd at Dunneback Girls, can we cover any of this? - \$150 Approved***

***Sign up for class parties will be going out soon! Class holiday parties will be Thursday, December 22. - Teachers have already started this.***

- **2022/2023 Happenings**

**December**

Advent Program, Dec 16 @6:30

Break Dec 23-Jan 6

**January**

Catholic Schools Week, Jan 24-28

Special Friends BINGO, Jan 27

**February**

All School Skate Party, Feb 4th

Ash Wednesday Feb 22nd @ St. Cats (Mass @9:30)

**March**

Daddy Daughter Dance March 10

Mother son bowling March 11

Cake Walk March 19

**April**

SB April 3-10

Flower basket sale (*end of April, in time for Mother's Day delivery*)

**May**

Prayerful Walk-a-thon, date TBD

Teacher appreciation week May 2-6

**June**

Field Day, June 8

**Next meeting Wednesday, January 11th, @ 6:00 p.m**

**DPA-St.Catherine Home & School Association**  
**February 1 , 2023**  
**Meeting Agenda & Notes**

- **Welcome and Prayer**
  - Attendees: *Chelsea Lockhart, Ryan Swanson, Heather Braspenninx, Taylor Abbott, Mrs. Lowne, Bonnie Pline*
  
- **Treasury update (Heather)**
  - Checking: \$21, 434.87
  - Savings: \$43,027.56
  - Total: \$64,462.43
  
- **Expenses (Heather)**
  - \$275.00
  - \$150.00
  
- **Deposits (Heather)**
  - \$22.50
  
- **Requests: None**

- **CSW Comments/Suggestions for next year**

All school skate party Friday Feb 3rd 3-5:30. Tickets will be given at the door to all DPA students for skates.

*No update.*

- **Should we do donuts for Valentine's morning?**
  - ***Pizza lunch for Monday, February 13 when hot lunch is not available?***

*No on the donuts. Checking on the date for pizza... moving from Monday to Tuesday for Valentine's Day.*

- **Dinner or Lunch for conferences Wednesday, March 1st**

In the past teachers have liked us to do lunch so they can do planning during lunch? Could we cover recess duty on this day?

*Will do lunch. Looking for volunteers for recess duty (2 more needed).*

- **Parent/Staff Comments/Questions**

*The kids have liked the Kids Food Basket for CSW.*

*\$25,000 will be transferred this month to DPA from HSA account.*

- **2023 Upcoming**

- March
  - St. Patrick's Day Cakewalk March 19 @ the hall
- April
  - Flower basket sale (end of April, in time for Mother's Day delivery)
- May
  - Prayerful Walk-a-thon, Date TBD
- June
  - Field Day June 5, 2023
- October 2023
  - Auction Date set Saturday, Oct 14, 2023
  - Start thinking Theme?

**Next meeting Wednesday March 1st, 2023**



## Liturgical Feast Days & Celebrations '23/24 DPA School Year

- Parents email Christina/Britni for illness
- Go to office and not directly to rooms to sign in
- Parents go to teacher
- Teacher Amazon wish list
- State Capital Trip
- DPA wear day on Thursdays for SC?
- Jean Day fundraiser
- Danmark Graphics- DPA wear - Chelsea will look into
- SC bussing- Britni
- SJ bussing- Christina
- Insurance?
- Dress down days to raise money?
- Canvas / Google Classroom? - Assignments for parents?
- 

SC Open House Tuesday August 15th 5:30-6:45 Assumption of Mary 7:00pm  
SJ Open House Wednesday August 16th 5:30-7:00 pm  
Father Andrew to talk about mass attendance

Back to School Party Possible date: Saturday, August 19th at 4:00 pm Mass at SFX  
- SC Hall rental August 19th after mass or Thatcher Park

August 23rd First Day of School- 7:45 am all school morning prayer outside  
- 8:00am and provide donuts

Blessing of the Animals ~ in honor of St. Francis of Assisi. Dismiss after school - **More communication on social media, bulletin and email**  
October 5th at SC 2:00 pm  
October 6th SJ 2:00pm

All Saints Day Celebration ~ Wednesday, Nov. 1st @ **St. Joseph?** 9:30am ; Party after Mass  
Lunch provided

\*Jeannie will be out of town for CGS Level III training but will designate someone to lead.

Food Drive - Week of Nov. 13th. Collect all week and during the weekend mass. All due by Mon. Nov. 20th

Novena leading up to Saint Catherine's Feast Day

St. Catherine's Feast

Day ~ Monday, Nov 20, 2023 All School Mass 9:30 am (due to busing) @ SC followed by activities. Lunch provided

**NET Retreat** ~ Tuesday, November 28, 2023 @ SJ Church. SJ Middle School students and those 7th and 8th graders preparing for Confirmation will attend from 8:30 - 1:00 pm.

The theme of the retreat will be on the Eucharist. - Cathleen?

1st Reconciliation Retreat ~ Saturday, December 2, 2024 @ SFX 9:00-11:00 am

St. Nicholas Feast Day ~ Wednesday, Dec 6, 2023\*Chocolate coins are put in shoes/boots & candy canes to students\* - Jeannie will put them in at both campuses. Richard Napp?

Quarter 1 Service Project- Grave cleaning September 5th at both campuses (**Confirmed Jennie Taylor will lead at SJ**)

Quarter 2: Food drive- November 13th-19th. Bring food up to altar at all school mass. Promote to Parish and put in bulletin. Boxes in back of church?

Angel Tree/ Adopt a family at each campus- Christmas

Quarter 3: Well in Africa

Quarter 4: Gildas Club

? Baby hats for babies- neonatal at Helen DeVos

Food Drive MARS at Ravenna and Coopersville Cares

Clothing Drive- God's closet in Ravenna

**Solemnity of the Immaculate Conception** {Holy Day of Obligation} ~ Friday, December 8th @ 9:30 am St. Joseph's- All school mass? No mass for SC DPA students on Thursday December 7th? Service Project related - Cards to nuns? Cards to priests?

Activities and Lunch

Advent Program Practice- December 5th get bus for SJ AM only 9:30-11:00- SC provide treats

Advent Program Practice- December 14th AM 9:30-11:00 am- SJ provide treats

Advent Program ~ December 14th at 6:30pm at SC Hall - Reserved with Julie 6/6/23

**Suzanne said she can decorate :)**

Christmas Program ~ @ SJ this year at the 5:00pm Mass on Christmas Eve

SC will have mass at 8:00pm but no children's christmas program

Classroom Christmas parties Friday December 22nd in the afternoon

Christmas Break December 25th-January 5th

CSW (Catholic Schools Week) ~ January 28-Feb. 2nd. January 28th DPA led mass for CSW  
9:00 am at SC and 11:00 am at SJ.

Kids food Basket and food collection - - SC Muskegon Co UE go on site SJ Kent Co go on site

Friday, February 2nd- Candlemas- Bring Candles to church at SJ

Ask Father to come to SC to bless candles at SC

Valentines Day classroom parties Tuesday, Feb 13th

Valentines Day AND Ash Wednesday. ~ Wednesday, Feb. 14, 2024

All school mass at SC campus at 9:30am. - No party

\*Please note that these fall on the SAME DAY next year!!!\*

LENT ~ IDEA: "Give drink to the thirsty" {continue the Corporal Works of Mercy theme}

Quarter 3 service project

*Fr. Peter Omogo, pastor of St. James in Montague, started a non-profit organization that installs wells in Africa. DPA could sponsor a well and have a plaque in our name placed there for a village. Wells cost roughly \$2,500. Students could collect donations to help pay for one.*

*Fr. Peter could come and talk to the kids about the need for clean drinking water in Africa.*

*Jeannie will contact him if everyone is in agreement on this.*

Parish and DPA combined - Put in Bulletin. Have students go to mass to talk about this.

'22/23 ~ "Clothe the naked" {kid's clothing drive}

'21/'22 ~ "Feed the hungry" {food drive}

Novena leading up to Feast Day

St. Joseph Feast Day - Tues March 19th at SJ- 9:30 am All School Mass Lunch Provided

**HOLY WEEK ~ Sunday Sunday, Mar. 24, 2024- Palm Sunday**

**Thursday, Mar. 28, 2024 - Holy Thursday**

**Friday, Mar. 29, 2024 - Good Friday**

**Saturday, Mar. 30, 2024 ~ Holy Saturday/ Easter Vigil**

**Sunday, March 31, 2024 - Easter Sunday**

\*followed by Spring break; April 1st thru April 7, 2024\*

\*Father Andrew on Vacation April 8th- 19th - Father will find a sub for school masses only

1st Holy Communion @ St. Catherine ~ Sunday, April 28, 2024

1st Holy Communion @ St. Joseph ~ Sunday, May 5, 2024

~May Crowning ~

May 2, 2024 @ SC after 8:30 am School Mass

May 3, 2024 @ SJ after 8:30 am School Mass

**To Do:**

-Kate will schedule monthly adoration and bi-monthly DPA confessions the week of June 19th

Tuesday- SJ 2:00 pm

Thursday- SC 2:00 pm

-Discuss Tuesday 8:30 am MS mass at SJ

**HSA: (Locations/events need to be reserved)**

- SC Homecoming- Representative - Parade SC semi-casual Day September 22nd or October 13th
- Daddy/Daughter Dance- March 9th 6:00-7:30 pm. Ask Angela Boxer to take pictures
- Mother Son Bowling- March 8th Call Ravenna Bowling.
- Catholic Schools Week- Friday, February 2nd Roller Fox 3:00-5:00 pm - Call Roller Fox
- SC Auction- October 14th -Fire and Ice Gala
- SJ Auction- Feb 10th
- Field Day at SC - Tuesday June 4th
- Veterans - CSW- January 31 GB to ask Veterans to come at both campuses
- Spirit Wear flyer at Open House
- Spirit Day- different color shirts?

**DPA-St.Catherine Home & School Association**  
**January 11, 2023**  
**Meeting Agenda & Notes**

**Welcome and Prayer**

- Attendees: Chelsea Lockhart, Katie Hackenberg, Ryan Swanson, Heather Braspeninx, Gina Bouwhuis, Jillian Ferry

- **Treasury update (Heather)**

- Checking: \$21,837.37
- Savings: \$43,027.56
- Total: \$64,864.93

**Deposits**

- 12/31/2022 \$53.72 Interest

**Expenses**

- 12/1/2022 Heather Braspeninx \$165.00 Little Wings Kitchen
- 12/14/2022 Chelsea Lockhart \$30.94 Welcoming New Teacher
- 12/14/2022 Chelsea Lockhart \$1,300 Teacher Christmas Gifts
- 12/14/2022 Chelsea Lockhart \$17.47 Christmas Photo Cards
- 12/14/2022 Chelsea Lockhart \$40.14 Snacks and Plates for Immaculate Conception
- 12/22/2022 Chelsea Lockhart \$20.04 Advent Plates, Cups, and Lemonade
- 12/22/2022 Chelsea Lockhart \$120.29 Pizza Lunch

**Requests**

*From Todd Kline 1/11/2022: "I never did transfer money from Home and School to DPA - SC Campus. In the past SC Home and School has given \$20,000 - 30,000. Can you bring it up at your meeting and get approval and let me know the amount to transfer. Also, I want to thank the SC Home and School for the gift of money this past Christmas. It was very much appreciated." Heather will contact Todd and notify him of the previously approved amount to transfer and that it is approved.*

**Catholic Schools Week Jan 30-Feb 5 2022**

This year's service project will be collecting items for Kids Food Basket (KFB) of Muskegon County. If goal is reached students will earn a Valentine Pizza Party

**Sunday, January 29th- Celebrating Your Parish**

Weekend Mass at both campuses (SC-9:00, SJ-11:00)

3 student readers will be needed for each mass.

**January 22nd breakfast again at the KC Hall.** Sign up genius is out. All Proceeds go to DPA

**Monday, January 30th - Celebrating Your Community**

Britni is asking KFB what age groups can tour/volunteer and students that can't tour/volunteer will put bags together on campus and have KFB come and talk to kids/decorate bags/donate items/put items together.

Class donations as follows -

\*LW - Fruit cups or pouches (no foil tops please)

\*PS- Pudding cups

\*LE- Meat sticks .28 oz or .5 oz sticks (ie Slim Jims)

\*UE- Smaller individual bags of Pretzel, cheese it, or goldfish crackers

8lb or XL brown lunch bags & Quart size zip lock bags -All

Jean Day with DPA shirt

**Tuesday, January 31st - Celebrating your Students**

Cathedral Mass: Catholic Schools Week Mass which will be celebrated on Tuesday, January 31 at 10:00 am at the Cathedral of St. Andrew.

Diocese will not be live streaming

***28 students from SC will be attending, UE & LE***

**\*Britni will send out email for parent drivers & permission slips**

Hat Day

Board Game and Popcorn Party in the afternoon

*HSA get popcorn? Chelsea will see if Bonnie can, as she has in the past.*

**Wednesday, February 1st - Celebrate the Nation**

\*Write letters to Veterans

\*Pray the rosary as a school in church at 2:00

\*Preschool say a decade together in the classroom.

\*2:00 LE-MS Go to church with new rosaries and pray the rosary together.

\*Red/White/Blue Dress up Day

**Thursday, February 2nd - Celebrate Vocations**

\*SC Special Friends Attend Mass/Bingo? (Who will head this and can we purchase donuts, drinks, and prizes?)

Invite Special friend to morning Mass (8:30) and Bingo after (approx 9:15-10:15)

*2 Volunteers needed- food and beverage setup, running BINGO*

*Heather and Ryan will volunteer*

*Heather will purchase donuts and juice for 35 kids+a friend*

*We already have prizes leftover from last year*

*\*Writing letters to Sister Peter Mary/other nuns?*

*Sister Ann- contact Fransiscan Life Center*

*Miss Ferry will check with a former professor at GVSU*

*\*Father Andrew to talk about the vocation of priesthood*

*(emailed Father Andrew Schedule 1/3/23- waiting to hear back)*

*-SC LE and UE 11-11:30*

*- SC PS 10:30-11*

*-SJ MS 2-2:30*

*- SJ UE 12:30-1 Kayla to do 15 min Science activity till 1:15*

*-SJ LE 1:15-:45 during religion*

*- SJ PS and LW - Father visit each classroom 2:30-2:45*

*\*Uniform and Crazy sock day?*

### **Friday, February 3rd - Celebrate staff and volunteers**

*\*HSA provides a staff/Volunteer lunch*

*Heather, Ryan, Katie, and Chelsea will volunteer*

*Chelsea will pick-up lunch, location TBD*

*\*Sports wear day*

*\*All School Skate Party Roller Fox 3-5:30*

***\$275 to rent + \$3/skater***

*Raffle tickets given to DPA students so we can keep track of # of skates rented*

*We cover the cost of DPA student skate rentals, not parents or siblings*

## **2023 Look Ahead**

### **January**

Catholic Schools Week, Jan 29-Feb 4 Kids Food Basket Drive

### **February**

Catholic Schools Week, Jan 29-Feb 4 - Kids Food Basket

Special Friend Bingo Feb 2nd

All School Roller Fox Party Feb 3rd

Ash Wednesday Feb 22nd @ St. Cats (Mass @ 9:30)

### **March**

Daddy Daughter Dance March 10  
Mother Son Bowling March 11  
St Patrick cakewalk March 19 @ the hall

### **April**

SB April 3-10  
Flower basket sale (*end of April, in time for Mother's Day delivery*)

### **May**

Prayerful Walk-a-thon, date TBD  
Teacher appreciation week May 2-6

### **June**

Field Day, June 8

### **Parent/Staff Comments/Questions**

- We had mentioned at a past meeting that we should check with the Specials teachers to see if they need any supplies. This was mentioned to Kate in the pick-up line before Christmas Break, but needs to have a follow-up to see if there are any requests.
  - Gina and Jillian will check with Britni
- Eating lunch in classrooms vs in the Hall
  - Discussed going to Hall when the weather is still nice, eating in snow gear vs changing in/out of snow gear which causes added transition time, having easy tabletop activities available in the Hall- card games, Would You Rather, flashcards, etc.
- Students interested in volleyball at recess...do they need correct equipment?
  - Gina and Jillian will check with Matt and Britni for needed or interested equipment

**Next meeting Wednesday, February 1st, 6:00 p.m.**



**DPA-St.Catherine Home & School Association**  
**March 8, 2023**  
**Meeting Agenda & Notes**

- **Welcome and Prayer**
  - Attendees: *(Virtual) Chelsea Lockhart, Ryan Swanson, Mrs. Rasch, Bonnie Pline*
  
- **Treasury update:(Heather)**
  - Checking: \$3,060.47
  - Savings: \$36,162.16
  - Total: \$39,222.63
  
- **Deposits**
  - *2/28/23 Interest \$62.89*
  
- **Expenses:**
  - *2/2/23 Special Friends BINGO Snacks \$54.74*
  - *2/8/23 Gift for Kate \$102.80*
  - *2/8/23 Staff Lunch for CSW \$76.97*
  - *2/16/23 Valentine Pizza Lunch \$139.89*
  - *2/29/23 Annual Support to DPA \$25,000*
  
- **Requests:** *Window air conditioners - the current models are loud so the teachers are asking for new models. The teachers are getting a quote.*
  
- **Daddy Daughter Dance:**
  - *Setting up Saturday morning. Still in need of a photographer. (Table clothes, Balloons, cupcakes, bags to go?) How many people were needed on the night of dance? Snack and juice. Photographer? Maybe check with Gwen Moore (Chelsea will get information from Hope)*
  
- **Flower Sale:** *When to kickoff sale to ensure delivery by Mother's Day  
Last year we kicked it off prior to spring break  
(Chelsea will check with GB in regards to when order is due so we will know when to kick off the event)  
Maybe start before spring break so that students can sell over Easter?*

- **Nominations for HSA positions for 2023/2024 school year:**

Yearly nominations for Secretary/treasurer positions

President/vice president is every 2 years

*Will defer selections until next meeting*

***Revisit and possibly update bylaws as HSA changes?***

Secretary-

Treasurer-

- **Preschool/Kindergarten Round Up**

Date/details: March 23rd 5-7pm

HSA provides snacks and drinks again?

*Yes, Bonnie will pick up (get #10)*

*Kate will put information in the bulletin*

- **Cakewalk, Sunday, March 19, following the 9:00 a.m. mass**

Flyers to go out and be put in bulletins this week? *(Chelsea)*

Setup-Saturday morning @10:00?

Need coffee, punch, donuts, change, workers (kids) to sell tickets

*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*

*Brenda Goodno has been a huge help in the past*

*Prizes for bunny raffle (small prizes)*

*Ask each family to donate cakes or cupcakes*

*Sometimes parishioners will donate*

- **Auction: Saturday, October 14th 2023**

- Need to decide on Theme to start planning.

*“Save the date” in the bulletin*

*This year is a “fancy” year*

*Casino theme??*

*Denim and diamonds theme??*

*Will discuss at the next meeting*

- **Parent/Staff Comments/Questions**

*Hot lunch- there have been some issues with children who signed up for hot lunch and did not receive hot lunch. Will obtain some supplies and put them in a cupboard in the kitchen in case this happens again. (Chelsea will pick up)*

*Recess supplies- buckets, shovels, Kate is ordering a basketball hoop  
(Hope will check with Mr. Matt and Mrs. Coleman - student request)*

*Is there an interest to have a student rep in the UE to bring forward  
student requests? (Hope will ask Courtney)*

*April meeting moved to avoid Spring Break week (April 12)*

*Can we have the teachers/staff updated on the DPA website?  
(Hope will ask Kate)*

***Can we get a staff member from Little Wings to join the Teacher rotation to  
attend the monthly HSA meeting? (Hope will ask Kate)***

*Tuition meeting (DPA board) - next year will increase 5%*

*Can Brittni check with photographers to have pictures taken at open  
house... is Kate willing to set a date already? (Lifetouch is preferred by  
parents)*

*Reminder: No pictures when Kate, teachers, HSA presenting - only do  
pictures before and after scheduled meeting*

- **2022/2023 Happenings**

- March

- Mother son bowling, March 11 - 6pm
- St. Patrick's Day Cakewalk, March 19 - after 9am mass
- Kindergarten round-up, March 23 - 5-7pm
- Daddy daughter dance, March 25 - 6pm

- April

- Flower basket sale (end of April, in time for Mother's Day  
(5/14/2023) delivery)

- May

- Prayerful Walk-a-thon Date TBD
- Teacher Appreciation week

- June
  - Field Day, June 5 - at Joseph's campus
  - Last day of school, June 9 (half day)
  
- October 2023
  - 2023 Auction, October 14

**Next meeting Wednesday, April 12, 6:00 p.m.**

**DPA-St.Catherine Home & School Association**  
**May 3, 2023**  
**Meeting Agenda & Notes**

- **Welcome and Prayer**

- Attendees:

- **Treasury Update** (Heather)

- Checking: \$1,758.93
- Savings: \$36,282.80
- Total: \$38,041.73

- **Expenses**

- 4/12/23 My APlus Uniforms Michigan Staff Order \$386.25
- 4/21/23 Leanne Lipski Daddy Daddy Daughrer Dance \$98.74
- 4/28/23 Portable Basketball Hoop \$399.98

- **Deposits**

- Ravenna Foods Receipts \$40, \$118, \$126
- 4/23/23 \$60.27 interest

- **Flower Sale update**

Delivery on Thursday, May 11  
95 total baskets sold  
\$475 Profit

- **Field Day June 5**

At St.Joe's campus this year. Kate is getting the cost of bussing together.

- **Walk- a- Thon**

- Date: TBD Bonnie is asking if someone could head this up as she is not available this year.

Bonnie will contact the office in regards to counts in each room, get snacks, drinks, and provide pledge forms for teachers to pass out to students.

- **Auction October 14, 2023**

- Fire & Ice Gala

- 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

- **Set a date in June for the Auction kickoff meeting.**

- **Field Trips**

- **Parent/Staff Comments/Questions**

- **2023 Happenings**

May

- Prayerful Walk-a-thon

June

- Field Day, June 5

August

- DPA golf outing

October

- Auction October 14

### **Next Meeting**

- *Auction planning meeting: June 7th at 7pm*
- First HSA meeting of the 2023/2024 school year: Wednesday, September 6 at 6:00 p.m. in a school classroom.

**DPA-St.Catherine Home & School Association**  
**November 2, 2022**  
**Meeting Agenda & Notes**

- **Welcome & Opening Prayer**

Attendees: *Chelsea Lockhart, Heather Braspenninx, Matt Lown, and Ryan Swanson via phone*

- **Treasury Update (Heather)**

Savings: \$42,920.19 (+ \$213.93 year to date change)

Checking: \$23,925.64 (+ \$18,201.83 year to date change)

Asked Todd- 10/26/22 Journal Entry bank deposit correction \$1,026.00?

Total: \$66,845.83 (+ \$18,415.76 year to date change)

- **Income October 2022**

- *Autumn Auction Fundraising \$22,994.16 (not the final total)*

- *10/14/22 M/M Arends donation \$150*
- *10/17/22 Square Payments \$5,387.24*
- *10/18/22 Miscellaneous donation \$25*
- *10/18/22 \$15,748.00*
- *10/27/22 Auction Bar \$388.92*
- *10/27/22 M/M John Morey \$550*
- *10/27/22 Diocese of GR \$600*
- *M/M Kyle Beuschel \$1,171.00*

- *Savings Account Interest \$ 53.58*

- **Expenses October 2022**

- *General supplies \$364.48 (Preschool Rug)*
- *Field Trips and Social Events \$441.50 (Dunneback Field Trip, Back to School Bash, 2 pizza lunches, Teacher Dinners - Conferences)*
- *Other \$1,023.27 (110 Tent stakes and grave cleaning supplies)*
- *Autumn Auction \$2,150.94*
  - *10/1 Ravenna Independent - Advertisement \$45*
  - *10/12/22 Paul Helsen - Catering \$1200*
  - *10/18/22 Courtney Bowmar - Classroom Projects \$61.90*
  - *10/18/22 Annette Lown - Preschool Project \$43.38*
  - *10/18/22 Ryan Swanson - Float & Auction Decor \$131.76*
  - *10/18/22 Chelsea Lockhart - Dessert, postage, and brochure printing \$161.70*
  - *10/18/22 Chelsea Lockhart - Table cloths and coffee \$30.34*
  - *10/18/22 Heather Braspenninx - table coverings \$16.99, decorations \$54.19, paddle supplies and decor \$38.92*



- 10/20/22 Gina Bouwhuis - Scholastic Books (Wish List) \$200
- Chelsea will email Julie to check about fees for Square from Auction

- **Staff Requests**

Mrs. Beuschel-- Request for Kitchen playset in Little Wings, their current one is broken. Request to pay for material to fireproof the stage curtain in Hall. The men's club has agreed to cover up to \$1000.

- *Does the kitchen set have to be new? (ie: a school-grade set was recently seen at Mel Trotter)*
- *What dimensions? Features and needs based on licensing?*
- *Approved funding for both, pending further research on Little Wings Kitchen*

- **Mars Food Drive kickoff**

Begin collecting Monday, Nov 14

Ends Friday, November 18th.

Set a school wide goal for 100 items donated for a special treat?

**Little wings**

**Preschool**

**Lower Elementary**

**Upper Elementary**

- *Heather will check with Paula Port to see what is needed at MARS*
- *If 100 items is hit school-wide, than whole school gets pizza lunch.*

- **Conference Dinner**

Did they like this better than taking orders?

- *Feedback received was that it was more convenient to go down to the kitchen and grab what they needed when their schedule allowed, as well as not have to warm up anything. Leftovers were utilized as well.*

- **Caroling before Christmas**

- *Upper EI classroom, include lower EI too? Would we have enough drivers? Check with GB to see if he is available. Date pending availability*

- *Need to remember both nursing homes; carole at the Senior Living place on Slocum, too.*
  - *Take school picture ahead of time to use for the photo card*
  - *Christmas card with school children again?*
  - *Hot chocolate and donuts afterwards*
- **Annual Autumn Auction!**  
Will get the final print out of all deposits, credit card sales, and credit card fees from Todd.

Set next year's date, October 14, 2022?

***Choose the theme for the 2022 auction at the next meeting so letters and brochures can get sent out earlier to the bigger Corporations that need 6 plus months advance notice for donations.***

- **2022/2023 Happenings**

**November**

*All Saints Day plenty of parent/adult volunteers*

*St Catherine Feast Day Nov 22nd St. Joe's students will travel here*

*Suggestion to have each campus pay for snack and lunch when hosting Holy Days*

**December**

*Advent Program- need more information and date TBD*

*Immaculate Conception Dec 8th @ St. Cats (Mass @ 9:30)*

*Christmas Break Dec 23-Jan 6th*

**January**

*Catholic Schools Week, Jan 24-28*

*Special Friends BINGO, Jan 27 Invite friends to Mass and refreshments after.*

**February**

*All School Skate Party, Feb 4th*

*Ash Wednesday Feb 22nd @ St.Cats (Mass @ 9:30)*

**March**

*Daddy Daughter Dance March 10th*

*Mother Son Bowling March 11th*

*Cake Walk March 19th*

**April**

*Spring Break April 3-10*

*Flower basket sale (end of April, in time for Mother's Day delivery)*

**May**

*Prayerful Walk-a-thon, date TBD*

Teacher appreciation week May 2-6

**June**

Field Day, June 8

- **Parent/Staff Comments/Questions**
  - *Hot lunches from RPS starts next week*
  - *Chelsea will check with RPS Food Services to see how it will work with Meal Magic accounts if HSA were to provide monthly lunches*
  
- **Ideas for Teacher Appreciation Gifts**
  - *Computer Bag, Lunch Bag, DPA logo wear from website so that we can allow them to order what they would like*

**Next HSA meeting Wednesday, December 7, at 6:00 p.m.**

**DPA-St.Catherine Home & School Association**  
**October 5, 2022**  
**Meeting Agenda & Notes**

- **Welcome & Opening Prayer**
  - Attendees: *Chelsea Lockhart, Ryan Swanson, Mrs. Rasch, GB Rose, Heather Braspenninx, Katie Hackenberg, Bonnie Pline, Taylor Abbott*
  
- **Treasury Update** (Heather)
  - Checking: *beginning balance \$5723.81, current balance \$4744.91*
  - Savings: *beginning balance \$42706.26, current balance \$42866.61*
  - Total: *beginning balance \$48430.07, current balance \$47611.52*
  
- **Expenditures** (Heather)
  - *Silent Auction Items \$166.76*
  - *Countryside Greenhouse \$1092.50*
  - *Courtney Bowmar (math games) \$38.75 (also used her donation)*
  - *Gina Bouwhis (books, sight words, name plates) \$114.18*
  
- **Deposits** (Heather)
  - *Ravenna Lumber (auction) \$50*
  - *Mum Sale \$2988*
  - *Golf Outing \$1875*
  - *K-4 cash donation \$100*
  - *Preschool donation \$50*
  
- **Requests**

November 22 Feast Day @ St.Catherine's campus  
St. Joe's kids coming to our campus. Can we provide juice, donuts and a craft? Parishioners are invited to join. *Approved. Chelsea will coordinate with school.*
  
- **Annual Autumn Auction: Back to the 90's, Saturday, October 15.**
  - Ticket sales update...*75 currently*
  - Donation updates: *See list*
  - Live Auction update: *See list*
  - Bar update (Heather): *Donations have been coming in, Ryan will bring a cooler for ice.*
  - Games & raffles
    - Heads and tails game: GB
    - \$200 Lottery Tickets: 1 ticket/\$10; 3 tickets/\$20; 10 tickets/\$50: Start selling at this Sunday's mass
    - Check out - Katie & Bonnie
    - Poster that says "Did You...Pay for your Seats?...Pay for your Raffle & 50/50 Tickets?...Want to Round Up?" *Who to make these? [Katie Hackenberg](#)*
    - We need final head count for caterer this Friday 10/7
    - George Herman for Auctioneer? *Yes, Ryan asked him at Thursday Mass*
    - All donations to be in by this Sunday 10/9 we are printing programs Monday and won't be able to change anything.
    - Set up...Ryan Setting up tables and bar Thursday 10/13 starting at 10:30. Emailed teachers for students to eat lunch in classrooms Thursday and

Friday. Hall will be open Thursday 10/13 5-6:30 for anyone that wants to drop off a donation.

- Last push for tickets sales and baskets this week!

- **2021/2022 Happenings**

- **October**
  - Annual Autumn Auction, Oct 15
  - Trunk or Treat, Oct 31 @ 1:30pm in Hall Parking lot, ALL Welcome!
- **November**
  - All Saints Day, Nov 1st @ St. Joe campus (Mass @ 9:30)
  - Picture Retake Day, Nov 8
  - St. Catherine's Feast Day, Nov 22 @ St. Cats
- **December**
  - Immaculate Conception, Dec 8th @ St. Catherine campus (Mass @ 9:30)
  - Christmas Break, Dec 23 - Jan 6th
- **January**
  - Catholic Schools Week, Jan 24-Jan 28
  - Special Friends BINGO, Jan 27 invite friend to mass and refreshments after
  - All school Glow Party, Jan 28 @ St Catherine campus 6:30-8pm (Need a lead on this. Ryan will be on vacation.)
- **February**
  - All School Skate Party, Feb 4
  - Ash Wednesday @ St. Catherine campus (Mass 9:30)
- March**
  - All School Ash Wednesday Mass @ St Catherine campus, March 2
  - Daddy Daughter Dance, March 10th (6-7:30)
  - Mother Son Bowling, March 11
  - St. Patrick's Day Cakewalk, March 19
- **April**
  - Spring Break, April 3-7
  - Flower basket sale (*end of April, in time for Mother's Day delivery*)
- **May**
  - Prayerful Walk-a-thon, May TBD
  - Teacher Appreciation week, May 1-5
- **June**
  - Field Day, June 5th @ St. Joe campus
  - Last day school, June 9th

- **Parent/Staff Comments/Question**

- *Parents concerned about lack of communication in regards to staffing changes in Little Wings (multiple parents with children in that classroom have voiced frustrations to multiple HSA members).*
- *Frustration voiced in regards to the usage of the hall, what the policies are for usage, and who is making decisions about this. Most importantly, with winter coming and gym class... concerns that the chairs being set up on one whole half that gym class cannot be conducted properly and the chairs being a safety hazard. Parents would like communication from the school in regards to what the game plan will be for this.*

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

**DPA-St.Catherine Home & School Association**  
**September 7, 2022**  
**Meeting Agenda & Notes**

- Welcome & Opening Prayer
  - Introductions/Attendees: *Chelsea Lockhart, Mrs. Lown, GB Rose, Katie Hackenberg, Ryan Swanson, Bonnie Pline, (remotely: Heather Braspeninx)*
  - 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
  - 2022/2023 Year Begin Balance:
    - *Checking \$5,723.81 Savings \$42,706.26 Total \$48,430.07*
  - Year to Date Balance:
    - *Checking \$927.34 Savings \$42,813.09 Total \$43,740.43*
  
- Expenditures over the summer
  - *8/1/22 Amazon \$5,427.41 (Computer Interactive Whiteboards, iPad, Desktop Computer, TV Wall Mounts, iPad cases)*
  - *8/25/22 Kathy Morey \$129.50*
  - *8/25/22 Courtney Bowmar \$139.80 (Portable Lap Desks)*
  
- Income
  - *8/9/22 \$50.00 IMO Eugene and Alphonse Helsen (Donations)*
  - *8/24/22 \$100.00 Apple Family Practice (Golf Outing)*
  - *8/25/22 \$250.00 Swanson Pickle (Auction)*
  - *8/25/22 \$250.00 Swanson Grading and Brining (Auction)*
  - *8/25/22 \$100.00 Don Lockhart (Golf Outing)*
  - *8/30/22 \$300.00 GripTrac (Auction)*
  - *8/30/22 \$75.00 Linck Inc Agency (Auction)*
  - *8/31/22 \$53.45 Interest*
  - Prayerful Walk-a-thon:
  - Golf Outing: *\$3491 total (\$1745 went to each campus)*
  
- Open House
  - 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.
    - *Parents really liked having pictures during the open house - thank you for coordinating!*

- *Very difficult to hear when microphone was pulled away from face*
  - *Suggestion:*
    - *Start with pictures early in the evening while kids are still “neat” - assign a time for pictures, like 4-5:30pm*
    - *Then proceed with “meeting” portion with at later/set time - like 6pm*
    - *Make sure Kate keeps microphone up to her mouth while she is talking*
    - *Have HSA table set up with water and/or snack in the hall for families to meet the HSA group during the picture time*
  
- *Fundraisers*
  - *Autumn Auction*
  - *Golf Outing*
  - *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)*
    - *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*
  
- *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?*
    - *Yes, approved*
  
- *Homecoming: Friday, September 30th*
  - *Representatives- Hudson Lockhart & Morgan Hudson*
    - *Will need to contact RPS with names of reps/parents names*
    - *Chelsea will email Brittni Coleman with names of reps and remind families of dress code for homecoming float*
  - *Convertible- Who will provide this? Chelsea will contact RPS*
  - *Float*
    - *Truck & trailer- Bonnie's parents will provide*
    - *Swanson barn for decorating- Thursday, Sept 29. Adults only due to hazards of farm building, pizza provided, BYOB.*
    - *Theme: Back to the 90's: Heather will get neon sunglasses for float, kids/parents/staff encouraged to wear 90's attire*
    - *All students & staff are invited to ride the float*
      - *Meet in front of the American Legion at 4:00pm; parade begins at 4:30pm*
      - *HSA will provide candy for parade - Chelsea will purchase*



- Annual Autumn Auction: **Back to the 90's**, Saturday, October 15
  - Tickets go on sale *next weekend* during mass (9/17/22 & 9/18/22) - \$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?)
    - *Giving tree in the back of the church with tags (basket ideas, live auction items, fund-a-need: playground equipment)*
    - *Will start email thread with HSA members for ideas*
  - Donation updates (Chelsea & Heather)
    - *Already receiving donations*
    - *Letter requested donations by 10/1/2022*
    - *Chelsea will call companies who have not responded by end of September*
  - Decorations update (Ryan)
  - Bar update (Heather) - *send letter out by 9/19/2022 requesting donation by 10/7/2022*
  - Games & raffles:
  - Live Auction:
  - Appetizer ideas:
  
- 2022/2023 Happenings
  - September
    - *Mum sale - forms due 9/19/2022, delivery 9/23/2022 (GB will coordinate)*
    - *Ravenna Homecoming: September 30*
    - *Grave Cleaning: September 20*
  - October
    - *Annual Autumn Auction: October 15*
    - *Parent Conferences: October 26*
    - *Trunk or Treat: October 31: 1:30pm in Hall Parking Lot*
  - November
    - *Food Drive: November 14*
  - December
    - *Christmas Break: December 23 - January 6th*
    - *Caroling around town:*
  
  - January
  
  - February
    - *Conferences, Feb 13th 3-7pm*
    - *Father/Daughter Dance, March 10th (Entire DPA) St. Catherine's Hall, Pictures?*
    - *Mother/Son Bowling, March 11th (Entire DPA)*
  - March
    - *St. Patrick's Day Cakewalk, March 19*
  - April
    - *Flower basket sale (end of April, in time for Mother's Day delivery)*
  - May

- Prayerful Walk-a-thon
    - Teacher Appreciation Week: 1-5th
  - June
    - Field Day, June 5
  
- Parent/Staff Comments/Questions
  - Lunches
    - *We are going to start doing pizza lunches again once a month (Starting September 21st) while the RHS cafeteria is only offering sack lunches. Give parents and children a break.*
  - Mrs. Lown (school update from Kate)
    - *Staff do faith formation every morning with both campuses via zoom*
    - *Atrium - Kate doing LE on Tuesday, Mrs. Lown doing preschool*
    - *Mrs. Lown looking into new seating options for the preschool classroom*
  
  - *Playground inspection 9/28/2022*
    - *Awaiting border for playground mulch*
    - *Chelsea will update HSA group via text*
  
  - *Playground needs*
    - *Paint - hopscotch, four squares, etc*
    - *Sidewalk extension*
  
  - *Tuition credit for attending HSA meetings*
    - *\$25 credit per family*
    - *Only one credit per school year*
    - *In person meeting only*
    - *In the future this may increase*
  
  - *Amazon smile*
    - *Inform attendees at Autumn Auction*
  
- Next HSA meeting Wednesday, October 5th, 6:00 p.m.