

DPA-St.Catherine Home & School Association
April 10, 2024
Meeting Agenda & Notes

- **Welcome and Prayer**

- Attendees: *Hope Rasch, Ryan Swanson, Chelsea Lockhart, Katie Hackenburg, Bonnie Pline*

- **Treasury Update**

- *Checking: \$312.26*
- *Savings: 35,702.08*

- **Expenses**

- *Mother son bowling: Approximately \$68 for each campus*

- **Flower Sale kickoff**

Sale will began April 12th, with orders due by May 2nd, in time for Mother's Day delivery
Using Countryside greenhouse again this year
Set up a date/time for flower pick up
\$5 profit per basket
Chelsea organizing drop-off with GB

- **2024/2025 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 6-10**

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

- *Monday - Bonnie*
- *Tuesday - Chelsea*
- *Wednesday - Melissa*
- *Thursday - Ryan*
- *Friday - Katie*

- **Field Day**

SJ looked into bussing for Field Day on June 4th and were unable to obtain it through Coopersville Schools. Kate mentioned the parent that organized Field Day last year was willing to do that again this year at SJ?

-Would like to keep event at each campus, alternating years (as originally planned when event started going to each campus)

-Chelsea emailing SJ

-Need to know by April 30th if they will be attending field day at our campus

- **Staff Requests**

- *None*

- **Walkathon**

- Date? What day do we want to start sending pledges out?

- *May 3rd*

- *In the morning*

- *Coordinate around Little Wings nap schedule*

- *Bonnie emailed Kate*

- **School Principal Appreciation Day**

- Do something special for Kate? Wednesday, May 1st?

- *Chelsea has information*

- **Nominations for HSA positions for 2024/2025**

Yearly nominations for Secretary/Treasurer positions

Secretary: nomination -

Treasurer: nomination -

President/vice president every 2 years

President: Bonnie

Vice President: Chelsea

- **Auction October 2024**

Need to set a date, Ryan was asking Kyle Jawor homecoming dates for this year to not conflict with Auction.

- 10/12/24 or 10/19/24

Theme: *Tailgating with Saint Catherine's DPA*

- 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 Tuesday, June 4th, 7pm at St. Joe's to get 2024/2025 dates on the calendar. All members are welcome and encouraged to attend.

- Last day of school - teacher breakfast for students
- May 14th, Tuesday 5:30-6:30pm, preschool/K round-up
- Dog Daze, 7/13 - school doing a booth

- **2024 Happenings**

April

- 1st Holy Communion: April 28th
- Flower basket sale (end of April, in time for Mother's Day delivery)

May

- May Crowning: May 2nd after 8:30 am school mass
- Teacher Appreciation week: May 6-10
- Prayerful Walkathon: TBD

June

- Field Day, June 4th @ St. Catherines
- Joint HSA meeting: June 4th 7pm
- Last Day of school: June 7th

Next Meeting May 1st @ 7pm
Last Meeting of the 2023/2024 School Year!

DPA-St.Catherine Home & School Association
December 6, 2023
Meeting Agenda & Notes

- **Welcome and Prayer**

- Attendees: *Chelsea B, Katie H, Ryan S, Mrs Bowmar, Bonnie P, Joel C*

- **Treasury update**

- Checking:
- Savings:
- Total:

- **Expenses**

- **Deposits**

- **MARS Food Drive**

Went GREAT, we raised almost 200 donations, and doubled our goal! Donuts were provided as a treat!

- **Advent Program**

- Thursday, Dec 14, 6:30-7:15.

HSA provide juice & plates? Can anyone help with setup?

Bonnie to get juice and cups, Chelsea and school kids help set up chairs.

- **Christmas caroling**

December 18th in the afternoon (LE and UE?)

Hot chocolate and treat upon return? *Will do treat for school upon return, no hot chocolate because they are having that for smart goals reward a day after.*

What businesses will we want to go to?

Ravenna Lumber Co

Ravenna foods

Lake MI CU

Ravenna Family Practice

Tibet House

Countryside Manor

Apple Family Medicine

- **Staff Christmas bonuses/gifts**
 - Full time (10) , Part time (5)

- **Parent/Staff Comments/Questions**

Continue doing adopt a child, maybe adopt a local family next year.

Can we have paper copy of the School Friday newsletter sent home as well?

Sign up for class parties will be going out soon! Class holiday parties will be Friday, December 22.

- **2023/2024 Happenings**

December

1st Reconciliation Retreat: Dec 2nd 9-11am (St.Francis)
 Advent Program Practice: December 5th 9-11am (St.Catherines -treat)
 St. Nicholas Feast Day- December 6th
 Solemnity of Immaculate Conception, Dec 8th (Has a decision been made in regards to all school mass?)
 Advent Program Practice: December 14th 9:30-11am (St.Joes treat)
 Advent Program: December 14th 6:30pm (St. Catherine's Hall)
 Christmas Parties: December 22nd afternoon
 Christmas Break: December 25th-January 5th
 Adopt a family tree

January

Catholic Schools Week, Jan 28 - February 2nd
 Special Friends BINGO, Jan 27 invite friend to mass and refreshments after
 CSW DPA led mass: January 28th 9am St. Catherines
 Kids Food Basket/Food collection: Muskegon - (St. Catherine's UE)
 Veterans visit: January 31st - **GB ask?**

February

Grandfriends Day: February 1st
 Candlemass: February 2nd (did Father agree to come to St.Catherines to bless

All School Skate Party: February 2nd 3-5pm - **need to call Roller Fox**

Valentines Day Parties: February 13th

Ash Wednesday All School Mass: February 14th at 9:30am

March

Mother / Son Bowling: March 8th 6-8pm (at Ravenna Bowl)

Father/Daughter Dance: March 9th 6-7:30pm (St. Catherines) pics? Hall booked

St. Patrick's Day Cake Walk: March 17th in the School after Mass

St. Joseph Feast Day: March 19th at 9:30am (St.Joes - Lunch/party)

April

1st Holy Communion: April 28th

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

May

May Crowning: May 2nd after 8:30 am school mass

Teacher Appreciation week: May 6-10

Prayerful Walkathon: TBD

June

Field Day, June 4th @ St. Catherines

Joint HSA meeting: June 4th 7pm

Last Day of school: June 6th

Snow make up day: June 7th

Next meeting Wednesday, 10th, @ 7:00 p.m

DPA-St.Catherine Home & School Association
February 7, 2024
Meeting Agenda & Notes

- **Welcome and Prayer**
 - Attendees: *Annette Lown, Ryan Swanson, Chelsea Lockhart, Bonnie Pline*
- **Treasury update** Still looking to fill this position, any interests?
- **Expenses:** \$
- **Deposits:** \$
- **Requests:** *\$27.47 Courtney - 100 days of school - approved*
- **CSW Comments/Suggestions for next year**
 - Staff Lunch? *Very nice that all the teachers could eat together.*
 - All School Skate Party? *Everyone had a lot of fun.*
 - Grandfriends Day? *It went really well.*
- **St. Joseph's Auction**
 - This Saturday, February 10th 5:30 - 10:30 pm in KC Hall. Tickets are \$50/person and that includes your dinner and drinks. You can purchase your tickets online at ***event.auctria.com*** Theme this year is RedNeck Yacht Club.
- **Pizza lunch for V-day and reward for donating to KFB.**
 - Tuesday, Feb 13th - Is anyone available to handle this? *Annette will check if Britni can pick this up.*
- **Fish Fry hosted by DPA**
 - Friday, February 23rd. Britni sent this out in an email to families. We will need 15-20 volunteers and this can include UE kids helping serve. They will be opening the hall back up for the Fish Fry's this year.

- **Dinner or Lunch for conferences Tuesday, February 27th 2024**

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? *Ryan is able to help. Annette is going to check with her room. Chelsea is going to ask Melissa.*

- **Mother/Son Bowling**

- With the school budget being down this year do we want to charge for bowling? 2/\$16 for bowlers this year without pizza and pop. *Approved. 2/\$20 charge. HSA will cover the cost of the pizza and pop.*

- **Daddy/Daughter Dance**

- Last year we split expenses with SJ HSA. Do we want to do that again this year? If so, do we have an amount we want to spend? *Approved. We will donate \$150 from our account.*

- **March Reading Month**

- This year's theme is "**WILD ABOUT READING** " In the past we have covered Hallway supplies for this, do we want to do this again? *Approved. Kate is looking into a book fair during conferences this year. Parents are excited to bring this back.*

- **Summer Care Program**

- Activities/Supplies this year?
 - *Matt has a meeting tomorrow. HSA approved the same amount as classroom startup money. \$175 approved for summer care.*
 - *Parents of last year's summer care program were concerned about the activities that were planned were not age appropriate/not implemented. Need to look at ages of children prior to planning activities. The activities may need to be different between the campuses.*

2024 Upcoming

February

Valentines Day Parties: February 13th (Pizza Lunch provided by HSA)
Ash Wednesday All School Mass: February 14th at 9:30am

March

Mother / Son Bowling: March 8th 6-8pm (at Ravenna Bowl)

Father/Daughter Dance: March 9th 6-7:30pm (St. Catherines) pics? Hall booked
St. Patrick's Day Cake Walk: March 17th in the School after Mass
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April

1st Holy Communion: April 28th
Flower basket sale (*end of April, in time for Mother's Day delivery*)

May

May Crowning: May 2nd after 8:30 am school mass
Teacher Appreciation week: May 6-10
Prayerful Walkathon: TBD

June

Field Day, June 4th @ St. Catherines
Joint HSA meeting: June 4th 7pm
Last Day of school: June 6th
Snow make up day: June 7th

Next meeting Wednesday, March 6th, 7:00 p.m.

DPA-St.Catherine Home & School Association
January 17, 2024
Meeting Agenda & Notes

Welcome and Prayer

- Attendees:

- **Treasury update**
 - Checking:
 - Savings:
 - Total:

Deposits

-

Expenses

-

Requests

Advent Program

Thoughts on how this went this year, sound seemed to be better

Staff Christmas Bonus

All staff appreciated this, Todd cut checks individually to them this year, thoughts on this next year? It would be taxed next year he mentioned but made it way easier.

Catholic Schools Week Jan 28-Feb 2 2024

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 (Feb13th)

Sunday, January 28th- Celebrating Your Parish

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

3 student readers will be needed for each mass.

Family Testimonials?

Monday, January 29th - Celebrating Your Community

* Kids food basket drive: Students from LW to MS will earn a pizza party on February 13th- Valentine's Day celebration for bringing in items for Kids Food Basket. Christina and Britni will send out a Sign Up Genius on January 12th. All items are due on January 26th.

2024 Sack Supper Items

- Pudding Cup
- Fruit Cup or Pouch (no foil tops please)
- Pretzel, Cheez-it or Goldfish bag (1.5 oz. or smaller)
- Meat sticks – either TWO 0.28 oz sticks or ONE 0.5 oz. stick
- Quart Size Bag – Please use quart size zipper lock bags as Supper Packs will be packaged into the Sack Suppers.

Britni to call KFB:

Traveling to Kids Food Basket in Muskegon. Bus will be provided for UE classrooms. Pick up at 9:30am. Tour 10:00-11:30. Bus will pick up at 11:30 and arrive back at school at 12:00. Lunch at 12:00 and recess at 12:30

Tuesday, January 30th - Celebrating your Students

Cathedral mass: Catholic Schools Week Mass which will be celebrated on Tuesday, January 30th at 10:00am at the Cathedral of St. Andrew. Coopersville bus is set up to transport SJ and SC students to the cathedral. Pick up at SC at 9am and SJ at 9:10

- 10- Mrs. Bowmar
- 15- Mrs. DeYoung

- Hat Day with uniform
- Board game party and popcorn P3-8th grade in the afternoon 2:00-2:35
 - HSA will get popcorn- Kate can bring over from SC to SJ

Chelsea will check with Bonnie as she's done this in the past

Wednesday, January 31st - Celebrate the Nation

- Write letters to veterans - Send to Veterans home in Comstock Park- give to Christina and Britni
- Pray the rosary as a school in church at 10:00 am after morning recess
- Preschool say a decade together in the classroom.
Teacher Leaders
SC-Courtney
SJ-
- Red/White/Blue Dress up Day

Thursday, February 1st - 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

- SC Special Friends Attend Mass/ Bingo- Preschool will have bingo and treats in their room.
- Write a letter to Sister Peter Mary \ other nuns?
 - Letters to Father Fred-
 - Fr. Fred Brucker
Clark Retirement Home
1551 Franklin
Apt. 3029
Grand Rapids Mi 49506
 - Christina to get address- kids can practice writing letters and addressing an envelope for UE and MS
 - Letter to Father Phil -
Rev. Philip Shangraw
1119 Lake Michigan Dr NW
Grand Rapids, MI 49504

 - Kate confirm Father Andrew to visit classrooms
 - Jeannie Sokolowski-Call FLPC to see if any sisters are available to talk about vocations
- Semi-Casual and Crazy sock day

Friday, February 2nd - Celebrate staff and volunteers

- HSA provides lunch for SC staff- SJ staff are gifted DPA spiritwear
- Britni to confirm that HSA will cover lunch LW-8 (1 LW teacher to stay in room) so staff can eat together
- Sports Wear Day
- Roller Fox 3:00-5:30- Confirmed. 1/9/2024

2024 Look Ahead

January

Catholic Schools Week, Jan 28 - February 2nd

Special Friends BINGO, Jan 27 invite friend to mass and refreshments after

CSW DPA led mass: January 28th 9am St. Catherines
Kids Food Basket/Food collection: Muskegon - (St. Catherine's UE)
Veterans visit: January 31st - **GB ask?**

February

Grandfriends Day: February 1st
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May

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Teacher Appreciation week: May 6-10
Prayerful Walkathon: TBD

June

Field Day, June 4th @ St. Catherines
Joint HSA meeting: June 4th 7pm
Last Day of school: June 6th
Snow make up day: June 7th

Parent/Staff Comments/Questions

Next meeting Wednesday, February 7th, 7:00 p.m.

DPA-St.Catherine Home & School Association
March 6, 2024
Meeting Agenda & Notes

- **Welcome and Prayer**
 - Attendees:

- **Treasury update:** *Still looking to fill position?*
 - Checking:
 - Savings:
 - Total:

- **Deposits**

- **Expenses:**

- **Requests:**

Prizes for March's reading month?

- **Daddy Daughter Dance:**
 - Setting up Saturday morning at 11am. In need of 2 volunteers to help the night of the dance?
Chelsea will send an email out asking for volunteers for the night of the dance.

- **Flower Sale:** CountrySide again, keep color options simple this year. Orders due May 3rd. Sale Starts April 8th.

- **Fish Fry**
 - How did this go? Do we want to do this again next year?

- **Nominations for HSA positions for 2024/2025 school year:**

Yearly nominations for Secretary/treasurer positions
President/vice president is every 2 years

Revisit and possibly update bylaws as HSA changes?

President -
Vice President -
Secretary-
Treasurer-

- **Preschool/Kindergarten Round Up**
 - Date/details: TBD per Kate
 - HSA provides snacks and drinks again? Approve
- **Summer Care activities**

- **Cakewalk, Sunday, March 17, following the 9:00 a.m. mass**
 - Canceled due to not having enough volunteers
- **Auction: Saturday, October 12th or 19th?**
 - Need to decide on Theme to start planning.

- **Parent/Staff Comments/Questions**

- **2023/2024 Happenings**
 - March
 - Mother / Son Bowling: March 8th 6-8pm (at Ravenna Bowl)
 - Father/Daughter Dance: March 9th 6-7:30pm (St. Catherines)
 - St. Patrick's Day Cake Walk: March 17th in the School after Mass
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 - May
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 - Prayerful Walkathon: TBD

- **June**

Field Day, June 4th @ St. Catherines

Joint HSA meeting: June 4th 7pm

Last Day of school: June 6th

Snow make up day: June 7th

Next meeting Wednesday, April 10th, 7:00 p.m.

DPA-St.Catherine Home & School Association

May 8, 2024

Meeting Agenda & Notes

- **Welcome and Prayer**

- Attendees: *Kate Beuschel, Annette Lown, Matt Lown, Courtney Bowmar, Ryan Swanson, Chelsea Lockhart, Katie Hackenburg, Joel Creager, Alyssa Patterson, Bonnie Pline*

- **Treasury Update**

- Checking:
- Savings:
- Total:

- **Expenses**

- **Deposits**

- **Breakfast**

As our end of the year tradition Teachers always make the kids breakfast on the last day of school. Do we want to purchase any supplies for this or set a dollar amount?

Teachers will provide their own supplies

June 7th

Breakfast

- **Flower Sale update**

Delivery on Thursday, May 9th

110 total baskets sold

Around \$550 profit

Ryan, Chelsea, Pickle guys

Pickup starting at 2:45pm

- **Field Day June 4th**

Events run 9:30 -1pm

Do we want to ask for SJ parent volunteers to help at stations this year? This would avoid having to ask teachers to run stations.

Food?

- **Walk- a- Thon**

This year we raised \$1455! .

- **Well project**

We met our goal for our well project and will be celebrating this Friday May 10th at 2pm with an ice social.

- **Auction October 12, 2024**

- 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.**

Do we want to do this again?

- **Field Trips**

Courtney is taking UE to the Grand Rapids Museum next Friday May 17th and is looking for 3 parent drivers?

- **Parent/Staff Comments/Questions**

Joint HSA meeting w/ St Joe on Tuesday, June 4th, 7pm at St. Joe's to get 2024/2025 dates on the calendar. All members are welcome and encouraged to attend.

-Last day of school - teacher breakfast for students

-May 14th, Tuesday 5:30-6:30pm, preschool/K round-up (Chelsea getting snacks)

-Dog Daze, 7/13 - \$25 donation

-Homecoming 10/4/24

- **2024 Happenings**

May

Teacher Appreciation week: May 6-10

June

Field Day, June 4th @ St. Catherines

Joint HSA meeting: June 4th 7pm @ SJ

Last Day of school: June 7th

Next Meeting

- First HSA meeting of the 2024/2025 school year: Wednesday, September 4th.

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

- **Welcome & Opening Prayer**

Attendees:

- **Treasury Update**

Savings:

Checking:

- **Income October 2023**

- **Expenses October 2023**

- **Treasure:**

Does anybody have any leads they could share on a treasurer?

- **Staff Requests**

- **Mars Food Drive kickoff**

Begin collecting Monday, Nov 13th

Ends Monday, November 20th.

Set a school wide goal for 100 items donated for a special treat? We've done this in the past.

Little wings

Preschool

Lower Elementary

Upper Elementary

- **Advent**

Practicing at SC 12/14, SJ will come to our campus. Can we provide a light snack this day?

- **Adopt a Child's Wish List**

This year for Christmas each classroom will be adopting a child in need for the holidays and buying items for their Christmas wish list.

DA Blodgett has a program where you can scan through the individual children/wishlists and choose which child you'd like to adopt.

We will have each classroom choose a child for each class to adopt and then we will create a sign-up genius for your class for kids/parents to choose which items they'd like to donate.

Donations are due (unwrapped) by Dec 4, so we'd want to make the deadline to receive items Friday, December 1st just to make sure that they're received in time.

UE could drop off items on the 1st as well.

Please respond to Leanne (sjhsa@wingdpa.org) and let her know if you are going to:

1) go through the individuals with your students and choose a child to sponsor as a class. Once a child is chosen- email Leanne at sjhsa@wingsdpa.org and she will sign up DPA for that child.

2) you want Leanne to choose a child for your class to sponsor

- **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?
- *Only UE and Kindergarteners*
- *December 18*
- *Chelsea and Ryan driving, check with LE parent*

- **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 12, 2024?

Choose the theme for the 2024 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.

- **School Budget**

How much do we want to donate to the Annual School Budget?

\$25,000

- **2023/2024 Happenings**

November

All Saints Day, Nov 1st @ St. Joe campus (Lunch/party after 9:30 mass)

Food drive: Week of November 13th, due Nov 20th.

St. Catherine's Feast: November 20th at 9:30 am (St. Catherines)

December

1st Reconciliation Retreat: Dec 2nd 9-11am (St. Francis)

Advent Program Practice: December 5th 9-11am (St. Catherines -treat)

St. Nicholas Feast Day- December 6th

Solemnity of Immaculate Conception, Dec 8th (Has a decision been made in regards to all school mass?)

Advent Program Practice: December 14th 9:30-11am (St. Joes treat)

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Christmas Parties: December 22nd afternoon

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Adopt a family tree

January

Catholic Schools Week, Jan 28 - February 2nd

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Veterans visit: January 31st - **GB ask?**

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Mother / Son Bowling: March 8th - **need to call Ravenna Bowl**

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Field Day, June 4th @ St. Catherines

Joint HSA meeting: June 4th 7pm

Last Day of school: June 6th

Snow make up day: June 7th

- **Parent/Staff Comments/Questions**
 - *Fundraiser for January/February*
 - *Cookie dough*

- ***Ideas for Teacher Appreciation Gifts***
 -

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

DPA-St.Catherine Home & School Association
October 4, 2023
Meeting Agenda & Notes

- **Welcome & Opening Prayer**
 - Attendees: *Joel Creager, Melissa Hogan-Creager, Katie Hackenburg, Annette Lown, Chelsea Lockhart, Bonnie Pline*

- **Treasury Update**
 -

- **Expenditures**

- **Deposits**

- **Requests**

- **Annual Autumn Auction: Fire & Ice Gala, Saturday, October 14th.**
 - Ticket sales update: *Currently at 75 tickets*
 - Donation updates:
 - Live Auction update:
 - *Tiny Digg house in Muskegon*
 - *Hall rental*
 - *Camper rental*
 - *Reserved church parking*
 - *Fire truck ride*
 - *Patio furniture*
 - *¼ beef*
 - *Blackstone pizza*
 - *Gun*
 - Bar update:
 - *Fire & Ice jello shots with basket of cheer raffle (Annette, Hope, Matt)*
 - *One for \$1 or five for \$3*
 - *Gina, Kate, Chelsea's mom - making baskets of cheer*
 - Games & raffles
 - Heads and tails game: *GB Rose*
 - \$200 Lottery Tickets: 1 ticket/\$10; 3 tickets/\$20; 10 tickets/\$50: *Start selling at this Sunday's mass*
 - Check out: *Katie & Bonnie* (obtain Square from church office, Katie obtain hotspot)
 - 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*
 - We need final head count for caterer this friday
 - Luke Meyer for Auctioneer. *Confirmed*
 - All donations to be in by this Sunday 10/8 we are printing programs Monday and won't be able to change anything.
 - Set up...Chelsea Setting up tables and bar Thursday 10/12 starting at 10:30. Emailed teachers for students to eat lunch in classrooms Thursday and Friday.

Hall will be open Thursday 10/13 9-2p for anyone that wants to drop off a donation. This went out in an email to all Parishioners.

- *Ryan/Wes Swanson will be there with guys starting at 10am Thursday*
- *Fund-a-need clip to play at the auction*

- Last push for tickets sales and baskets this week!

- **2023/2024 Happenings**
- **October**
 - Blessing of the animals: October 5th at 2pm
 - Ravenna Homecoming Float: October 6th 4pm at the American Legion
 - Annual Autumn Auction: October 14th
 - Trunk or Treat, Oct 31 @ 1:30pm in Hall Parking lot, ALL Welcome!
- **November**
 - All Saints Day, Nov 1st @ St. Joe campus (Lunch/party after 9:30 mass)
 - Food drive: Week of November 13th, due Nov 20th.
 - St. Catherine's Feast Day, Nov 22 @ St. Cats
 - St. Catherine's Feast: November 20th at 9:30 am (St. Catherines)
- **December**
 - 1st Reconciliation Retreat: Dec 2nd 9-11am (St. Francis)
 - Advent Program Practice: December 5th 9-11am (St. Catherines -treat)
 - St. Nicholas Feast Day- December 6th
 - Solemnity of Immaculate Conception, Dec 8th (Has a decision been made in regards to all school mass?)
 - Advent Program Practice: December 14th 9:30-11am (St. Joes treat)
 - Advent Program: December 14th 6:30pm (St. Catherine's Hall)
 - Christmas Parties: December 22nd afternoon
 - Christmas Break: December 25th-January 5th
 - Adopt a family tree
- **January**
 - Catholic Schools Week, Jan 28 - February 2nd
 - Special Friends BINGO, Jan 27 invite friend to mass and refreshments after
 - CSW DPA led mass: January 28th 9am St. Catherines
 - Kids Food Basket/Food collection: Muskegon - (St. Catherine's UE)
 - Veterans visit: January 31st - **GB ask?**
- **February**
 - Grandfriends Day: February 1st
 - Candlemass: February 2nd (did Father agree to come to St. Catherines to bless the candles?)
 - All School Skate Party: February 2nd 3-5pm - **need to call Roller Fox**
 - Valentines Day Parties: February 13th
 - Ash Wednesday All School Mass: February 14th at 9:30am
- March**
 - Mother / Son Bowling: March 8th - **need to call Ravenna Bowl**
 - Father/Daughter Dance: March 9th 6-7:30pm (St. Catherines) pics? Hall booked?
 - St. Patrick's Day Cake Walk: March 17th in the School after Mass
 - St. Joseph Feast Day: March 19th at 9:30am (St. Joes - Lunch/party)
- **April**

1st Holy Communion: April 28th
Flower basket sale (*end of April, in time for Mother's Day delivery*)

- **May**

May Crowning: May 2nd after 8:30 am school mass
Teacher Appreciation week: May 6-10
Prayerful Walkathon: TBD

- **June**

Field Day, June 4th @ St. Catherines
Joint HSA meeting: June 4th 7pm
Last Day of school: June 6th
Snow make up day: June 7th

- **Parent/Staff Comments/Question**

Next HSA meeting Wednesday, November 1, at 6:00 p.m.

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

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

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

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

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

 - Year to Date Balance:

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

- Expenditures over the summer

- Income over the summer

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

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

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

- Back to school party
 - Thoughts?

- Fundraisers
 - Autumn Auction
 - Ravenna Foods receipts (need to be turned in quarterly)- **Volunteer?**
 - Due on the 15th the month after quarter ends, next due October 15th
 - Sort out Tuesdays (extra reward) and alcohol (no reward)
 - Reward of 1% (5% for Tuesdays), about \$100 each quarter
 - Easiest to do at the end of every month, put in spreadsheet
 - Receipts can be dropped into the collection baskets at church, into the box in the back of the church, off to the parish secretary, or off to the school secretary
 - Prayerful Walk-a-thon
 - Flower basket sale (spring sale)
 - Mum sale (fall sale)
 - Euchre? - haven't done since Covid
 - Cookie Dough?

- Wesco popcorn buckets?
- Golf outing- *Only 1 date was available, it did not work for a lot of people*
- *Fish fry- maybe the school could run one to raise money for school*
- Field trips
 - Last year we left this open-ended, with the intention to pay for all field trips within reason and with prior approval. Do we wish to do the same this year? *Will wait until auction income profit is finalized and a decision is made about school donation... will need to see what funds the account has remaining at that time*
- Homecoming: Friday, October 6th
 - Representatives- Michael Pline & Mayce Creager
 - Convertible- *Kate's father could possibly provide, will need someone to drive*
 - Float :
 - Truck & trailer - *Bonnie checking with her parents*
 - Swanson barn for decorating? *Yes, parents will decorate float with decorations kids will make at school - will arrange with Kate to determine date decorations will be made by students*
 - Theme: Fire & Ice Gala:
 - All students & staff are invited to ride the float
 - Meet in front of the American Legion at 4:00pm; parade begins at 4:30pm
 - *Closing Little Wings/After Care at 4pm*
 - *HSA will obtain candy for float and something fun for the kids*
- Annual Autumn Auction: **Fire & Ice Gala**, Saturday, October 14
 - Tickets go on sale this weekend at mass (9/17/23) - \$25/person; \$30/person after October 9
 - Chelsea will email Julie so that Father knows Chelsea will be speaking at mass
 - Donation board and/or flier (one or both?)
 - Donation updates
 - Already receiving donations
 - Letter requested donations by 10/1/2023
 - Chelsea will call companies who have not responded by end of September
 - Decorations update: Ryan
 - Bar update - send letter out by 9/19/2023, requesting donation by 10/7/2023
 - Classroom projects: *Bonnie*
 - Games & raffles: *GB*
 - Live Auction Items:
 - Catering: Chelsea- *Donna's Catering*
 - Appetizer ideas:
 - Social media posting (Facebook): Ticket sales, *need to email Christina with what needs to go on Facebook*
 - Sign: *Randy & Barb Helsen will be putting up AA info when sign is changed on Sunday*
 - *Thank you cards to donors*
 - Auctioneer- *Chelsea will ask George Herman*

- 2023/2024 Happenings
 - September
 - Grave Cleaning: September 12th
 - Mum sale: Forms due September 13th, delivery September 18th (weekly update says 21st?)
 - October
 - Blessing of the animals: October 5th at 2pm
 - Ravenna Homecoming: October 6th - semi casual day at St. Catherine's
 - Annual Autumn Auction: October 14th
 - Trunk or Treat: October 31st: 1:30pm in Hall Parking Lot
 - November
 - All Saints Day Celebration: November 1st at 9:30am (St. Joe's - lunch/party after mass)
 - Food Drive: Week of November 13th, due November 20th (food will be brought to the altar at the all school mass)
 - St. Catherine's Feast: November 20th at 9:30am (St. Catherine's - lunch/party after mass)
 - December
 - 1st Reconciliation Retreat: December 2nd 9-11am (St. Francis)
 - Advent Program Practice: December 5th 9:30-11am (St. Catherine's - treat)
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 - Advent Program: December 14th 6:30pm (St. Catherine's Hall)
 - Christmas parties: December 22nd afternoon
 - Christmas Break: December 25th - January 5th
 - Christmas caroling: Date??
 - Adopt a family tree
 - January
 - Catholic schools week: January 28th - February 2nd
 - CSW DPA led mass: January 28th 9am St. Catherine's
 - Kids Food Basket/Food Collection - Muskegon (St. Catherine's UE)
 - Veteran's visit: January 31st - **GB ask?**
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 - Grandfriends Day: February 1st
 - Candlemass: February 2nd (did Father agree to come to St. Catherine's to bless candles?)
 - All School Skate Party: February 2nd 3-5pm - **need to call Roller Fox**
 - Valentine's Day Parties: February 13th

- Ash Wednesday All School Mass: February 14th at 9:30am
 - March
 - Mother/Son Bowling: March 8th - **need to call Ravenna Bowl**
 - Father/Daughter Dance: March 9th 6-7:30pm (St. Catherine's) pictures? - **has the hall been procured?**
 - St. Patrick's Day Cakewalk: March 17th- **hall? school?**
 - St. Joseph's Feast: March 19th at 9:30am (St. Joe's - lunch/party)
 - April
 - 1st Holy Communion: April 28th
 - Flower basket sale (end of April, in time for Mother's Day delivery)
 - May
 - May Crowning: May 2nd after 8:30am school mass
 - Teacher Appreciation Week: May 6th - May 10th
 - Prayerful Walk-a-thon
 - June
 - Field Day: June 4th (St. Catherine's)
 - Joint HSA meeting: June 4th 7pm
 - Last day of school: June 6th
 - Snow make up day: June 7th
- Teacher requests
 - *Gina Bouwhuis- \$75 (start up money)- approved, Kate will inform her start up money was approved for 4 main room teachers only*
 - *Jeannie Sokolowski- \$225.09 Atrium St. Catherine's level 1 & 2 material- approved, Kate already informed her that requests need to be submitted prior to purchasing materials*
- Parent/Staff Comments/Questions
 - Pickup and drop off- concern in regards to parking in 4 drop-off spots, parents parking and going into school, parents needing to drive around parked cars, can school give reminder at drop-off/pickup to reinforce *(Kate will talk to Britni about gently reminding parents of drop-off/pickup procedure)*
 - Inability to connect with school- Britni's hours, does Britni carry a phone when she is not in the office, school reimbursed phone, actual job description, parents reach out before work and during lunch and are unable to connect with Britni *(Kate will prepare teacher/staff contact information - most likely will come out in weekly update email)*
 - Front door replacement- who is covering cost *(this was already covered by grant money)*
 - Who paid for the last set of new doors- grant money, Lions Club, reimbursement of HSA *(Kate will look into this and let us know)*

- DPA website and Facebook pages- who updates (*DPA website- Courtney, Facebook- Christina*)
- HSA email list: Going out to prior families, current families aren't all included (*already taken care of*)
- Next HSA meeting Wednesday, October 4th, 7:00 p.m.
- Set Auction meeting: An evening that works for everyone- *possibly 9/17/2023, Chelsea will send a group text message to all HSA members*