

Minutes Approved 8/9/19 by Karen Reed-Timmer (President)

Date: 07 August 2019

Time: 6:30 PM

Location: 184 Taft (Tonya Fritz's home)

**Executive Committee:**

HSA Role	Representative	Attended? (Yes/No)
President	Karen Reed-Timmer	Yes
Faculty Liaison	Kate Beuschel	Yes
Communications	Leanne Lipski	Yes
Hospitality	Tonya Fritz	Yes
Faith Formation	Jeannie Sokolowski	Yes
Parent Ambassador	Ashley Dietrich	Yes
Room Parent	Brittany Carmody	Yes
Volunteer Coordinator	Sharon Davis	No
Fundraising Coordinator (Auction Chair)	Jennie Taylor	Yes

**Additional Participants:**

- Becky Porter

**Discussion Summary**

- **Key News**
  - Next HSA meeting will be Tuesday, September 10 at 6:30 PM at school, with Auction meeting following
    - HSA meetings will be on the 2<sup>nd</sup> Monday of every even month and the 2<sup>nd</sup> Tuesday of every odd month at 6:30 pm, with exceptions being made for holidays and holy days
    - Monday, Oct 14
    - Tuesday, Nov 12
    - Monday, Dec 9
    - Tuesday, Jan 14
    - Monday, Feb 10
    - Tuesday, Mar 10
    - Tuesday, Apr 14 (13<sup>th</sup> is Easter Monday – no school)
    - Tuesday, May 12
    - Monday, Jun 8 (end of year wrap-up meeting)

## Minutes Approved 8/9/19 by Karen Reed-Timmer (President)

- New Early Childhood building/offices should be completed by Oct 15, 2019
- New Members Welcome/Introduction
  - Suggestion made to add committee helpers to the volunteer coordination form
    - Ex: faith building helper, hospitality helper, etc

### Recap

- Open House
  - Ashley Dietrich and Sharon Davis helping with setup starting at 3:30 pm
  - Open house is scheduled from 5-7 pm. Parent meeting is from 5-5:30 pm. Students can have pictures taken from 4:30-5 pm or 5:30-7 pm
  - Kate will send out clarification email to ensure parents know about meeting at 5 pm
  - Cookies and cider will be provided by HSA
    - Jeannie providing cider (6 gallons) and cups
    - Tonya buying cookies and sending with Ashley for setup
  - HSA, Auction and School board will all be presenting during the parent meeting
  - Suggestion made for mini photo booth table with a sign for DPA and "Class of \_\_\_\_" and add in graduating high school year, specifically for new kindergarten students but could make it for all kids
- Back to School Party
  - August 23<sup>rd</sup> 6 pm at Sokolowski's home for both campuses
  - Jeannie providing meat (pulled pork) – Kathy Morey offered to cover cost for this
  - SJ HSA (Karen) providing ice and water and coolers for transportation
  - HSA members to come early to help setup (~4 pm) if able
  - Jeannie creating a flyer and will send to secretaries at SJ and SC to distribute to families early next week
    - Request RSVP by Aug 19<sup>th</sup>
    - Potluck – families A-K bring a side, families L-Z bring a salad or dessert
    - BYOB

### New Business

- Budget
  - Leftover 2018-2019 budget will be rolled over to the 2019-2020 school year
  - Todd Kline is the new business manager for the cluster parishes – need to contact him to find out what our total budget for 2019-2020 year will be
- Box Tops/Family Fare Receipts
  - Joan Kutchins looking to hand off family fare receipts/coke caps once our next milestone has been reached (should be soon) – Karen to reach out to Joan and get update
  - Box Tops have updated how they're being collected – now individuals will need to scan the receipt and upload them rather than physically turn in the boxtops (see BTFE.com for additional info)
- Welcome Tent for first morning of school

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- Tonya Fritz leading
- Becky Porter will pick up coffee
- Tonya will pick up donuts
- Karen will pickup waters
- Use HSA canopy and tables and setup in the parking lot
- Karen and Tonya will try to setup night before if weather allows, otherwise they'll meet to setup 7/7:15 am that morning
- Suggestion of making DPA coffee mugs with new labels and handing out to parents and faculty on the first day of school
  - 30 families plus 8 staff
  - Ashley looking into costs/details on whether it's feasible to have in time
  - Contact Ryan Lafferty and possible printing place in Ravenna (Vista Print)
- Recess Duty
  - Early childhood will provide one person for recess duty and then we'll need an additional volunteer for everyday – Sharon Davis to set up sign-up genius and send out to parents
  - Discussed idea of separate recesses for younger classes and middle school/junior high
    - Could be feasible once we have an all-school lunchroom (~November) because 2 teachers could stay inside for lunch while 2 others went outside for recess duty
    - Kate to discuss further with staff in Aug.
- Volunteer Sign Up Sheets
  - For Events – need to send out to Suzanne for packets, including dates
- Auction Add-a-Bid
  - \$1,700 was raised, which was supposed to go to specials teachers. Feedback from specials teachers last year was that there weren't any big-ticket requests, so Kate will reach out to the specials teachers again once they've been assigned. The remainder of funds will be used for new playground equipment
  - New Playground Equipment suggestions:
    - Gaga pit
    - Scooters and helmets (and hooks to hang up helmets)
    - Soccer Netting (we have poles, but no net)
    - Balls
    - Sidewalk Chalk
    - Trucks/Tractors for sandbox
    - Other sandbox toys
    - T-ball/whiffle ball
    - Sleds
- Gaga Ball discussion
  - Phil Brown and Kyle Beuschel to connect to look at possibilities for gaga ball pit construction
  - Cost was estimated to be ~\$1000 for an 8x10 structure
  - Playground needs to be inspected/approved in September, so it would be nice to have it in place before then, even though there are no stipulations for the gaga pit for inspections

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- Auction Harvest Party
  - Date changed to Oct 12 (~3-6 pm) to accommodate later harvest of pumpkins
- Hot lunch
  - Need a minimum of 25 students for Coopersville to accommodate
  - Once little Wings transitions to St. Joe's, there will be ~10 children that the school will need to provide lunch for
  - Send out survey for families ASAP to gauge interest
  - Ravenna will accommodate a smaller number of students, but St. Joe's would be required to transport the food because they wouldn't deliver. Looking into this option because Ravenna's hot lunch offers better quality food than Coopersville
- Question was raised about start-up money for teachers for the year, especially new teachers
  - SC gives \$100 to teachers and \$250 to new teachers every year
  - Need to discuss with Todd Kline on whether there is money available in the budget for this
- First Robotics
  - Kate to touch base with Nichole Umlor from Trinity Lutheran for update
- Staff will be providing Kate with 2 field trip suggestions for their classes at the Aug 12 staff meeting
- Jeannie will continue to hold position for faith building, but because she is now a staff member, she will be considered a non-voting member and will not be able to vote as an executive committee head.
- GRACAC Sports
  - Diocese sports program
  - Parent coaches are able to dictate where practices are and when they are held
  - School has to pay for sports, along with the families
  - Coopersville Rec is also available
  - John Bowhuis is DPA athletic director

**Planned Events/Activities for 2019/2020**

Event	Tentative Date	St. Joe's only or All School Event	Additional Comments/Discussion
St. Joe's Open House	14 Aug 2019	St. Joseph's	Back to school open house, school pictures, etc
Back to School Party	23 Aug 2019	All School	6-10 pm at Jeannie Sokolowski's house – outdoor potluck dinner, bonfire, possibly outdoor movie projector (if dark enough)
Fall Harvest Party (Auction Fundraiser)	<del>27 Sep 2019</del> 12 Oct 2019	All School	At Adam and Jennie Taylor's Property (68 <sup>th</sup> and Wilson). Pick pumpkins, hay maze, hay rides, games, concessions, paint pumpkins
St. Catherine's School Auction	19 Oct 2019	St. Catherine's	
Fall Service Project	Oct/Nov 2019	All School	Go out into community and rake leaves for elderly – possible competition with St. Catherine's to see which school can fill the most bags
All Saint's Day Mass and Celebration	1 November 2019	All School	Option to dress as a saint and let Father guess who they are
Caroling at Mary Free Bed Pediatric unit	December 2019	All School	Jennie Taylor to discuss dates and details with Mary Free Bed – potentially at Helen Devos as well
Santa's Workshop	12 Dec 2019	St. Joseph's	Make sure that we have proper supplies/inventory ahead of time and that burden doesn't fall on Suzanne again the morning of event
Advent Program	17 Dec 2019	All School	At St. Catherine's – date may change based on music teacher's availability
Catholic Schools Week (CSW)	Jan 26-Feb 1	All School	NCEA.org
CSW Service Project – Celebrate Community	27 Jan 2020	All School	Deliver cookies to businesses in the community
CSW Celebrate Students	28 Jan 2020	All School	Sledding (if weather permits) or board game day for backup
CSW Celebrate Nation	29 Jan 2020	All School	Rosary to pray for nation and write letters to thank service members
CSW Celebrate Vocation	30 Jan 2020	St. Joseph's	Jeannie to arrange for bother Father Jegar and the Dominican Sisters of Mary Mother of Eucharist to come to school
CSW Celebrate Faculty, Staff and Volunteers	31 Jan 2020	St. Joseph's	Hard to do extra events because it's set up day for auction – open to suggestions. Possibly have 8 <sup>th</sup> graders to help set up, have to check with Kate and auction.
St. Joe's Auction (CSW Celebrate Families)	1 Feb 2020	St. Joseph's	Come celebrate your family by joining in St. Joseph's Auction!
Daddy/Daughter Dance	22 Feb 2020	All School	Host at St. Catherine's
Mother/Son Bowling	23 Feb 2020	All School	Ravenna Bowl was suggested but open to other Mother/Son event ideas as well
Grandfriends Day	20 Mar 2020	St. Joseph's	Mass followed by brunch and bingo

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Prayerful Walkathon	15 May 2020	All School event, but separate at each campus	Have people pledge money and kids walk and pray for sponsors intentions – for SJ's, have donations go to a “charity fund” that we use to support various charitable events during the year, such as kid's food basket, degage, adopt a family, etc
Field Day	1 June 2020	All School – Hosted at St. Catherine's	SJ's to help with more prep work – ask for volunteers to set up morning of event. No need for an alternate rain date, just move inside if necessary
8 <sup>th</sup> Grade Graduation	5 June 2020	St. Joseph's	Celebrate at student mass Friday morning on the last day of school – 2019 graduates seemed to prefer graduating in front of peers rather than the whole church congregation. 7 <sup>th</sup> Grade parents, along with HAS will have a small celebration after Mass.
State Capital Trip (Upper Elementary)	TBD	All School	Kate is working on applying for grant money to help fund this trip
HSA Meetings	Monday, Oct 14 Tuesday, Nov 12 Monday, Dec 9 Tuesday, Jan 14 Monday, Feb 10 Tuesday, Mar 9 Tuesday, Apr 14 (13 <sup>th</sup> is Easter Monday – no school) Tuesday, May 12 Monday, Jun 8 (end of year wrap-up meeting)	St. Joseph's	HSA meetings will be on the 2 <sup>nd</sup> Monday of every even month and the 2 <sup>nd</sup> Tuesday of every odd month at 6:30 pm, with exceptions being made for holidays and holy days

## Divine Providence Academy – St. Joseph Campus

### Home and School Association Meeting Minutes

Approved by Karen Reed-Timmer 9/14/2019

Date: 10 September 2019

Time: 6:30 PM

Location: St. Joseph Campus

#### Executive Committee:

HSA Role	Representative	Attended? (Yes/No)
President	Karen Reed-Timmer	Yes
Faculty Liaison	Gina Bouwhuis	Yes
Communications	Leanne Lipski	Yes
Hospitality	Tonya Fritz	Yes
Faith Formation	Jeannie Sokolowski	Yes
Parent Ambassador	Ashley Dietrich	Yes
Room Parent	Brittany Carmody	Yes
Volunteer Coordinator	TBD	
Fundraising Coordinator (Auction Chair)	Jennie Taylor	Yes

#### Additional Participants:

- Becky Porter

#### Discussion Summary

##### • Key News

- Next HSA meeting will be Monday, October 14 at 6:30 PM at school, with Auction meeting following

##### Recap:

- Open House
  - Recommend adding microphone for better audio next year
  - Recruit middle school/youth group kids to help watch younger kids during parent meeting so that parents can pay attention
- Back to School Party-
  - Went well, everyone who attended had a good time
  - Recommend making it an annual event
- Welcome Tent
  - Not as well attended as last year

## Divine Providence Academy – St. Joseph Campus

### Home and School Association Meeting Minutes

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- Could put tent near back of building next year instead of parking lot
- Include schedule for next year (7:30-7:40, prayer at 7:40) so that parents know when they're expected to be there
- First Robotics
  - Junior Lego League (K-3)
    - Karen will be 4<sup>th</sup> coach if necessary
    - Currently 24 kids signed up with a max of 6 kids per team between Trinity Lutheran (4), St. Catherine's (7), St. Joseph's (13)
      - Still waiting to get confirmation from parents on, if their kids still want to participate
    - Meetings will be on Fridays after school (3:15-4:15) at Trinity Lutheran since their school doesn't get done until 3:10

### New Business:

- Retirement party for Fr. Fred
  - Ashley to reach out to Marcia and find out if she knows, would it be a surprise?
- Field Trip
  - Oct 14 – Early Childhood field trip to Schwallier's Country Basket
- St. Catherine's Auction
  - Oct 19
  - Recommend showing our support by attending
- Playground update- Used leftover funds from last year's auction's add a Bid used for playground
  - Put the money towards a Gaga pit, soccer net and balls, t-ball, whiffle bat, balls, jump ropes, shed organizer and a few other miscellaneous items
- HSA Agenda
  - Need to put it out earlier
  - Recommend emailing it out at least the Thursday before each meeting
- Website updates for HSA
  - Need to include bi-laws
  - How to get involved with HSA
  - List of current members
  - List of upcoming events
  - List of HSA meeting dates
  - Fundraisers/scripts
    - Karen to get a list of all the smaller fundraises so we can include it on the website and how to participate
- Auction Harvest Party
  - Oct. 12, 3-7 pm
  - Will include concessions, hay ride, pumpkins for sale, haybale "maze" or similar for younger kids, pumpkin decorating, other activities
- Resignation of Sharon Davis
  - Will send out email to those who were nominated for positions before but did not get one to see if they'd be interested in Volunteer Coordinator
  - Ashley will re-send volunteer survey because not everyone got it



## Divine Providence Academy – St. Joseph Campus

### Home and School Association Meeting Minutes

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- Hot Lunch
  - Would like to have up and running by Nov 1 but need 25 kids each day in order for Coopersville to provide service
  - Current number of students interested in hot lunch for the following days:
    - M: 22
    - T: 28
    - W: 19
    - R: 27
    - F: 22
  - 10 kids for little wings that will need it come Nov.1
  - What would it take to get kitchen up to code?
  - Ravenna is not a great option, would have to purchase transportation warmer, additional warmer to keep at school and have someone pick it up every day
  - What about Trinity Lutheran or Holy Trinity? Can we buy from them?
- Volunteer update
  - Middle school will volunteer at Degage
- Fall Service project
  - Nothing decided yet
- Halloween parties?
  - Gina to ask Kate if staff will be doing anything
- All Saints Day Mass and Celebration- November 1<sup>st</sup>
  - Have the students dress as a saint and let Father guess who they are
    - Tonya to reach out to Father and make sure he's up for it
  - Pizza lunch after mass
  - Snacks later in the day
- Easy Fundraisers
  - Boxtops
    - Karen to get in touch with Kelly
  - Spartan Receipts
  - Ink Toners
    - Recycle them for office supply gift cards
  - Script
    - Add information to HSA website so new parents can easily look up how to sign up for it
- Start up Monies for Teachers
  - Will meet with committee heads and determine specific amounts
- Knights of Columbus Pancake Breakfast at St. Vincent DePaul
  - Proceeds from the Jan 12 and Jan 19 breakfasts will go to DPA

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rvest Party (Auction Fundraiser)	2019 2019	ool	At Adam and Jennie Taylor's Property (68 <sup>th</sup> and Wilson). Pick pumpkins, hay maze, hay rides, games, concessions, paint pumpkins
herine's School Auction	2019	herine's	
vice Project	ov 2019	ool	into community and rake leaves for elderly – possible competition with St. Catherine's to see which school can fill the most bags
t's Day Mass and Celebration	mber 2019	ool	to dress as a saint and let Father guess who they are
g at Mary Free Bed Pediatric unit	ber 2019	ool	Taylor to discuss dates and details with Mary Free Bed – potentially at Helen Devos as well
Workshop	2019	eph's	ure that we have proper supplies/inventory ahead of time and that burden doesn't fall on Suzanne again the morning of event
Program	2019	ool	atherine's – date may change based on music teacher's availability
c Schools Week (CSW)	Feb 1	ool	org

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### Home and School Association Meeting Minutes

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Service Project – Celebrate Community	2020	pool	cookies to businesses in the community
Celebrate Students	2020	pool	golf (if weather permits) or board game day for backup
Celebrate Nation	2020	pool	to pray for nation and write letters to thank service members
Celebrate Vocation	2020	Joseph's	to arrange for both Father Jegar and the Dominican Sisters of Mary Mother of Eucharist to come to school
Celebrate Faculty, Staff and Volunteers	2020	Joseph's	to do extra events because it's set up day for auction – open to suggestions. Possibly have 8 <sup>th</sup> graders to help set up, have to check with Kate and auction.
Christmas Auction (CSW Celebrate Families)	2020	Joseph's	celebrate your family by joining in St. Joseph's Auction!
Daughter Dance	2020	pool	at St. Catherine's
Mother/Son Bowling	2020	pool	ten-pin bowling was suggested but open to other Mother/Son event ideas as well
Friends Day	2020	Joseph's	followed by brunch and bingo
Charitable Walkathon	2020	pool event, but separate at each campus	people pledge money and kids walk and pray for sponsors intentions – for SJ's, have donations go to a "charity fund" that we use to support various charitable events during the year, such as kid's food basket, degage, adopt a family, etc
Prep Day	2020	pool – Hosted at St. Catherine's	help with more prep work – ask for volunteers to set up morning of event. No need for an alternate rain date, just move inside if necessary
End of Graduation	2020	Joseph's	take place at student mass Friday morning on the last day of school – 2019

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			<p>graduates seemed to prefer graduating in front of peers rather than the whole church congregation. 7<sup>th</sup> Grade parents, along with HAS will have a small celebration after Mass.</p>
<p>meetings</p>	<p>Monday, Oct 14                      Tuesday, Nov 12                      Monday, Dec 9                      Tuesday, Jan 14                      Monday, Feb 10                      Tuesday, Mar 10                      Tuesday, Apr 14                      (13<sup>th</sup> is Easter                      Monday – no school)                      Tuesday, May 12                      Monday, Jun 8                      (end of year wrap-up meeting)</p>	<p>eph's</p>	<p>HSA meetings will be on the 2<sup>nd</sup> Monday of every even month and the 2<sup>nd</sup> Tuesday of every odd month at 6:30 pm, with exceptions being made for holidays and holy days</p>