



Home and School Organization

Meeting Minutes

Monday, September 10, 2018 5:00 p.m.

In attendance: Stephanie Fitzgerald, Jamie Gassner, Nicole Johnsrud, Michele Konrad, Jen Lefeber, Kate Miller, Dr. Nardi, Willa Ritt

- I. Opening Prayer
- II. Approval of May minutes-*there were no minutes on hand to approve*
- III. Financial Report.....Willa Ritt/Dr. Nardi
 - a. Update on last school year's budget
 - i. *\$2585.57 was rolled over from last school year into a restricted account for playground improvements*
 - ii. *Starting balance for this school year as of 7/1/18-\$757.00 (this will go into a new H&S Checking Account). Jen Lefeber & Willa Ritt will be signers on the account, along with Dr. Nardi.*
 - b. Need a detailed spreadsheet for tracking; previous years we were given a very general list with no detail
 - i. *Willa will work with Monique on this*
 - c. Open House Night
 - i. *Food for teachers' lounge=\$139.53*
 - d. Picnic table project
 - i. *All materials needed to complete the painting project were donated by Jen Lefeber, Kate Miller & Willa Ritt*
 - e. Events to budget for this year
 - i. *The following events/items will be included as expenses in the H&S Budget for 2018-19:*
 - 1. *Popsicles in the Park*
 - 2. *Grandparents Day*

3. *Field Trip busses*
 4. *Halloween Party*
 5. *Family Movie Night*
 6. *Teacher Appreciation Week*
 7. *Field Day*
- ii. *The following events/items are expected to bring in revenue for H&S for 2018-19:*
1. *Uniform Sale*
 2. *Hansen's Fundraiser*
 3. *Magazine Sale*
 4. *Blue Harbor Family Nights (x2)*
 5. *Collectibles*
 6. *Feasting for Funds (Monthly Dining Out Nights)*

IV. Old Business

- a. Uniform Resale.....Stephanie Fitzgerald
- i. *See attached document for update on this years' sale. A BIG THANK YOU to Stephanie Fitzgerald for coordinating this successful fundraiser for H&S!!*
 - ii. *Dr. Nardi will reach out to Lands End and request sample sizes of uniform items*
 - iii. *Discussion around moving the uniforms from the Book Room to the closet outside the Cafetorium. Someone needs to organize the closet to make better use of the space.*
- b. Popsicles in the Park.....Jen Lefeber
- i. *This was our 2nd year hosting this event. It was held on August 10th. There were about 15 families in attendance.*
 - ii. *Discussion around moving it to the weekend before Labor Day or cancelling it altogether. The decision was made to cancel this particular event since too many families are still vacationing and busy with summer activities. We will instead increase H&S' level of involvement at Open House Night with the possibility of doing a Buddy Family gathering and having food trucks in the parking lot with activities for the kids. Dr. Nardi shared that the orientation only took half the time this year, so we can utilize the other half for the Buddy Families to meet.*
- c. Volunteer/Sign-Up Genius Coordinator
- i. *A discussion was held last school year to have one person coordinate the Sign-Up Geniuses and volunteers. Instead, we will share the responsibility between the H&S committee chairs, using the H&S email account instead of our personal email accounts.*
- d. Playground
- i. *Buddy Benches: 2 benches have been donated to date; one is outside the office and the other is on the playground. There will be one more donated this fall.*
 - ii. *Equipment from Campbells: All of the equipment we received from our Campbell's Soup label collections is ready to be inflated and used on the playground. Once*

we have keys to access the garages, we can make these items available to the kids during recess.

- iii. *Form Planning Committee: We need to get a contact of a professional playground installation company to be part of the planning. Dr. Nardi is not able to head this committee, but suggested we utilize the Safety & Facilities Committee. No next steps have been set.*
- iv. *We received a mailing on a grant opportunity. The deadline to apply is October 31st, so we will look into it. Dr. Nardi offered to help write the proposal if we decide to apply.*

V. **New Business**

- a. *Room Parent Outreach-Jen L. will coordinate and send emails to interested families once all grades have someone signed up.*
- b. *Hansen's Pizza Fundraiser-kickoff Sept. 7th. Last day of sale is Sept. 21st. Jen is coordinating. October 25th is the pickup date, 3:00-5:30pm in the Cafetorium.*
- c. *Feasting for Funds-need a new person to coordinate*
 - i. *Willa will coordinate this going forward. Jen will give Willa all the information and contacts from last school year.*
- d. *Collectibles-First collection in October:*
 - i. *Incentive will be a jeans day for any student who turns in 20 or more Box Tops.*
- e. *Blue Harbor Family Night Oct. 4*
 - i. *Nicole Johnsrud will coordinate. Chrissy Schmidt offered to help count money.*
 - ii. *Deadline for payment to the office is September 28th. Final headcount needs to be to Blue Harbor by 9am Monday October 1st. No late payments will be accepted.*
- f. *Grandparents Day Oct. 2nd-need someone to coordinate*
 - i. *Jen will coordinate and send invitation to Dr. Nardi to go out to families. Sign-Up Genius will go out week of September 17th asking for donations and volunteers to help.*
- g. *Halloween Party-need someone from H&S to be on planning committee*
 - i. *Jamie Gassner & Michele Konrad will head up the committee. Jen will send an email asking for volunteers to be on the committee.*
 - ii. *It was decided to do a Pasta Dinner as in the past, instead of pizza. We will drop the cost for a family of 4 or more to \$20 or \$5 per person for families less than 4. The cost at the door will be \$40 per family, since we need to plan in advance for food.*
 - iii. *Pick N Save was used to order food in the past. We will check with Festival Foods to see if they can make a donation. They require a month in advance for requested donations.*
 - iv. *Suggestion made to create a menu and publicize it, so families are aware that we will be serving a bigger meal.*
 - v. *Dr. Nardi has a contact for Marcus Theaters. She is willing to ask for a popcorn donation for the event.*

vi. *A \$250 donation will be given to the 8th grade class for doing the Haunted House.*

h. *Magazine Sale-*

i. *We will offer an online renewal-only sale this month. Here is the link:*

<https://www.apmags.com/store/home/code/SETONCATHOLIC>

ii. *Depending on how the sale does, we may offer a full sale in the spring.*

i. *Other*

i. *H&S will supply the meals for teachers during Parent/Teacher conferences via Sign-Up Genius donations*

ii. *Field day for June 2019: January 2, 2019 is the day we need to reserve the date*

iii. *Kate Miller will provide us with a contact for Kohls*

VI. *Next Meeting Location: Seton Cafetorium. We will have a Chocolate Chip Cookie Baking Competition! Anyone in attendance is welcome to join in the fun! Bring your favorite made-from-scratch (or secretly store-bought 😊) chocolate chip cookies to participate in the fun. Everyone will vote on their favorite. The winner will receive a special prize.*

a. *The November meeting will be held at The Blind Horse Winery (6018 Superior Avenue, Kohler). So please make childcare arrangements since this will be for adults only!*

VII. *Closing Prayer*