

**St. Francis School HSA
Meeting Minutes
Tuesday, April 12, 2016
7 PM – St. Francis School Cafeteria**

Attendance: Jane Gregory, Brooke Steinkamp, Sarah Venvertloh, Carla Slough, Vicky Mitchell, Roseann Stuckman, Tabitha Surowiec, Jennie McDermott, Megan Vale, Lori Shepard, Jennifer Spohr, Kim Dodd, Sarah Hull, Natalie Powell, Frank Cann, Maureen Makarewicz, Nancy Walker, Rachel Coggeshall, Susie Eaton, Nikki Albright, Kristy Marth, Jennifer Arens, Heather Bryan, Karla Fesler.

Meeting called to order by Heather Bryan. Opening prayer at 7:01 PM

Principal's Report: given by Lori Shepard

- New & interested families have been visiting the school. Our enrollment continues to be strong.
- Spring Dance for 6th, 7th, & 8th grade was Friday, April 1st
- Students participated in a Culture day on April 7th.
- Parent's Prom was Saturday, April 9th. Lots of fun had by all.
- School Play is scheduled for April 15th & 16th.
- QND Trivia for the 7th graders April 19th.
- Stem Night is scheduled for April 21st.
- First Communion is April 24th. Please keep these students in your prayers.
- Still working on 5 year plan. Updates were sent to the Tracy Foundation.
- Continuing to work on Budget.
- Lori Shepard will be attending the upcoming Principal's Conference.
- The last 3 faculty meetings have consisted of:
 - Forming plans to continue affirming/model good behavior, and manage unproductive behavior.
 - Curriculum Mapping: no gaps between grades, minimal overlap, & mastery of concepts.

Father Don's Report: Fr. out of town

Treasurer's Report: given by Heather Bryan

- Mall Event \$813
- Skate Nights \$372

- Christmas Seat Raffle: \$380
- Parent's Prom: numbers are still coming in: approximately \$1,400
- Trash Bags: \$2,000
- very few expenses to date
- Treasurer Lori Vranjes will have a full detailed update by May 1, 2016 & will present at May's HSA meeting.

Secretary's Report: given by Karla Fesler. Approval of March 8, 2016 minutes: motion Natalie Powell, 2nd Brooke Steinkamp. Unanimous approval.

Committee Reports:

Parent's Prom: given by Jennifer Arens

- Great crowd, twice as many participants as last year. 30 baskets were donated & raffled including \$1,000 earring from Sturhahn. Had better turn out of non-school families this year. Looking for ideas & feedback on making this a better fundraiser, building participation for upcoming years.

School Picnic: given by Jennie McDermott

- Picnic will be held at KofC on May 25th, last day of school. Gengenbacher Ice Shack is booked. Looking to change up food this year; checking prices at other restaurants. Changing up some activities: possibly a scavenger hunt.

Fundraising: given by Jennifer Arens.

- "St. Francis School Kickball Home Run Derby & Walk-a-Thon" will be Friday, April 29, 2016 (rainout May 11th). This fundraiser is to replace "Jump Rope for Heart". It will take place during gym class. Working on days/dates to accommodate Pre-K.

Old Business:

Constitution & Bylaws: given by Heather Bryan

- Proposed Constitution & Bylaws were in the office for review prior to the meeting. All questions were addressed, revisions noted.
- Revisions were restated. Motion to approve Constitution & Bylaws: Brooke Steinkamp, 2nd Jennie McDermott. Unanimous approval.
- Constitution & Bylaws available upon request.

New Business:

Calendar of Events & Committee Responsibilities: given by Heather Bryan

- Tentative HSA Calendar of Events for upcoming 2016-2017 school (attached below) handed out. Looking for feedback/suggestions.
- Committee Responsibilities handed out. Copy amended (attached below) due to concerns by Committee Members during meeting.
- Tabled to May's HSA meeting.

Committee Chair Nominations:

- Brooke Steinkamp, Safety Committee
- Sarah Venvertloh, Teacher Appreciation
- Jane Gregory & Brooke Steinkamp, Parent's Prom
- If you or someone you know would like to chair a committee, please contact a member of The Executive Board (President Heather Bryan, Vice President Jennifer Arens, Treasurer Lori Vranjes, and Secretary Karla Fesler). We want to make this upcoming year a successful one for our children & school.
- Tentative appointment of Committee Chairs, from those who have shown interest, at the May HSA meeting.

General Information:

- The Executive Board invites all parents/guardians to participate in the HSA. We welcome any & all feedback. We will be placing a suggestion box in the office, enabling private feedback. We want your voices to be heard.
- Next meeting will be Tuesday, May 10, 2016.

Closing prayer at 8:36 PM.

Minutes compiled by Karla Fesler, Recording Secretary

Tentative HSA Calendar of Events 2016-17

August

Teacher Gifts
Back to School Event

September

Fall Large Fundraiser
General Meeting Sept. 13th

October

Trunk or Treat
General Meeting Oct. 11th

November

General Meeting Nov. 8th
Pizza Fundraiser Nov. 23rd

December

Christmas Program Seat Raffle

January

General Meeting Jan. 10th
Winter Carnival

February

General Meeting (Executive Board Election Nominations) Feb. 21st

March

General Meeting (Executive Board Election) March 14th
Spring Large Fundraiser

April

General Meeting April 11th (Committee Chair Nominations)
Parents Prom

May

General Meeting May 9th
School Picnic

Committee Responsibilities

Fall Fundraiser

Fun Run/Bike

Spring Fundraiser

Home Run Derby for St. Francis

Parents Prom

Fundraising Development

Pizza sales

School Store

Teacher Appreciation/Student Recognition

Teacher Appreciation Week

First communion/Confirmation gifts

8th Grade gifts

Safety

Crossing Guard program

Playground Safety

Parking lot safety (pick up and drop off)

Playground Duty Rules Guide

Student Activities

Back to School Event

Trunk or Treat

Winter Carnival

End Year Picnic

Sensory/Learning Development (possible new committee)