

Lourdes Home & School Meeting Minutes - August  
 August 10th, 2021  
 Davenport Library - Eastern Branch 6000 Eastern Ave. Davenport

**Attendees:**

| <b>2021/2022 Home &amp; School Board</b>       |   | <b>Teachers/Staff</b>             |   |
|--|---|-----------------------------------|---|
| <a href="#">President: Jen Foley</a>           | X | Jennifer Alongi                   | X |
| President-Elect: Denise Howell                 | X | Amy Paul                          |   |
| Ex-Officio: Megan Stopulos                     | X | Danielle Behnke                   | X |
| Secretary: Angie Kaney                         | X | Sarah Snyder                      | X |
| Treasurer: Jill Tandy                          | X | Angie Gustafson                   | X |
| Treasurer Elect: Katie Carroll                 | X |                                   |   |
| Room Parent Co-Chairs: Brooke Heckinger        | X |                                   |   |
| Room Parent Co-Chairs: Meghan Cornish          | X |                                   |   |
| Volunteer Co-Chairs: Jenny Grobstich           | X | <b>Community/Committee Chairs</b> |   |
| Volunteer Co-Chairs: Amber Edwards             | X | Amy Reeves                        | X |
| Hospitality Coordinators: Sarah Keller         | X | Rachel Welker                     | X |
| Hospitality Coordinators: Alicia Gieck         |   | Julie Rosales                     | X |
| Hospitality Coordinators: Kate Hanell          |   | Sara Bushek                       | X |
| Hospitality Coordinators: Jaime Youngberg-Dyer |   | Rose Simmons                      | X |
| Hospitality Coordinators: Alison Meier         | X |                                   |   |
| New Family Ambassadors: Erin Emerle            | X |                                   |   |
| New Family Ambassadors: Andrea Reilly          | X |                                   |   |
| New Family Ambassadors: Kelly Kruck            | X |                                   |   |
| Publicity: Becca Armstrong                     | X |                                   |   |

Meeting called to order 6:02pm.

Forms provided and to be referenced throughout the year: [2021-2022 Contact Info](#),  
[Event Form revised with setup and doors](#), [LCS Club-Meeting Guidelines](#)

**1. Welcome & Opening Prayer**

**2. Introductions: 2021/2022 Home & School Board**

President: Jen Foley

President-Elect: Denise Howell

Ex-Officio: Megan Stopulos

Secretary: Angie Kaney

Treasurer: Jill Tandy

Treasurer Elect: Katie Carroll

Room Parent Co-Chairs: Meghan Cornish and Brooke Heckinger

Volunteer Co-Chairs: Amber Edwards and Jenny Grobstich

Hospitality Coordinators: Jaime Youngberg-Dyer, Alicia Gieck, Kate Hanell, Sarah Keller and Alison Meier

New Family Ambassadors: Andrea Reilly, Kelly Kruck, and Erin Emerle

Publicity: Becca Armstrong

3. **Approval of Minutes** – May 2021 Minutes found [here](#). Approved on August 9, 2021. Approval form [here](#). (12 out of 18 voting members approved)

4. **New Business**

- a. **MobileCause Fundraiser** – We've contracted with MobileCause, a fundraising platform that can support text-to-donate, online giving/volunteering, events (in-person and virtual), and easy fundraising reporting. A test site has been set up with keyword "BACK2LCS" texted to 41444, which the group reviewed. We are targeting a "Back to School campaign" to be rolled out with the first day of school with the goal to raise funds the H&S committee can use throughout the year to support our mission (community building, teacher appreciation, and assistance with school / student needs). Angie Kaney is the contact person for this effort.
- b. **Unpack the Backpack:** August 20th, 4-6pm. There is \$100 budget for hospitality/volunteer coordinators to use. Erin Emerle can help with the Volunteer Table. Lorrie Huiskamp will manage the used uniform sale (it will be in the library), and she may need help with assisting with collecting cash / etc. Jenny Grobstich may send out a sign up genius. There won't be anyone from the church office in person to answer questions, and Katie Carroll said there is a handout, and maybe this can be handed out with health forms to cover information about online payments for lunch account, tuition and other fees.
- c. **New Family Night:** August 12th, 5pm. Theme: "Come and see how we "roll" at Lourdes". Families can bring bikes, scooters, anything with wheels. Buddy families are welcome to come and help keep an eye on the children while the parents meet inside for an information session. Contact the New Family Ambassador team with questions.
- d. **Welcome Back Coffee:** August 23rd, after dropoff, location TBD due to Mass at 9am. Sally Fisher / Dolores Stack have agreed to help serve the food and drinks (donuts, coffee, juice and snacks for children). There is \$100 in the budget. Contact Angie Kaney for details.
- e. **Teacher Welcome** - Luncheon August 19th – Sarah Keller / Alison Meier taking the lead on this planning. There was discussion about teacher preferences (sit down meal together, inside/outside). Box lunches and outdoor might be preferred.
- f. **Student Welcome** – Meghan Cornish will check on this to see what can be done for 1<sup>st</sup> day of school (typically signage and sidewalk chalk). Middle school students can help. Kris Girskis has helped in the past too.
- g. **Registration Update** – There are currently two sections of K, 1, 3, 5. Students have not been assigned to teachers. We are hiring for a teacher, and the posting is for "early education" for 1<sup>st</sup> through 5<sup>th</sup> grade. Class lists and teacher assignments will be finalized and posted at Unpack the Backpack.
  - i. **School Directory** – A discussion about the timing of the school directory printing/assembly/distribution took place. We can do this shortly after school starts. We may consider posting it online within JMC? Angie Kaney to explore and facilitate this effort.

- h. **Curriculum Night** – Save the date: Monday, September 13<sup>th</sup>. H&S President and a SCRIP representative will need to speak/present to the school.
  - i. **School Volunteers and Room Parent Coordinators** – School Volunteers are back in person. There will be sign-up sheets (paper copies) at Unpack the Backpack. VIRTUS training is required. VIRTUS is online training, and Katherine Wermes can set it up and start the background check. There will be a VIRTUS information sheet Unpack the Backpack. Areas for volunteer needs include the following areas: Morning Greeter Volunteers, Recess Volunteers, Lunch Volunteers, Library Volunteers, Room Parents, Sub Committees (Starry Night, Trunk or Treat volunteers, etc.)
  - j. **PreK/Preschool Room Parent or Outing Organizer** – Although there is not a need for parents IN the classroom, there is an opportunity for a point-person for emailing the other parents and who can work with the teacher on starry night classroom gifts, teacher appreciation efforts, etc. More info on this to come.
  - k. **Budget Update-** Executive committee members met with the church office to align on expectations for the year. The H&S checking account is still in place for one more year. Jill/Katie will not reimburse H&S expenses the traditional way. Expenses should be turned into Jennifer Vandevoorde in the office, and will funnel to Sheryl Lackey to Jill Tandy, who will write the checks for reimbursements. Original receipts are required, and expenses should be turned in quickly after any events. Anything over \$500 must be run through the school or Ms. Alongi's credit card. Pre-approval from Jill Tandy is strongly recommended and required for large expenses. The focus is to make sure expenses are tied into the budget, which is very itemized. Regarding fundraising, we must always honor the donor's wishes. We need to be sure to get this over to Kris Girskis and the St. Nick's shop team so they are aware for those expenses.
  - l. **1st Day School Supplies** – To be delivered Wednesday, August 18<sup>th</sup> or Thursday, August 19<sup>th</sup>. Megan Stopulos will coordinate the Scouts to come help unload.
- 5. Upcoming Events** - Kindergarten Breakfast (Kelly Kruck is planning this event). Popsicles in the Park (to be the weekend before Pre-K starts, targeting Sunday 8/29, the day before they start). Lunch on the Lawn, since Preschool starts right after Labor Day, Lunch on the lawn to be targeted for mid-September. Several H&S committee members have Preschool / Pre-K kids, and we can help with filling the buddy family role.
- 6. Discussion about future meetings.** The goal is to have in-person meetings, and we will continue to evaluate meeting format going forward.

## **7. Wrap Up & Closing Prayer**

*Meeting adjourned at 6:59pm  
Respectfully submitted, Angie Kaney, Secretary*