

Lourdes Home & School Meeting Minutes - September
9/14/2022

Location: Lourdes School Library

Attendees:

2022/2023 Home & School Board		Teachers/Staff	
President: Denise Howell	x	Danielle Behnke	x
President-Elect: Melissa Nelson	x	Gloria Mesick	x
Ex-Officio: Jennifer Foley	x	Rachel Brown	x
Secretary: Natasha Funderburk	x		
Treasurer: Katie Carroll	x		
Treasurer Elect: Marie Morlok	x		
Room Parent Co-Chairs: Andrea Reilly	x		
Room Parent Co-Chairs: Brooke Heckinger	x		
Volunteer Co-Chairs: Erin Emerle	x	Community/Committee Chairs	
Volunteer Co-Chairs: Linda Mosher	x		
Volunteer Co-Chairs: Karen Moldt	x		
Hospitality Coordinators: Megan Wilkinson			
Hospitality Coordinators: Sara Pennington			
Hospitality Coordinators: Erin Crigger			
Hospitality Coordinators: Alicia Gieck	x	Parents	
Hospitality Coordinators: Alison Meier		Jane Mwaugi	x
New Family Ambassadors: Elizabeth Torres	x	Rose Simmons	x
New Family Ambassadors: Alyse Schmidt	x		
New Family Ambassadors: Julie Rosales	x		
New Family Ambassadors: Kelly Kruck	x		
Publicity: Megan Stopulos			

Meeting called to order: 6:00 pm

Agenda can be found [here](#)

Teacher & Parent Reimbursement form can be found [here](#)

- 1. Opening Prayer:** Back to school Prayer
- 2. Introductions**
- 3. Agenda:**
 - a. New Family Ambassadors:
 - i. New family night occurred this summer with a good turnout.
 - ii. Planning a new kindergarten parent event - discussing moving to the evening so working parents can still attend.
 - b. Volunteer Coordinators:
 - i. Unpack Your Backpack went well with lots of traffic. Names handed off to heads of committees for volunteers.
 - ii. Library signup is good

- iii. Lunch signup instituted this year - would like to publicize on Facebook often and maybe do a once a month blast in the Principal's message or email form.
 - iv. Lunch staff are grateful for help, especially with younger students. Brainstorming ways to get parents more involved.
- c. Room Parent Coordinators:
- i. All classrooms accounted for, lots of preschool and pre-k families eager to help. Sending email to those teachers with interested parties' names so they can utilize those parents as needed.
 - ii. Need to discuss:
 1. Birthday recognition: It currently falls to the room parent coordinator. In the past they've done a sheet that goes home and parents send in cash and divvy among staff for birthday staff. The last 2 years they've done treats in the staff lunchroom and Little Lancers or the church - trying to get some ideas on what can be done this year.
 2. Idea: Send a sign-up, a parent can sponsor a month/classroom. People can sign up and decide how they want to utilize/gift the month.
 3. Question: How do we get the money/donation?
 - a. Possible Answer: Create a Signup Genius and send to the room parents first. If months don't get filled then they will email blast to other parents. Typically the total value of the months range from \$100-\$300. Trying to avoid asking for money, looking at asking parents to donate items instead.
- d. Budget:
- i. Review of annual budget.
 - ii. Reminder that any anticipated expenses of \$500 and over need to have a purchase order approved before the money is spent.
 - iii. Mobile Cause will not be utilized this year.
 1. Discussion: What are our parameters for approaching parents to ask for donations?
 2. Could we include a link to through Tuition Diamond Home & School Misc and include a memo for what it's for?
 - iv. Classroom supplies and teacher reimbursement
 1. Budgeted for \$1500 total reimbursement, so far \$727 has been requested
 2. Related: have teachers put together wishlists and room parents can send requests to parents and donate items to the class as they wish.

4. New Business, Upcoming Events, Discussion:

- a. Veterans Day Ceremony: Melissa will address with Boy Scouts
- b. School Directory: Will find volunteer to put together (Marie's mother may be interested in volunteering and Erin will check with office)
- c. How do we get more volunteers?
 - i. Explore creating a Signup Genius and sending with Monday Morning Message highlighting opportunities to volunteer and/or donate.
- d. Upcoming Events:
 - i. Donuts with Dad/Muffins with Mom
 - ii. Book fair: Right after conferences (October 10th-14th)
 - iii. Trunk or Treat: Pizza was missed last year. Would like to bring back a food option this year.
 - 1. Needed: someone to work the gate
 - 2. Sign up for middle school
 - iv. Wine and Cheese night:
 - 1. Will we need a liquor license?
 - 2. Review Iowa law for any changes and explore donation opportunities.
- e. Discussion:
 - i. Scrip education needs to go out
 - ii. Consider implementing middle school volunteers at Moes
 - iii. Local restaurant partnership fundraisers - Jen Foley will help get these started again
- f. Childen/Mass: Explore having the kids do this again

5. Wrap up & Closing Prayer: Closing Prayer

Meeting adjourned at 7:17 pm

Respectfully submitted, Natasha Funderburk, Secretary

Minutes approved by Kelly Kruck, 9/16/2022

Minutes approved by Andrea Reilly 9/19/2022