

**Minutes from Home & School (H&S) Meeting  
13 September 2023**

Meeting began at 6:10pml (HUGE thank you to Julie Rosales for taking notes at the meeting!!)

**Attendees:**

<b>2022/2023 Home &amp; School Board</b>		<b>Teachers/Staff</b>	
<b>President:</b> Melissa Nelson	x	Katie Seldon	
<b>President-Elect:</b> Julie Rosales	x	Danielle Behnke	x
<b>Ex-Officio:</b> <a href="#">Denise Howell</a>	x		
<b>Secretary:</b> Alicia Gieck			
<b>Treasurer:</b> Marie Morlok	x		
<b>Treasurer Elect:</b> TBD			
<b>Room Parent Co-Chairs:</b> Andrea Reilly	x		
<b>Room Parent Co-Chairs:</b> Cassandra Berneking	x		
<b>Volunteer Co-Chairs:</b> Jill Tandy		<b>Community/Committee Chairs</b>	
<b>Volunteer Co-Chairs:</b> Maria Stopulos		Brooke Heckinger	X
<b>Hospitality Coordinators:</b> Megan Wilkinson		Kelly Kruck	x
<b>Hospitality Coordinators:</b> Ashley Winters-Ramos		Betsy Flaherty	x
<b>Hospitality Coordinators:</b> Erin Crigger		Katy F.	x
<b>Hospitality Coordinators:</b> Ellie Kretschmer	x		
<b>Hospitality Coordinators:</b> Becca Armstrong			
<b>Hospitality Coordinators:</b> Alex Bauer			
<b>New Family Ambassadors:</b> Jen Foley	x		
<b>New Family Ambassadors:</b> Bronya Conner	x		
<b>Newsletter:</b> Alison Meier	x		
<b>Publicity:</b> Megan Stopulos	x		

Agenda can be found here: [September 2023 agenda](#)

Approval for September 13, 2023 minutes can be found: [Here](#)

Old Business:

Meeting Dates Updated:

- Added February 21, 2024 as a H&S Meeting – not on original schedule, so update your calendars!

Open Board Position:

- Treasurer-Elect position remains open. Still looking to fill this. No specific experience is required, and it's a great time to learn right now since we've made a recent transition with Scott County Catholic Schools (SCCS).

Lourdes Parish Fall Festival, October 1, 11:30 to 3:00:

- Planning committee requested H&S participation in supporting the fall festival, either through gift baskets donated by each class or a bounce house.
  - Relatedly, it took a while to get people signed up as room parents. Lots of interest at lower grades, but higher grades took a while to fill those positions. So there's a challenge in putting together baskets per class, given that these people will likely have to coordinate for Starry Night.
  - Discussed options on how H&S can support:
    - We're potentially able to enable usage of a Bounce House through a contact of Megan Stopulos.
    - Perhaps we can support the event through volunteering our time.
    - Perhaps we can coordinate a cake walk for the event. Kids love these events. Melissa will follow up about the cake walk and may circulate a Sign Up genius for this purpose.

### New Business:

#### Volunteer Policy Discussion:

- Mrs. Selden requested an overview background for the policy. Julie described the background from the end of last school year that led to the consideration of a parent participation plan (including, e.g., limited volunteers at events, fundraising challenges, continual use of sign-up geniuses seeking donations, adequate budget to be able to afford what we put on.) She also described the review process with the Board of Ed (at the time) and Fr. Jason. Robust discussion addressed the following:
  - The history of H&S funding primarily coming from the Scrip program in the past, but that participation is so low that it no longer funds the H&S budget, creating uncertainty in how we fund our budget. Consideration should be given to allocating funds raised through Starry Night for H&S budget. And, timing of smaller fundraisers (like Spring Trivia last year) is critical.
  - This year, after the SCCS transition, SCCS holds the funds for the H&S budget. Four members of H&S have access to the Blackbaud system for our account so we'll be able to view our funds. Anticipate being able to roll over funds that are not earmarked for specific purposes. This will occur after the church transitions the account to SCCS.
  - Intent behind the draft policy was for it to be 'on-your-honor' with a reminder from Fr. Jason late in the school year, but no actual outcome if not adhered to.
  - Consideration should be given to how each of the current H&S volunteers got involved, as a result of a personal ask, nomination, or other reason. Can we replicate that for those who haven't yet volunteered?
  - Recognition of the barriers that we do have for volunteers (such as CMG f/k/a Vertis certifications).
  - Consideration for practical challenges like how do we track participation or compliance with the policy, are we prepared for that, do we have enough volunteer hours for each family to volunteer 10 hours per school year, do we use an electronic submission through a Google form, or are we ready to tackle the work to track this?
- Discussion concluded with not implementing the proposed policy but instead focus on creating a better way for people to get involved. Various ways to do that, such as assigning a month to a certain grade, or having volunteering be a topic at Curriculum Night and leveraging the Principal Post every Monday with key ways to get involved. Also updating the monthly newsletter with an option for people to financially contribute to H&S budget to enable the fantastic programs that the team prepares.

- Anyone interested in enhancing the communications to enable easy involvement by our families can collaborate with Alison Meier and Mrs. Selden (specifically regarding the Principal Post and H&S Newsletter).

#### CMG Certification for on-site Volunteers:

- Action item for every H&S member: Need to check on your status with Mrs. Wermes regarding CMG (Catholic Mutual Group) or Vertis certification. She needs to track each person's status and will let you know if you need to complete any action items for your own certification to be able to volunteer on site. Likely need to re-complete your certification if you did it earlier with Vertis.

#### Step it up – Day of Awesomeness Fundraiser:

- This fundraiser involves an email campaign where kids submit email addresses of their family, family friends, etc. to solicit donations. They get a prize for various levels. The company runs a lot of the background activities. Incentive for kids to get involved. Funds raised would go to the Home & School. Campaign lasts just a couple of weeks. Could target this yet this fall (November). Could do the Day of Awesomeness celebration in the Spring rather than winter. Concern about timing given the SJAF campaign in September/October. Email template gets sent to the email addresses you put in. Open question about the \$ amount that's requested in the email template. Open question about how donations are treated when the same contact is used for multiple kids. The company keeps 30% of funds raised, but 18% of that comes back in prizes and parties for the kids, with the net to the company operating the fundraiser as 12%.
  - Consideration should be given to any messaging around this to help families know that we won't be requesting students' involvement in selling raffle tickets for Starry Night this year, so this can replace that ask.
  - No issue from Mrs. Selden so long as this doesn't conflict in timing with the SJAF campaign.
  - Needs approval through Scott County Catholic Schools.
- Additional discussion ensued regarding what all needs the school has at present, and what we used Starry Night funds for this past year. This included items that can go to a new school, like song books, technology needs, etc. Discussion regarding whether writing grants for the RDA or SCRA would be appropriate; deadlines upcoming in October. (If anyone has access to a grant writer, contact Mrs. Selden). LCS used to submit for grants routinely.
- Additional discussion ensued regarding teacher allowances for expenses. \$250 per teacher is what we used to do from H&S. But last year, H&S's budget for it went away. Office rules last year required access to credit card bills for teachers to seek reimbursement. Current communication to teachers is that SCCS has a reimbursement for teachers, including a form to use to seek reimbursements. Megan will seek clarification from SCCS about this.

#### H&S SCCS Meetings

- Anyone interested in joining the SCCS H&S meeting can contact Megan Stopulos. Participants include members from other SCCS thinking through H&S issues.

#### Budget:

- Marie updated the group on her having access to Blackbaud; will be able to see expenses and income in the system. This is the tool used by SCCS for all H&S accounts.
- Recommendation to all H&S members who incur expenses for events to turn expenses in timely so that these can be updated appropriately. Process would be for H&S members (and other volunteers expending money for events) to use the credit card that Melissa has in her possession. Then submit the receipt back to Melissa along with the SCCS form indicating who spent it and for what reason so that we can allocate the receipts appropriately.

- If we don't earn funds that we're planning on, we'll have to make it up elsewhere.

Committee Updates:

- New Family Ambassador
  - Completed activities this fall.
- Volunteer Coordinators:
  - Maria Stopulos – Will meet with Mrs. Selden.
  - Volunteers coming in through sign up genius. Jill Tandy is involved in this.
- Room Parents:
  - Volunteers for each class are complete.
- Hospitality:
  - Need volunteer for set up and clean up for conferences and Donuts with Dad. Coordinating with volunteerism for these volunteers.
- Teacher Update from Mrs. Behnke:
  - Thank you to H&S for all of the lunches / treats / etc. at beginning of the year! Teachers felt appreciated!
- Newsletter:
  - Please think through what's in your committee responsibilities for the month and update Alison Meier if you need something in the newsletter for the next month.
  - Timing of the distribution is as follows: Monday – Principal Post ; Tuesday – Newsletter

Meeting ended at 8pm