

Lourdes Home & School Meeting Minutes - August

(8/12/24)

Location: Library

**Attendees:**

<b>2024/2025 Home &amp; School Board</b>		<b>Teachers/Staff</b>	
President: Julie Rosales	x	Katie Selden	x
President - Elect: Andrea Reilly	x	Danielle Behnke	x
Ex-Officio: Melissa Nelson	x		
Secretary: Stephanie Larson	x		
Treasurer: Marie Morlok	x		
Treasurer - Elect: Eric Norberg			
Room Parent Coordinator: Cassandra Berneking	x		
Newsletter: Alison Meier	x		
Volunteer Co-Chairs: Kristina Katherman	x	<b>Community/Committee Chairs</b>	
Volunteer Co-Chairs: TBD/OPEN POSITION		Megan Stopulos	x
Hospitality Coordinators: Ashley Winters			
Hospitality Coordinators: Erin Crigger	x		
Hospitality Coordinators: Mercedez Nelson	x		
Hospitality Coordinators: Melissa Zumdom			
Hospitality Coordinators: Emily Bintz			
Hospitality Coordinators: Chloe Castle			
New Family Ambassadors: Bronya Conner	x		
New Family Ambassadors: Becky Burke			
New Family Ambassadors: Conor Flaherty			
Starry Night: Jen Foley	x		
Starry Night Elect: Betsy Flaherty	x		

Meeting called to order: 6:05 pm

[August 2024 Agenda](#)

Approval for the August meeting can be found: [Here](#)

1. Easy Expectations for 2024 - 2025

- Representation from each committee should be at each meeting.
- Each committee should be prepared with talking points in advance with what needs to be discussed.
- Share event dates once decided upon ASAP so that we can get the word out to our Lourdes community and families can plan accordingly. These

dates will be shared to Facebook, school calendar, the newsletter etc. as soon as communicated.

- Sign in sheets - sign in for record accuracy (This is also very helpful for your secretary who has one job - to record our meetings accurately...)
- Approve the minutes - the part of my job that you have to do. Anyone who comes to the meeting can submit an approval or draft a change of the minutes but 2 must approve the minutes before they can be posted.
- As President Julie holds the credit card, she can coordinate with you for purchasing things.
- Know your budget and where you're at with your spending and reimbursements. Update Marie as you're spending.
- The newsletter will be distributed the first Tuesday of each month. Submit your items by the Wednesday before.
- Please as home and school members get familiar with BoxTops and RaiseRight. Julie's become an expert on this and it sounds like Bronya's good at using both too. All the cool Moms are doing it. You could be cool and make us money too... especially if you like giftcards and shopping. QR codes at the bottom of the newsletter for your convenience!
- All volunteers in the school must be certified through CMGConnect. Mrs. Wermes can verify your status for you. Please get certified if you aren't already. <https://davenport.cmgconnect.org/>

## 2. Committee Reports

### New Family Ambassadors

- Ambassadors have hats for easy visibility for new families.
- 80 new kids in K-8 and 20 new preschool / preK families.
- Newly created A-Z slide deck, drop off / pickup maps addressed, and new and improved volunteer opportunities packet.
- ***We need teen and adult volunteers to play outside from 6-7pm on New Family night August 14th, please come lend a hand!***
- August 17th, 2024 New Family Park Meetup 10a-1130a Meier Park
- August 24th, 2024 Popsicles in the LCS Playground 1130am - 1230pm
- August 25th, 2024 Back to School Picnic 1230-330 @ Forest Grove Park  
New Family SJA nametags to be able to identify and warm welcome new families.

## Hospitality

- September 25th - Teacher Luncheon - Cafe Express scheduled.

## Newsletter

- Fundraising - box tops highlight (we've raised 20k in the last 20 years through this program, 3 easy steps... create an account in the app, snap your grocery receipt, hit submit)
- We will feature a highlight of a different home and school committee that can be joined in each newsletter to spread awareness and encourage community involvement in home and school.

## Room Parent

- 1 room parent to a room and if that room parent chooses to have an assistant if needed or wanted they may.
- Cassandra will be rolling out a bullet point explanation of all the step by step expectations and responsibilities of being a room parent.
- Suggested apps for room parents - signup Genius, Venmo, PunchBowl
- Guidelines on gathering amounts / expectations will be made as well.
- Teacher Birthdays - to make sure we aren't missing any staff birthdays Mrs. Selden will provide a list and all classrooms will have an assigned specialty teacher (ex. 3A Room Parent will have the new Librarian to plan for in addition to their teacher, lower grades have aides already that the Room Parent will plan for, specialty teachers will be partnered for upper grades.)
- Teacher Birthday - summer birthdays will be pick a day or half birthday
- Christmas we will stick with Scrip form like last year for recognition.
- If we get these on the calendar ahead of time we can schedule Facebook recognition for staff birthdays.

## Volunteer Coordinator

- We still need 1 volunteer to volunteer haha
- An old directory has resurfaced from 20 years ago and it's inspired us all! Unfortunately my sloppy meeting notes haven't gotten me to remember how or why though...something about service chairs?
- New explanation packet of the different ways to volunteer arranged by the way you'd be most interested. (Ex. During the day opportunities for people with time during the day, Fundraising broken into scrip, starry nights, Student Events like chess club, drama etc.)

## Treasurer Report

- +\$85 to LY
- Working with SCCS for scrip estimated at \$5000
- Please submit your receipts to Marie, she will identify the best way to categorize them before they're sent to SCCS. If you don't take this recommendation your reimbursement could get lost in a figure 8 of recategorizing and throw off our flow and slow down your reimbursement.

- Be timely about communicating your spending so stuff isn't lost and we're on top of our budget. Please and thank you!

#### Starry Nights Fundraiser

- Saturday, March 1st, 2024  
@ the Stardust - 218 Iowa St Davenport again.
- We will have to top the most impressive cardboard sign there ever was stay tuned for how?

#### School Report

##### Enrollment

- 308 K-8 (254 LY and 205 the year before) 🍌
- 12 Pre-K spots are still open
- 1 Waitlist K

##### Staffing

- 1 open position
- 1st and 4th grade have new teachers both with Catholic school backgrounds
- Reading Interventionist still needed
- Mrs. Freemeyer is going to sing to her new baby this Christmas. We need a long term sub, preferably one that loves to put on Christmas programs.

##### Teacher's Report

- Starry Nights Party Feedback - we need to take notes of wins and opportunities with each of the events we partake in so that we can make it easier on ourselves when someone else takes on a new task. (ex. Ice cream party pre-planning with scoops pre-made in cups for ease of root beer floats party.)

### 3. Discussion

- Please utilize google drive to reference past years notes. There may be some helpful tips and please record within your committee's tab all the useful information you have for the future success of each committee on H&S.
- Email and login is the same for everyone. Julie will send an invite to join the drive but like me, she's new to google drive, so she might need Megan to help.

### 4. Upcoming Events

- 8/14 6-7pm New Family Night - VOLUNTEERS NEEDED
- 8/17 10a-1130a New Family Park Meetup - Meier Park
- 8/20 Teacher In Service - Snacks and Light Lunch
- 8/22 4-6pm Unpack the Backpack
- 8/23 8-9am Welcome Back Coffee - PAC // 1st Day of School!
- 8/24 230-330 Popsicles in the Park - Big Toy - PS/PK Families
- 8/25 1230-330 Back to School Family Picnic
- 9/6 Kindergarten Breakfast - Flaherty's Patio
- 9/25 Teacher Luncheon
- 9/26 Lourdes Fall Festival - thank you Megan for volunteering as Parish Rep

5. Actionable Items

- BoxTops for Education please use the referral code provided to connect to our school!

**DON'T HAVE THE BOX TOPS  
APP YET? DOWNLOAD IT NOW:**



Referral Code E8LR2FTD

- RaiseRight - Scrip see if you can purchase gift cards for your everyday expenses and fundraise at the same time!



**RaiseRight**

Meeting ended at 8:05 approx? - sorry new at needing to record that part and I chatted a bit afterwards

Respectfully submitted, Stephanie Larson, Secretary