

St. Joseph's Home and School Association Meeting Minutes

6:30 PM, August 9, 2023

PRESENT (In person and virtual):

Fr. Luke Marquard, *Pastor*
Kyle Rickbeil, *Principal*
Audrey Wenner, *Middle School Director*
Bri Brekke, *Co-President*
Alex Fitzer, *Co-President*
Jenna Dwyer, *Secretary*
Maggie Zumwalde, *Treasurer*

Anna Beery
Natalie Bollinger
Shannon Campbell
Amanda Grimes
Angie Hanzal
Allie Hildebrand
Kersten Kempf

Shannon Kroon
Christina Mahady
Carrie Miller
Sophia Paramo
Caitlin Russ
Kelly Schneeman
Mollie Wright

Red text = Action item for one or more people

Blue text = Teacher/staff approval may be needed

1. Fr. Luke introduced himself and led us in prayer. He is looking forward to Oktoberfest and having an event as one big community.
2. Everyone introduced themselves.
3. Admin Team Update (Kyle)
 - a. Admin team is working very hard prepping for the year. Lisa and Audrey have been helping him acclimate to St. Joe's.
 - b. Questions were raised regarding staffing, transportation, and class lists. Staffing offers are still going out right now – please pray for discernment. Transportation is still looking for more bus drivers – we may end up with a short (~15-30 minutes) supervised study hall gap before busses can get here in the afternoon. Class lists will be sent out to parents in the middle of next week.
4. H&S Update
 - a. Handbook Review – **let Christina know if you see any changes that need to be made.**
 - i. Annual report is still in working process so those numbers may change – still waiting on charges for field trip bussing and a couple smaller items.
 - ii. Ginger had designated the library as the recipient for any extra funds from last year. May also distribute elsewhere if surplus is a large amount.
 - iii. **Intention is to share these school-wide for increased transparency when finalized if okay with admin team.**
 - b. Fundraising Update (Christina)
 - i. Gerten's is live – already raised about \$1000, closes Aug 28.
 - ii. Mabel's Labels is ongoing, will be year-round. Was meant to replace school supplies fundraiser from last year.
 - iii. Car wash on Robert St. may be a new fundraiser for December, school would get 50%.
 - iv. Famfare – likely will remain the second Tuesday of the month.
 - v. Book covering – had planned to do per usual, but struggling to find people to run it. Leslie is helping with prep, but need someone onsite to supervise middle schoolers. Usually held the week before school for a few different days/shifts beginning on Back to School night. Typically makes \$700-800. Alex, Natalie, and Christina all volunteered to help with shifts, so will plan to proceed. Christina asked Kyle to have teachers set out the books they want covered on desks by Thursday (open house day).
 1. A question was raised regarding how reps access the H&S sign up genius - it can be found on the first page of the Master Plan (username: stjhomeandschool@stjosephwsp.org; password: Jaguarpaws2022!). Search sign up geniuses from previous years to help save time when creating sign up geniuses for annual events (eg: Kindergarten Mud Lake field trips).
 - c. Spirit Wear (Angie)

- i. Spirit wear sales from last year were \$1000 surplus plus any further sales we make from current inventory will also be profit.
 - ii. STJ is providing every incoming kinder with a spirit wear shirt (new tradition hopefully).
 - iii. Finalizing fall pre-sale – will be light on assortment, with a bigger sale around holidays. Fall pre-sale will hopefully go live next week for 5-7 days, pick up orders at beginning of school year.
 - iv. Angie met with Lisa and Kyle to go over ups and downs of spirit wear last year (frequency, what students can wear, etc) – Kyle said that spirit wear plan this year is to have spirit wear days once per month (already on calendar). Students may wear uniform or any STJ top with jeans, shorts, or anything we sell (eg: STJ pants). Many concerns were raised regarding jeans (possibly don't fit younger/smaller students well, older students have difficulty finding jeans without rips/tears, many students don't own jeans). Some suggestions were offered including possibly allowing black pants such as joggers or sweat pants, or possibly having a separate middle school policy and elementary school policy to address the different needs and concerns of each age group. Kyle mentioned that he is aiming for simplicity and consistency for teachers and parents this year, and he appreciates the feedback as he is creating this year's policies. Angie also mentioned that when the policy is finalized, she will have it clearly marked before and during the pre-sales so everyone can purchase accordingly if they choose.
- d. Calendar review (Bri and Alex)
 - i. **In Master Plan, reps can see their designated event for this year under the Contacts tab.** For example, kindergarten reps are in charge of the K-2 Senior Christmas Concert.
 - ii. **We are still looking for Carnival co-chairs – please reach out if you are interested in taking this on!**
 - iii. Christina mentioned to the middle school reps that a parent last year was disappointed that there wasn't a post-graduation reception, so she recommends connecting with Colleen Nava and getting a table set up with treats and photos for after the ceremony.
- e. Budget (Maggie)
 - i. **When emailing receipts to Lisa for reimbursement, please copy Maggie (maggie.zumwalde@gmail.com).**
 - ii. Currently projecting a deficit for 2023-24 but for many fundraisers we don't yet know what we'll make and we dropped some such as CSCOE Open, School Supplies, and last year had \$5000 carnival donation that helped us be profitable.
 - iii. Every grade level including preschool has \$250 for the year to spend on community-building events (eg: breakfast at Jameson's for 2nd grade parents). A question was raised regarding if preschool was going to pay dues this year, and the answer was no, we are not collecting dues from preschool at this time. A suggestion was raised as to whether K and younger grades should possibly be delegated a larger amount of money to account for them being more likely to have multiple events since many families are typically newer to STJ. Maggie answered that this is a possibility, but we'll have to see where the budget ends up later in the year. Maggie mentioned that a lot of our money typically goes towards field trip bussing. A question was raised whether grade level reps could possibly have a Facebook page to coordinate grade level community-building events, and the answer was that last year Ginger had told us that legally we cannot have St. Joe's name on any Facebook groups without a staff member monitoring them. It was mentioned that the best way to connect with everyone and promote inclusivity is via email. **A reminder was given that reps should blind copy email addresses when sending out grade level emails.**
 - iv. Anna asked about sunshine committee budget for this year – Maggie answered that budget is \$2000 for this year. Anna mentioned that how many gift cards and flowers is unpredictable, so she and Maggie will stay in close communication.
 - v. If you have any questions about budget, send Maggie an email.

5. Past Event Recaps

- a. Used Uniform Sale – Bri said it went well, made about \$1000, received many donations and was well attended.

- i. Next sale is typically in March before shorts season however last year they did a pop-up sale in October but that may not be feasible this year. Angie mentioned that she can help families buy used uniforms while she's selling spirit wear since they're in the same closet. Bri mentioned that Lisa can also help families purchase them throughout year as needed, but also nice to have the bigger sales too. Back to school open house was suggested as another option for a pop-up sale, which may be hard for this year since it's so soon but could be a possibility for next year.
- ii. A box for used uniform donations will be present again at the front entry during the school year and possibly could add one more elsewhere.

6. Upcoming / Ongoing Events

- a. Oktoberfest – Christina shared that Fr. Luke is very excited to bring Oktoberfest to St. Joe's which is meant to be a joint parish and school community event.
 - i. Kyle Sellnow from the parish is helping coordinate this event. The Casper family has offered to help with food. Refrigerated truck with donated kegs is the plan for beer garden. SAC is sponsoring polka band. Patrick Menke is headed to city council meeting this Friday for permits. Layout is still being planned but will be back parking lot with tents. Knights of Columbus has donated \$, may be used for inflatables. Angie is working on volunteer t-shirts and other items to sell.
 - ii. Bri offered to Kyle Sellnow that H&S will take on running the activities / games, with the idea that middle schoolers can help as well similar to carnival. **Please consider signing up under the Activities section: <https://www.signupgenius.com/go/10C0A4BACA923A0FB6-20231>. Also please spread the word about this event and ask for volunteers when you send out your grade level welcome emails. Maggie recommended that middle school reps to be specific about what they need the middle school volunteers for and to send out a sign up genius.**
 - iii. Oktoberfest is also still looking for sponsors of any \$ amount - Sophia and Katie have helped give Kyle Sellnow some of the Gala sponsors, but if you know of any companies that may be interested, please let him or Christina know.
 - iv. Christina emphasized that the enthusiasm and willingness is there on the parish side and we can help bring that from the school side. Please reach out to her with any questions.
- b. Kindergarten / New Family signs
 - i. Bri and Alex will get the list from Lisa, and then will pass onto reps where you need to place your signs. Good news is they can all be placed on the same night this year! **Please grab your signs at the Back to School Open House. Ideally you will place them the evening before school starts but also okay if you need to do it earlier that day.** Maggie suggested a good time to do it is after Chalk the Walk – no specific time was given for that event yet.
 - ii. A suggestion was made that possibly we could do a fundraiser to rent a STJ sign for students that aren't entering preschool or K to place in their yards at the start (and maybe also end?) of school year. Or families could possibly buy the signs as a fundraiser. An 8th grade graduating class sign was also suggested. Angie said she could look into possibly adding signs onto her current orders.
 - iii. A question was raised regarding how reps grab signs to place at upcoming park playdates – they are in room 207 and please reach out to Lindsey or Lisa to grab one.
- c. Coffee & Donuts – is going to be in Great Room this year so that it's easier for parents with littles running around to not be outside by street. Bri has reserved the room already.
- d. Recess and Lunch Helper Sign Up
 - i. **Bri and Alex are going to set up these sign up geniuses, then reps can send out to grade levels. Alex reminded reps that their welcome email and all future emails requesting volunteers should remind parents that they must be VIRTUS trained to volunteer at school.**
 - ii. Bri asked Kyle for more specifics and guidelines this year for lunch and recess volunteers. Kyle mentioned that a short virtual training session may even be appropriate for regular volunteers such as lunch and recess. **He will bring this topic to his admin meeting tomorrow and then get back to Bri and Alex with specifics.**
 - iii. Admin team is in the process of trying to get free lunches again this year and this year that includes a breakfast option. Angie offered that we could make a volunteer sign up for breakfast

- this year too, but Kyle said they are covered there with Before School Care staff and it will be grab and go style.
- iv. Maggie reminded that **all sign up geniuses from class reps that are asking for parent volunteers at school and for field trips should have Lisa copied on the emails so that she can check all volunteers for VIRTUS status.**
 - e. Upcoming field trips
 - i. 7th grade is going to Eagle Bluff in September (new field trip this year)
 - f. Mother / Son event will be on Sept 30, 2023
 - i. Sophia and Katie are planning (who also chaired Father/Daughter last year). Theme is luau and will have ice cream sundaes and music, 6:30-9 in Great Room. Open to parish and school, advertisement and registration will go out soon. When it goes up on social media, please share. Will need volunteers (dads and moms of daughters) during and after event.
 - ii. Theme for Father/Daughter will be same yearly so they can build on it and save costs. That event will be in spring. Cost for both events will be same: \$20/family.
 - g. Sunshine Update
 - i. Anna has a meal train ready for Theresa Foley (expecting a baby any day now), will ask reps to please send out when we get class lists to appropriate grades for her kids.
 - ii. Anna had a question about a non-school fundraiser for a 4th grade student and if it is okay for us to send that out. Kyle said that is okay to be coming from 4th grade parent to the other 4th grade parents.
 - iii. Teacher / staff preferences updates for new teachers – Kyle said he will get that info at the next all staff day. Kelly asked if reps can provide that info to their grade level parents – answer was yes, but Kyle will make sure teachers are aware that it may be sent to parents when they are filling out their preferences.
 - iv. **Amazon teacher wish lists – are we doing wish lists this year because they aren't on the school supply lists?**
 - h. Monthly H&S emails – a question was raised whether these would continue this year. Bri and Alex are still discussing a way to streamline H&S communication so that parents aren't getting multiple emails every month for each of their children. Possibly will be tagging onto Kyle's newsletter and then grade reps can send out specific grade level emails as needed.
 - i. **Bri and Alex will be drafting a welcome email for reps to send out to their grade level families and well as class list email addresses. Reps should also send out an email at that time to their grade level teachers to introduce themselves.**
7. Upcoming meeting dates
- a. Sept. 13
 - b. Oct. 11
 - c. Nov. 8
 - d. Dec. 13
 - e. Jan. 10
 - f. Feb. 7 (please note change from original calendar due to Ash Wednesday)
 - g. Mar. 13
 - h. Apr. 10
 - i. May 8

Minutes submitted by Jenna Dwyer
Minutes approved by Bri Brekke & Kyle Rickbeil