

Columbus Catholic Schools Parent Association Meeting Minutes

November 13, 2019
CCMS cafeteria



Attendance: Teri Wilzcek, Beth Stratman, Keesha Adler, Laura Kibbel, Megan Kinning, Cindy Scharenbroch, Chris Smith, Michelle Maurer, Asavari Krizenesky, Stephanie Kohlbeck, Jen Mueller

Opening prayer - Teri at 6:38 pm

Treasurer's Report - Michelle

We have \$3728.58 currently. All recently paid dues have been deposited!

Secretary's Report - Jen

No additions or corrections from the last minutes.

Follow-Up:

We received a thank you from Mrs. Heise, as many parents have told her how much they appreciate receiving the PA meeting minutes each month when they cannot attend.

We received a thank you card from the Middle and High School staff and faculty for the breakfast we provided the week after Homecoming. They were very appreciative!

Regarding PA note cards or postcards, Michelle had received prices from Heinzen Printing.
4x5 note cards with one side color:

100 - \$29

250 - \$46

500 - \$59

4.25x6 postcards with one side color:

100 - \$36

250 - \$52

500 - \$70

There would be an additional \$40/hr for any design work needed. Is there a design already in place that we can just swap out the old logo for the new logo? Michelle will follow up with Development and Heinzen about if a design change is needed. All members present agreed to order 250 of each (postcards and note cards) for future use.

PA Structure & School Communication

Teri said that the Administrative team approached her with their recommendation that they not continue to have a regular presence at our meetings so that parents are able to speak freely with any questions or concerns. The team asked for our feedback on their recommendation, so we discussed. Many that were present mentioned how nice it is to have someone present that can give updates on what is upcoming regarding recruitment or retention plans. Several people mentioned that it is also beneficial to bounce ideas off of whomever's present from Administration, so that we can have some immediate feedback regarding if an idea has merit or how exactly we would need to obtain approval. The consensus of those present was that not having Administration present on a semi-regular basis would likely impede communication, rather than improve it. Teri will follow up to express our thoughts.

Promotion & Membership

We discussed verifying the list of those that said that they would pay their dues with the list of people that have paid. Teri asked if we could get the list of those that have paid so that we can cross-reference that with the list from Amanda in Finance that said they planned to pay. Several people mentioned that it is nice to send a reminder as families are busy and would appreciate the reminder.

We again discussed if we should write a thank you note to families that have paid their dues with a note about the next upcoming meeting and inviting them to join in. Sending a newsletter was also discussed - we could create a short, 1-2 page newsletter that gets sent in the fall and spring to highlight volunteer opportunities, the things we have done in the past few months, etc. Many agreed this was a good idea and is something to revisit for spring.

Teri noted that the Administrative team mentioned they could set us up with an email address that we could use to email all parents. Others mentioned how many emails the school sends and it might be more confusing to parents to not have our information go out with the principals' emails if we are teaching parents to look there for it. This was tabled for now.

Appreciation

Beth and Asavari planned and executed the OLP parent/teacher conference lunches. Thank you!

Beth and Emily Callaghan planned and executed the CCMS/HS parent/teacher conference meal. Thank you!

We discussed doing something for Advent for all staff. Cindy mentioned that we could request items from Festival for PA appreciation events to help save on costs of buying items (<https://www.festfoods.com/about/community-involvement/donations>). Uptown Coffee/Vicki Schultz was mentioned as having offered a possible coffee donation for PA needs. Other ideas offered included a coffee/hot chocolate bar, muffins or snacks, or pies/desserts. We ended with no consensus.

Fundraising

Coffee and cappuccino are planned for the OLP Christmas Concert. Jen offered to contact Fr. Roberston to make sure that drinks may be allowed in the sanctuary.

50/50 raffles at games - there are several dates open for us. Teri will pick a couple of dates and confirm with Joe K. (Side note from Michelle: all raffle tickets, even the non-winning tickets, should be kept for one year in case of audit.) There was discussion about doing a holiday 50/50 along with selling hot chocolate or candy canes. Maybe the December 13 home game?

Christmas painting fundraiser nights - the date has been set for Dec. 11 in the OLP basement.
3-5 pm, kids only (no parents), 25 person limit

6:30-8 pm, adults only, 25 person limit

Information will be distributed very soon with more details on the projects and cost!

McTeacher Night at McDonalds - the date has been set for February 25, 2020. There will be three shifts with 3-5 teachers needed per shift.

Jenna Applegarth, a swing dance instructor, may have the opportunity to come teach students/adults how to swing dance on a weekend before prom. If you are interested, please watch for more information about this.

Distribution of Funds

Regarding the request form Teri had developed and shared at the last meeting, the current plan is for Teri to attend an all-staff meeting to share the form and let teachers know that this is how they should request funds from the PA.

Questions came up about what we will and will not support as this information should be shared along with the request form given to staff. Will we offer to help with busing and field trips? What is the PA mission statement? As we confirm our mission and focus, we can make sure that the projects we are supporting will support our mission. Teri will look for the PA mission statement and review bylaws so that we can review at the next meeting and confirm any changes. Several people mentioned that the goals and activities of the PA have evolved in the past few years, so it would be good to discuss and make sure the mission is true and correct.

Recruitment and Retention

No discussion.

ACTION ITEMS:

- Teri/Michelle on dues verification for families
- Teri to follow up on Admin team recommendation
- Teri/Michelle on design for PA stationery and ordering
- Jen verifies with Fr. regarding OLP concert
- Teri verifies 50/50 raffle dates with Joe K.
- Megan/Emily will send painting fundraiser information to principals for the weekly emails
- Teri will locate current mission statement

Next meeting scheduled for Wednesday, January 8, 2020 at 5:30 pm (please note the earlier time due to conflicts). *The December meeting is cancelled due to conflicts.*

Meeting closed at 7:44 pm.