

Columbus Catholic Schools Parent Association Meeting Minutes

June 5, 2019 at 6:30 pm
406 Sycamore Ave



Attendance: Teri Wilcek, Shirley Heise, Emily Callaghan, Michelle Maurer, Kim Fieweger, Laura Kibbel

Opening prayer - Teri

Treasurer's Report - Michelle

There is no new report since the last meeting; our balance remains \$2353.54. Emily reported that we sold \$127.25 from the beverage and snack sale at graduation, and that we raised \$14 in bottled water sales on Field Day at OLP.

Michelle will have an updated balance in July.

Secretary's Report - Jen

Jen read the minutes from the last meeting and they were approved as read.

Follow-Up:

The graduation sale went well, however, the cappuccino machine is broken. It was suggested that Weiler's may replace it for Columbus. All in attendance recommended repeating this sale, as it's great visibility for the PA.

Emily noted that the senior awards night blanket presentation went very well and that the seniors were very appreciative.

We discussed the name of our group and noted that we are the Parent Association, not Parent's Association, for all future branding efforts.

Michelle's personal gmail account should be added to the paofficers@gmail.com group email. Jen will ask Brandon to add it.

Any PA notices should go to all parents, regardless of dues payment made.

PA Structure & School Communication

The group discussed the need for subcommittees such as fundraising and recruitment. At this point, we will keep inviting people to join us and form subcommittees when needed.

Teri reported that she met with Development staff Angie and Leah as well as Mr. Eaton to discuss fundraising guidelines for the PA. They asked that we submit our ideas for approval because of licensing limits and possible similar solicitations for donations.

Promotion & Membership

We had a discussion about what we can realistically do as school starts to make the PA visible and welcoming for families, as well as to help collect dues to be able to purchase items or provide field trip funds.

The goal of any PA activity this August and September is primarily to be visible and welcoming to all families.

Dues will increase to \$25 per family (previously \$20 per family). Amanda has set this up as a new line item on the parent fee forms, so that parents can choose to pay by cash, check, or bill me - as well as "chose not to participate." This should give us some information regarding whether or not families are forgetting to pay their dues, or not understanding/wanting to be part of the PA. Options for voucher families must be discussed with Mr. Eaton as some families may chose to allot their voucher funds to pay the PA.

The mailing for families is sent in the second week of July, so we need to create a new flyer for the PA soon that is fun and eye-catching so that it stands out. Teri will create and send a draft.

Open Houses are scheduled for August 20-22 (20: St. John's, 21: CCMS/HS, 22: OLP). We will be on hand to give out Icees to the kids and invite families to linger on the lawn, meeting new families and catching up with others. It was suggested that we borrow a tent from the tennis or cross-country teams and also aprons with the Dons logo to be on the front lawn outside of the school each night.

Shirley noted that the Open House/orientation for preschool parents would be before the 20th as those families need more time to ask questions and explain procedures. Once we have a date, perhaps someone can be on hand to explain the PA and what we do for Columbus.

We had several suggestions for welcoming parents, including sending thank you cards to families that pay their dues with a personal invitation to the next meeting. Shirley will ask Leah and Angie in Development as postcards/cards would need to be ordered from that office. We could have them signed at meetings and provide a personal touch.

All communications for meetings and events should be sent to Roberta or David. We suggested having PA members call others to invite them to meetings, starting with those that paid their dues last year. Michelle has the list of those that paid. It was noted that Christy Kitzhaber has said she would help with phone calls in the past.

Appreciation

We discussed wanting to be known as the PA that truly appreciates our teachers and staff. We offered options for a back to school thank you, including something in their mailboxes (card, small snack bag?). We discussed doing something more for the new teachers/staff, such as a small gift card to a restaurant. Shirley can get the list of new teachers/staff for the Elementary, and we can ask Steve for the MS/HS list.

Fundraising

In the past, we relied only on dues. So what do we want to do now? Educational trips are not paid for by the school; there is no "field trip budget." We suggested having students lead fundraisers for their trips, such as the 4th grade trip to Madison and the 8th grade trip to ValleyFair. They could do half court shots or a 50/50 raffle at basketball games or show a short movie during basketball games to raise funds, which would also keep younger students/siblings occupied during games.

We discussed doing another winter craft project like last year's snowman painting. We suggested doing one event for kids and another for adults if Jen Brock is willing. Emily will talk to Jen and see if she is willing to help us again. It was also suggested that we could sell the supplies for those that might want to complete the project at home.

We suggested hosting an outdoor family movie in the fall. Jen has a projector screen that we could use. Shirley noted that all movies must be approved by the US Bishop's Council first.

Distribution of Funds

We had a discussion about how we will distribute funds received through dues or fundraisers. Field trips are important, but we also want to consider what the schools may need. Shirley provided a list of playground equipment and interactive hallway projects that we could consider and the PA asked for a list of prices. We also suggested adding these items to the wishlist that gets sent to all parents in the fall/winter.

Michelle also noted that the PA used to give a \$500 scholarship each year and members indicated that this would be a good use of funds.

Recruitment and Retention

Teri mentioned that she had discussed with Mr. Eaton our wish to be informed about prospective and new families entering the system. The PA suggested helping with tours when appropriate so that we can address questions not related to academics. We all noted that we could do a better job of following up and welcoming new and prospective families.

Suggested ideas included: sending a thank you note after a tour and offering setting up a coffee time or play date. The PA suggested having a list of available families that could be 'matched' to a prospective family for interests or ages.

Shirley noted that the uniform exchange will be headed by Jenna Spata during the second week in August and this year will be adding items for CCMS/HS. The mailing for t-shirt and sweatshirt orders will be going out in late June/early July to all families.

Next meeting tentatively scheduled for July 17 at 6:45 pm at Teri's house.

Meeting closed at 8:30 pm.