

ST. AMBROSE PARENTS ASSOCIATION

Agenda/Meeting Notes

May 8, 2019

<p>SAPA Etiquette: Time: Meetings will be held on the 3rd Wednesday of each month starting at 6:00 p.m. in the Community Center unless otherwise stated. Listening: Each member will listen and speak equally and allow other team members the same courtesy. Each member will make a sincere effort to understand each other's perspectives. Confidentiality: At the team's discretion, certain information will be kept confidential. Decision Making: Each member may present individual and/or team ideas and be open to the suggestions of others. If a decision cannot be reached, we will revisit the idea at the next meeting and bring revised or new suggestions. Participation: All Officers and Class Representatives are expected to attend every meeting. All members are encouraged to share their thoughts and opinions. Expectations: All members are encouraged to stay on topic, offer suggestions or constructive criticism, and put forth effort to achieve our goals.</p>	<p><i>Our Mission...</i> To support St. Ambrose School through volunteer work, funding efforts, parent education, and sponsoring and coordinating various events within the school community. Our goal is to support educational opportunities for our students while also supporting the Administration's efforts to enhance the teaching and learning environment. We also strive to foster pride in St. Ambrose School by building and sustaining community among the parents, students, faculty, administrators, staff, and alumni.</p>
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<p>SMART Long Term Goals:</p> <ul style="list-style-type: none"> → Increase parental involvement in SAPA by 50% → Keep tuition costs down with fundraising <p>SMART Short Term Goals:</p> <ul style="list-style-type: none"> → Plan and market details of all summer events May through Golf Tournament → Complete 2019-2020 'Budget vs. Actual Numbers' Monthly Report <p><i>*SMART (Specific, Measurable, Achievable, Relevant and Time-bound)</i></p>
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<p>Date: 5/8/19</p>	<p>Beginning time: 6:00 End Time: 8:00pm Meeting was called to order at 6:03 PM by Shonna Schrock Minutes from the April meeting were approved as stands.</p>	<p>Location: Community Center</p>
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<p>Officers and Class Representatives Present: Maggie Kohl, Susan Stirnaman, Jenny Schwigen, Sarah Anderson, Keri Buchanan, Christina Brown, Jen Ingram, Patty Rhoades, Shonna Schrock, Mary Jo Zykan, Mel Bechtold, Peggy Kory, Delfina Dornes, Sara Hess</p>	<p>Officers and Class Representatives Absent: Mary Kronable, Mary Kline, Tom Brinkman</p>
<p>Others Present: Principal Jean Heil, Deacon Jay Wackerly, Lisa Jacobs</p>	

President Report - Shonna Schrock

Prayer-Opening Prayer

Jesus, our friend and brother, please guide us with your wisdom and love today. Help us to do your will and to be open to hear your voice as we speak and listen to one another. Amen

Welcome - [Spotlight](#) - on table to fill out

Parent Mixer - Set for May 31st at Godfrey KC Hall 6-10pm on bar side – nonalcoholic beverages are included, adults only. Digital invitation sent via FastDirect and via direct email to all new families. \$100 KC rental fee approved. Please come!

Teacher Appreciation - Teacher appreciation lunch was attended by 15 teachers. Facebook shout outs were posted. Bottled water, chips, juice, donuts, thank you signs, and balloons will be in lounge for tomorrow. Cookies by Frosted will be delivered Friday.

Communication ideas for SAPA Officers / Class Reps (Email, remind app, Facebook group) - Shonna will set up a Remind App

Share SAPA 2019-2020 Calendar - Some dates are changed on the calendar, will update

August Open House & Backback blessing is set for August 11th following 10:30 a.m. Mass. SAPA will purchase ice cream and Christina Brown and Sue Stirnaman will pick up and deliver to event.

Vice President Report - Sarah Anderson

New family signs will be distributed by 1st day of school - Signs are in basement (35 total). Class Reps will receive a list of all new families in their respective grades with addresses and will start placing in yards on May 31st. If additional families enroll after May 31st, Class Reps will be informed so signs can be delivered.

New family Information (Totals, Names, Grades, Addresses, etc.) - Shonna Schrock will add document containing this information to the SAPA Folder on Google Drive.

New Teacher Wish List Campaign - A FastDirect was sent to all teachers detailing SAPA's new *Teacher Wishlist Campaign* which will be ran in August, December, and May. The 'Teacher Wishlist Request Form' was attached and each teacher was asked to fill it out and return to SAPA by August 1st. A link to the *Teacher Wishlist Campaigns* will be made available on the school website, via FastDirect, SAPA's Facebook, and Church bulletin.

Report on [Teacher Wish List](#) for 2018-2019 - The current Teacher Wishlist Campaign that began in February at the Dinner Auction will be closed out this weekend. All teacher items that met their donation goal will be purchased. Any teacher items that did not meet their donation goal will be cashed out for the amount raised in the form of Amazon gift cards. Mel Bechtold will give the final report to Mary Jo Zykan on Monday, May 13th.

Calendar Contest - An idea to create St. Ambrose calendars and sell for \$10 a piece was presented. Price quoted by Schwartzkopf for 150 calendars. Shonna Schrock will get an additional quote from another printer. This idea will be placed on the June 12th agenda to discuss further.

Secretary - Keri Buchanan

Bylaws Update - Status of Approval from School Board - Shonna Schrock is attending the next School Board meeting on May 14th to present for approval.

Treasurer Report - Mary Jo Zykan

Budget Meeting for 2019-2020 will be held on June 5th @ 6 p.m. in Community Center.

New 'Request for Funds' form and guidelines - Mary Jo Zykan will send Principal Heil the new form along with a link to fill out online if preferred. This form is to be used beginning on June 1, 2019, by anyone requesting funds from SAPA. All requests are taken under consideration and given an answer at the next SAPA meeting or as soon as reasonably possible.

Present April Budget Report - Current balance is \$11,123 with a breakdown presented of monies SAPA has earmarked for upcoming events/purchases. Balance of un-earmarked funds is approximately \$1000.

Fundraising Director Report - Melany Bechtold

New 'Event Form' - A new form is being created that will be required to be filled out for each school activity or fundraiser. It will include a budget set by SAPA, a place for notes, a place for details, a place to itemize expenses, etc. This form will be used at the beginning, during, and finalized at the end of each event. The purpose of the form is for SAPA to be able to keep a better record of the details of each event and to pass that information along each year to the person that heads up each event. SAPA would like to be able to compare year to year the success of each event.

Golf Tournament Report - The 2019 golf tournament is set for August 24th at Rolling Hills Golf Course - Stephanie Monroe is the chair, Shonna Schrock and Melany Bechtold will meet with Stephanie and her committee in the near future to discuss the possibility of online registration through GiveSmart.

Football Raffle - Tentative launch date of August 1st - Mel Bechtold presented a new fundraising idea of a Football Raffle. The raffle starts with the NFL season on September 5, 2019, and runs each week throughout the regular NFL season. The idea was well received and she will email details for this raffle to SAPA Officers and Class Reps for their further review. This will be placed on the June 12th agenda for further discussion.

Present 'Happy Holiday' Fundraiser Idea - A new fundraiser was presented (via notes) by new family parent, Tony Cain (not in attendance), for a Christmas Tree Lot. This is a fundraiser SSPP has done and Tony, along with other families coming from SSPP, offered to head up the event at St. Ambrose. It would launch on November 22nd and run until all trees are sold or the week before Christmas, whichever comes first. A vote was taken to support this fundraising effort (13 Yes; 1 No). SAPA will secure the trees with a 25% deposit by June 1st. Additional details will be discussed at future SAPA meetings.

Along with the Christmas Tree Lot, SAPA will be hosting a Christmas Bazaar (Various), Santa Secret Shop (Christina Brown), Breakfast with Santa (Student Council), and Book Fair (Emily Sutton) during the weekend of November 22nd - 24th. 40th year anniversary ornaments (Mary Jo Zykan) will also be for sale at this time.

Saint Sponsorship Update - We currently have 3 Saint Sponsors. Mel Bechtold will be attending the School Board meeting on May 14th as a speaker to discuss potential sponsors and details of the program.

2020 Auction Update - Venue & Date - **Mel Bechtold is currently gathering pricing information on multiple venues. If anyone has an idea for where we should hold the 2020 Dinner Auction,** please contact Mel Bechtold by June 1, 2019. She will be sending out a FastDirect this month detailing all of the subcommittees so that everyone can see all of the ways to volunteer and be a part of the 2020 Auction Krewe. An Auction meeting about securing the venue and date will be set soon as well and notice will be given via FastDirect.

Fire Department Fundraiser - Stephanie Sinclair will be heading up an event to raise money for our local firefighters this fall. This is an answer to a call to action by the AHS Student Council for all schools in our community to help raise funds for .

Space Camp Update - Patty Rhodes-\$7200, we are almost half way to our goal

2020 Rock'n Roll Bingo - Keri Buchanan-tentative April 18

School Activities Report - Sarah Hess

School Social - Mary Jo Zykan-May 10th is the school social, hot dogs will be served, snow cone machine, let Mary Jo Zykan know if you have any other idea or suggestions or if you would like to volunteer.

Backpack Blessing - August 11th after 10:30 Mass (Donated ice cream/SAPA)-Sue Stirrman and Christina Brown will get the ice cream.August 11 is the tentative date. Ice cream social will be the same day. Spirit Wear will need to be sold for Maggie. Will meet in July for this

Spirit Wear Report - Maggie Kohl- 150\$ made at Spring open house - break down was given out- Net \$1200 for year. You can buy Spirit wear at LOGO IT

Recruitment Report Director - Delfina Dornes

School Board Updates

Preschool & Kindergarten Recruitment Campaign- Maggie Mohanan heading up the Future shirts for kids baptized

Update on Current Enrollment Numbers for Each Grade

Update on Upcoming Recruitment Events/Efforts-Big Truck Day – gave out a lot of flyers and had about 5 serious inquiries

Referral Program Ideas-Thinking about a recruitment referral program

Public Relations Report - Peggy Kory

Update on social media integration-Social Media integration update – looking for an app to push to all platforms

- Please enter a Google Review for St. Ambrose

Hashtag for social media update

Newsletter Update - Melany Bechtold-Newsletter is going well. Mel received a lot of articles from people, thank you!

PreSchool & Kindergarten Enrollment Banner & Signage- looks great thank you

Principal's Report - Jean Heil-Thank you for a good year! Very blessed to be here.

Reports from Class Reps

Welcome Letters to New Families- Shonna has ready for Mixer

Intro to August Letter for Class Reps- Shonna has ready for August

Email classes the minutes from SAPA meetings

Pre K 3- Open

Pre K 4- Mary Kronable

Kindergarten- Maggie Khol

1st Grade- Susan Stirnaman

2nd Grade- Jenny Schwigen

3rd Grade- Mary Kline

4th Grade- Sarah Anderson

5th Grade- Keri Buchanan

6th Grade-Christina Brown

7th Grade- Jen Ingram

8th Grade- Tom Brinkman

Old Business Follow Up - All bricks are not printed, Kerkemeyer will install over the summer, 8 more blocks were delivered

New Business - Shonna Schrock- Looking for a Prek 3 Class Rep

Closing Prayer and Adjourn-

We give you thanks, Lord, for helping us to learn more and how to love one another. Please help us to always be instruments of your perfect peace in our school. Amen.

Key Ideas and New Information Presented: Football Launch , Christmas Tree Lot, Recruitment campaign, Facebook site

Request for Funds/ Event Form Before the Next Meeting: Christmas Tree Lot, Golf Tournament, Backpack blessing, Football Launch

Concerns/Reflections/Recommendations: June meeting for Auction location and date finalized

Plans for the Next Meeting: Backpack Blessing, Golf Tournament, Football lunch, Grandparents Day, Budget Meeting

Individual Assignments for Next Meeting: Shonna will set up a Remind App , Mel info on football launch, Christina Brown on Secret Santa Shop, Mel will met with Emily Sutton On Book Fair- update Sarah Hess on this, Shonna send out new teacher form and Mixer flyer

Needs for Principal: Website contact from Riverbender

Next Meeting: June 12, 2019 in the community center @6

