

All Saints Catholic Academy
School, Home, Parish, Partnership 'SHPP' - Meeting Minutes
Wednesday, September 19, 2012, 9:15 a.m

The Opening Prayer was led by SHPP President, Amy Drake.

Amy Drake introduced the **SHPP Officers and Committee Chairs**. They are as follows:

Officers:

Amy Drake - President
Robin Gullborg - Vice President
Catherine Buss - Secretary
Dana Campbell - Treasurer

Committee Chairs:

Activities - Kailyn Marriott
Community Outreach - Ann Zediker & Bridget Roe
Faith Formation - Anne-Marie Cronin & Monica Risdon
Hospitality - Paula DeRuntz & Mili Jain
Book Fair - Cristina Ghapson
Room Parent Coordinator - Robin Beck

A recap of **SHPP events to date** was given by Amy Drake:

The Meet and Greet picnic was held on Sunday, August 19th, before school started. This is an annual event where students are able to meet their teachers and reconnect with friends.

Innisbrook school supplies were shipped directly to the school and placed in the classrooms prior to the the start of school. Shipping the supplies directly to ASCA, and not the students, lowers the cost of the supplies to each family.

A Parents' Night Out was held at Aurelio's Pizza on Saturday, September 15th. This was a kid-free event which attracted approximately 40-50 parents.

Hospitality Chair, Paula DeRuntz, recapped that Committee's activities to date:

The teachers all received 'welcome back' goody bags on the first day of school which included notes, coffee, and donuts. An impromptu cookout was also held for the teachers utilizing the leftover food from the Meet and Greet picnic.

'Tears and Cheers' gatherings were held for parents over several mornings on the first day of school for preschool and kindergarten. This year's events included one held for parents of the SES preschool class which every parent attended.

Amy Drake distributed a SHPP Events handout which detailed the following **upcoming SHPP events**:

Community Outreach **Flip Flop Collection** will be ongoing through the month of September, 2012.

The Scholastic Book Fair is scheduled for the week of October 9-12, 2012.

Community Outreach **Button / Pin Collection** is scheduled for the month of November, 2012.

Class Christmas Parties are scheduled for December 21, 2012.

Community Outreach **Men's Tie Collection** is scheduled for the month of February, 2013.

Class Valentine's Day Parties are scheduled for February 14, 2013.

The **Lenten Fish Fry** will be held in March of 2013, date to be determined.

Community Outreach **Used Gym Shoe Collection** is scheduled for the month of April, 2013.

The **Daddy Daughter Dance** is scheduled for April 13, 2013.

Teacher Appreciation Week is scheduled for the week of May 6-10, 2013.

Dana Campbell presented the **Treasurer's Report**:

The Treasurer's Report included a Final Income and Expense Statement from the academic year 2011 - 2012. Income is generated from SHPP fees and from various events listed by category in the Report. Expenses are also listed by category in the Report. Any surplus goes into Reserve for future expenditures, including a playground wall. The Treasurer's Report is hereby incorporated by reference into the Minutes.

Recent SHPP expenditures include (1) a \$200 Hole Sponsorship at the September 28, 2012, ASCA Swing for the Saints Golf Outing; and (2) a \$500 donation for Student Ambassador pins.

The Treasurer's Report will be updated each quarter.

Dana Campbell also reviewed **Check Reimbursement Procedures**. This applies to SHPP-approved expenses for which reimbursement is being requested, and is outlined as follows:

- You must complete a Special Check Request Form. These are available in the school office.
- Attach any original receipts to the Check Request Form.
- Turn in the completed Check Request Form and original receipt(s) to Maryanne Higdon in the school office; or, place these through the slot in the locked SCRIP drawer located in the office.
- Dana Campbell will process check requests from the 'Check Reimbursement' folder in the SCRIP drawer.
- A Special Check Request Form is sent for approval from Dana Campbell or Amy Drake to Dr. Renehan.
- Note: Prior to purchasing items, check with Maryanne Higdon to see if and of the items that are needed are available in any of the purchase catalogs found in the ASCA office. Maryanne can order from these catalogs directly. Many items are less expensive this way. Maryanne can deduct the cost of the items ordered directly from the appropriate Event budget.
- Note: Sales taxes are not reimbursable. Taxes will not be charged if ordering through Maryanne Higdon. When purchasing items on your own, please make sure to obtain a copy of ASCA's Tax ID Number from the office prior to your purchase(s). Some businesses who do repeat business with ASCA may have this information already on file.

Christina Ghapson discussed the upcoming **Scholastic Book Fair**. The Book Fair is scheduled for the week of October 9-12, 2012, in McSherry Hall. Preview will be held from 9-11:15 am on Tuesday, and the Book Fair will be open on Wednesday and Thursday evenings of that week. Many volunteers for all shifts are needed for this event.

Amy Drake discussed a new **volunteer recognition program** for the 2012-2013 school year being sponsored by BMO Harris Bank. Indian Prairie School District 204 is looking for volunteers that deserve special recognition. BMO Harris Bank will donate \$1,000 to the volunteer's school in honor of the chosen individual. One volunteer will be selected each month from October through May. The nominee must be a staff member or community member from District 204.

Robin Beck, **Room Parent Coordinator** discussed the **classroom parties** for the 2012-2013 school year. The dates of these parties are as follows: the Christmas Party is

scheduled for December 21, 2012; and, the Valentine's Day Party is scheduled for February 14, 2013. Both parties will be held from 2:15-3:15 pm.

Christmas gift ideas for the kids and / or classrooms were discussed. It was suggested that SHPP donate board games to each classroom to be used during indoor recess. Age-appropriate suggestions will be solicited from the teachers.

A special thank you was noted to Ann Zediker for donating items to the Meet & Greet. There was a net profit of \$36.00 from the Meet & Greet, and, as noted above, the leftover food was donated to the teacher luncheon.

Kai Marriott, **Activities** Chair, reported that they are looking into holding the annual **Mother / Son Event** at Sky High Sports. Kai will send out an email to those who have volunteered for this event.

Anne-Marie Cronin and Monica Risdon from **Faith Formation** discussed the upcoming **Pilgrimage to Our Lady of Good Help** in Green Bay, WI, scheduled for November 10, 2012. This is a repeat event from last year; however, this year's event will be open to the 4 parishes. There will be a nominal fee involved.

There will be an upcoming **Movie Night** geared towards grades K-3rd. Date TBD.

The annual **Fish Fry** will be held on a Friday night during Lent, 2013. The date is TBD. Faith Formation is working with the Athletic Director to schedule the gym.

A **speaker** is being considered for the ASCA community. The focus of the speaker has yet to be determined. One suggestion is Dr. Coleen Kelly Mast who has developed a program on chastity and modesty. More information on Dr. Mast's program can be found @ sexrespect.com. Dr. Renehan noted that she receives numerous requests for a return of 'Bringing Up Geeks' speaker Marybeth Hicks.

Ann Zediker and Bridget Roe from **Community Outreach** presented the following:

The **display case in Cafe 1** will showcase completed Service Forms and promote some of the ongoing Community Outreach events.

The **cereal drive** at the August Meet & Greet netted over 170 boxes of cereal which were donated to Loaves & Fishes.

In honor of September 11, students made over **600 cards** which were **donated to the troops**.

The **flip flop collection** runs through the month of September. Only rubber flip flops can be accepted. This collection is in conjunction with an effort by TeraCycle and Old Navy to recycle these flip flops into doormats.

The **Foster Grandparent Book Collection** will be held again this year in October. Over 1000 books were collected last years. Foster Grandparents give the donated books as Christmas gifts to children in foster care. Books for pre-readers through teenagers are needed. Used books may be donated. Adult books may also be donated.

An ASCA packing session at **Feed My Starving Children** is scheduled for October 4, 2012, from 2:30-4:30 pm. This is an out-of-school day for students. If appropriate parent-child ratios are available, children younger than 3rd grade may be accommodated.

Suggestions for **family service opportunities** may be found in the Principal's Newsletter.

This year those students who complete **Service Forms** will be recognized on a monthly basis in the Principal's Newsletter. A link to the Service Form may be found online on the ASCA website.

Paula DeRuntz and Mili Jain from **Hospitality** discussed the upcoming lunch / early dinner **break provided to the teacher's on Thursday, November 1, 2012**. SHPP will provide Panera sandwiches and ask others to bring side dishes, desserts and drinks.

The **staff Christmas party** will be held at Meson Sabika this year on December 19, 2012. A gift of a cookie tray is being considered for the teachers.

Our ASCA **All Saints Day Mass** will be held on October 31, 2012 with Bishop Sartain.

Allison Davis, 2013 **Dinner Dance Auction** Chair, is looking for an individual to input ads into the auction catalog. This volunteer will preferably have previous experience utilizing Publisher. Kathleen Dombkoski volunteered for this role.

Christmas gifts to teachers were discussed and explained. Individual teachers develop a 'wish list' of gift cards. These gift cards are then purchased using monies donated by families for that purpose. Dr. Renehan requested that the donation form include a line for the donor's email so that a thank you note may be forwarded at a later date.

The next SHPP meeting will be on October 17, 2012, at 9:15 am in Café 1

Submitted by Catherine Buss