**St. Thecla Home and School**

General Meeting Minutes

Monday, August 21, 2023 at 6:00 pm in the media center

**Meeting called to order by:** President, Jackie Nino at 6:05 pm

**Prayer led by:** Father Kevin

**Mission Statement:**  Recited by all present

**Introduction of administration, board members, and attendees**

**Attendance:**

* Administration: Deacon Tim Maxwell, Principal Martha Karwoski, Father Kevin Roelant, Shanon Rupkus
* Board Members: President Jackie Nino, Vice President Cortney Slifco, Co-Secretary Angela Orjada, Event Coordinators Deanna Forlini and Patrick Hall.

Absent: Co-Secretary Stephanie Mauch, Treasurer Rachel Kassin

* Attendees: (Health Team) Tracy Maloney, Christy Sheth

**Minutes:**

The May meeting minutes were reviewed and approved by all present. A copy of approved minutes will be kept and able to be accessed in the front office.

**Treasury Report:**

The president reported financials.

**Old Business:**

* Flooring was replaced in the ESP room. Total Expense $7,780
* Lunch Tables (2) were replaced in the activity center. Total Expense $4,444.
* Curtains for the gym stage were replaced and curtains were added to the 2nd set of windows in media center. Total expense $4,500

\*For future reference, the tracking for stage curtains is obsolete and will likely need to be replaced when curtains need replacing again.

* New computers in the computer lab (28). Total expense $21,560

\*Old Computers have been wiped clean and donated to a school in Detroit.

* Preschool tables have not arrived yet but have been ordered (13). Total expense $3,000.

**Committee Reports:**

* Field Day financials are TBD. Receipts have been turned in and will be reported at the next meeting. Cost of rentals have gone up substantially but there will be more discussion as we approach next year’s Field Day about adding to the games. (egg toss, potato sack race, etc.) Stations by grade and a hole punch card may be incentive to spread the students out evenly. Drinks ran out early so we will need to purchase more for the upcoming year.
* Spirit Wear has been restocked. We will be selling at Ice Cream Social as well as the Festival (date to be decided). Jackie Nino will put order forms near the office and we will communicate the process to order to families as the year begins.
* Kroger Rewards are still an option to families. Questions regarding box tops will need to be followed up on by Jackie Nino to find out if Home & School is responsible. We will advertise to families if so.
* RaiseRight (A.K.A. Scrip) will have a table at the Ice Cream Social. Forms will be available for ordering as well as a few volunteers to help explain the program to new and current families. Shanon and Jackie will try to find in the financials who the top earner was. While remaining anonymous, we can use as an example to market the program. We are in need of a co-chair.

**Upcoming Events:**

* Ice Cream Social is on August 26th from 5-7 (following 4 pm Mass). All volunteer slots on the signup genius have been filled. A new co-chair Dave Anderson has been helpful in ordering food. Total cost for food to date is $555.80. Tablecloths will need to be purchased for the round tables. Chairperson Deanna Forlini will have tables set up for various school/after school activities.
* Fun Run kickoff is September 25th and will take place on October 20th. Donation cut-off is October 27th. Incentives will be discussed in a meeting between the Health Team and Administration and communicated at a later date. Shanon Rupkus will get the financials for the Health Team to forecast their expenditures for the year. Once that is finalized, discussion regarding unused Fun Run funds will take place. Future date TBD.
* Mom 2 Mom Set up is September 29th at 2:00 in the gym only. After 3:30 setup may take place throughout other areas. The sale runs Saturday, September 30th from 8:00 am – 12:00 pm and volunteers are needed until 2:00 pm for take-down. Sign up genius will be going out for volunteers. This event is led by Emily Jankowski and Tara McHenry.

**New Business:**

* Current Projects:
* H&S Bylaws have been modified and presented to all present. More modifications may need to be made. Copies were given out to review.
* Family dues will be sent out in the first few weeks of the school year. Cost will be increased from $20 to $25.
* Teacher start up cash was discussed and each teacher will receive $100 as in prior years. A final decision will be made between Administration and Jackie Nino whether it is given as cash or individual checks based on the request of bookkeeping.
* Future Projects:
* Replacing square readers with a credit card machine. It will require an upfront cost, however, may pay for itself for increased spirit wear sales, dinner dance, etc. The board is open to any ideas/pricing.
* Jackie Nino presented a suggestion of an industrial size washer/dryer. We have a standard washer/dryer in the parish office, but costs of dry cleaning table covers and uniforms have gone up. Washing from home is not practical or efficient. Jackie will get more pricing for future meeting.

**Open Discussion:**

* Trunk Or Treat – Chairperson Patrick Hall will add a (pre-carved) Pumpkin contest. Suggestions include hayrides & short kids movie. Budget will not allow for haunted hallway this year. Open to incoming ideas as we get closer.

**Next meeting scheduled for September 25, 2023 at 6:00 pm in the media center.**

**Meeting adjourned at 7:55 pm**