

# SPA Meeting Minutes

## Tuesday October 16<sup>th</sup> in Spanish Classroom

The meeting was called to order at 6:15 by Suzanne Egan-Larson, SPA President.

### 1. The first order of business was to discuss the Spirit Shop

- a. Opening the 2nd Thursday of each month starting in November.

Katey Bean has agreed to run the Spirit Shop on the 2d Thursday of each month. The Spirit Shop will be open during lunch and will be run with the help of the 5<sup>th</sup> grade. Goals for the proceeds from the Spirit Shop are outlined below. It is the intent of the SPA to make the goals clear to students, get the students involved in the Spirit Shop activities and endow in them a sense of ownership and pride for their school.

- b. New products description and cost.

In addition to smaller priced items like pens, pencils and erasers; the Spirit Shop will add some new OLP branded items. These OLP branded items will be at a higher price point. OLP Pride water bottles will be \$5.00, OLP Pride wristbands will cost \$3.00. Additionally, there will be OLP tie-dye t-shirts available to order at an approximate cost of \$12.00.

- c. Dress Down Dollar Days and goals for DVD and boom boxes.

In conjunction with the Spirit Shop being open, students will have the opportunity to purchase a dress down day. On the second Thursday of each month, students will be allowed to wear jeans and an OLP sweatshirt or t-shirt if they make a \$1.00 contribution for Spirit Day. The proceeds from the Spirit Shop and Spirit Day will be used to outfit the classrooms with DVD players and boom boxes. This will cost approximately \$1,000. After this goal is reached, proceeds from the Spirit Shop and Spirit Day will be used for the library to purchase additional AR tests/books.

- d. Future plans and student involvement.

Future plans involve getting the 5<sup>th</sup> grade to assist in running the Spirit Shop and adding more merchandise. The Spirit Shop will step back from smaller items like pencils, pens and erasers in the interest of adding more OLP items. Future merchandise purchases may include OLP bandanas and OLP necklaces

### 2. Budget update

- a. Handout SPA budget from past to determine spending and fundraising history.

The 2003-04 Treasurer's Report and Proposed 2004-05 Budget were presented for our review. These past budgets provide a picture of past income and expenses that can be used to inform future decisions.

- b. Develop form for future expenses.

Angi Lackens, SPA Treasurer, will work with Florence Schmidt and Barb Kiecker, to develop an SPA expense/purchase order form and develop a process around future expenditures.

The SPA account currently has approximately \$19,340 minus Parent's Night expenses and the cost of electrical work for necessary upgrades to the computer lab.

### 3. Fundraising

- a. Ideas and goals handout for 2007-2008.

It was discussed that we must coordinate fund raising efforts across the parish and the school so we don't waste energy. We will continue with the Box Tops, Target Cards and Kowalski's programs and will continue to get the word out about these opportunities. We will start dress down days (Spirit Day) and a Mancini's event (further information below). We will investigate an additional fundraising opportunity at the end of the year, after Starry Night. The goal is to spread the fundraisers out so that resources for both contributors and volunteers are not overly burdened.

Given the new Target in our neighborhood, we will also investigate marketing opportunities and dollars which might be available through Target stores. This includes getting OLP on the billboard of schools that receive money through their support programs.

An update was received regarding the Cash for Trash program for this fall. Approximately \$900 was raised through this program in the latest "Principal for a Day" election. This money will go to purchase items from the faculty wish list.

Diana Breedlove provided an update on the Used Uniform Sale. The most recent used uniform sale earned \$88.00. Discussion included the need for greater visibility and better advertising for both contributions and sales. It was decided that there would be a used uniform sale in November at fall conferences and again in March and spring conferences. Next year we will include an additional sale before school starts and at Parent's Night.

- b. How should funds be spent? Goals vs effort.

It was discussed that future fundraising efforts must clearly lay out the fundraising goals for the event as well as setting out where the proceeds will be spent. It was also discussed that we need to perform a cost-benefit analysis when choosing our fundraising opportunities. We must weigh the amount of effort needed to put on the fundraiser against the amount of money we expect to raise to determine if the fundraiser is a good idea.

c. Mancini's Event

Mike Herold has made a call and we have started organizing an event at Mancini's to be held in late January or early February. Childcare will be provided at the school and dinner will be provided at Mancini's. This dinner will be open to the entire parish and all will be welcome. The cost will be approximately \$100 per couple for a choice of steak or chicken dinner. Mancini's can accommodate approximately 200 people.

4. Events update

a. Parent Night review.

Parent's Night received rave reviews from all. Childcare was very helpful and it was the resounding opinion that the speaker was fabulous.

b. St. Nick event?

It was decided by the SPA that we would not be able to put this event on this year. There is simply not enough time to plan and organize an event of this type for early December. The SPA will put this event on the calendar for next year and search for a coordinator in May.

c. Fun Fridays?? Brenda Wilson- SPA or Student Council.

Fun Fridays are an event that would occur to provide social opportunities to our middle school students. It was decided that this is not something that fits into the SPA mission and will be taken over by another group. This will potentially be run by the Student Services Action Committee in furtherance of building community. Florence Schmidt will continue the investigation as well as investigating supervision and facility management.

d. SPA Speaker Series- would someone like to coordinate about 4 speakers throughout the year?

There is interest in a speaker series; however, the number of speakers that can be arranged might be difficult. The most sought after speakers typically are booked months in advance and charge for speaking services. Kelli Klein will investigate the potential of getting two more speakers for this year, one in the winter and one in the spring. Potential topics include How to Finance Future Education, Child Safety, or Nutrition and Childhood Obesity. Childcare would be provided at these events.

We discussed where these events would be held. SPA would like to use the events to promote the school, so it would make sense to hold the events in the school. No decision was reached on this point and further discussions will be had before a decision is made.

- e. Develop form for events.

There will be a form to complete for all future events. This form will include information to the SPA regarding set-up and expenses for the event. It will also include an evaluation so that we can keep future SPA boards fully informed regarding what went well and what went poorly in a particular event.

## 5. VP Update

- a. SMC Kindergarten Marketing

Kindergarten marketing will be handled by the School Ministry Council. The SMC will coordinate marketing with Florence Schmidt. There will be a Kindergarten Open House held on November 6<sup>th</sup>. It was suggested that this open house be advertised on the marquee on 54<sup>th</sup> Street.

- b. Brochure update

Renee Svard and Kris Knodle will update the OLP brochure and prepare flyers advertising the Open House. Florence Schmidt will introduce herself and the school to directors of local preschools and request they distribute flyers to their students. A relationship with local preschools is crucial in maintaining the health of OLP.

## 6. President Report.

- a. Sound System budget approval/concerns. Share cost with church?

The new sound system is still being investigated. It is believed that the \$6,000 cost of a new sound system is reasonable, but the new system needs to be easy to set-up and easy to use. A decision has not been reached at this time.

- b. Computer Lab- update on internship.

The upper councils will investigate the feasibility of employing an unpaid intern or stipend intern who can work in the computer lab. Florence Schmidt is developing a job description and a curriculum must be developed before any decisions are made on this point.

- c. SPA's 2007 accomplishments already.

- 1) Parent Night
- 2) Playground Chips
- 3) Reorganize SPA and design
- 4) Computer lab electrical work and internship
- 5) Spirit Shop and Dollar Days (Spirit Days)
- 6) Update classrooms with VCR's and boom boxes
- 7) SPA Thank You in Weekly/Bulletin
- 8) Box Tops Principal for a Day – Teresa Johnson
- 9) Update homeroom parent duties and information

- 10) Mentoring new OLP families
- 11) Scheduled monthly meetings and posted meeting notes
- 12) SPA is up and running with every board position filled – the biggest accomplishment
- 13) Fall Festival 5k and Family Fun Run

d. 2007-2008 goals.

We will discuss goals for the remainder of this year as well as the next 2-3 years at the next SPA meeting. Some goals discussed were the Mancini's dinner for this year and a 2-3 year goal to provide laptop computers for middle school students.

7. Posting meeting minutes online

We voted to post minutes from past and future meetings online at [www.olpmn.org](http://www.olpmn.org). The 2007-2008 minutes will be posted in the School Parent Association section of [www.olpmn.org](http://www.olpmn.org)

The meeting was adjourned at 7:45 p.m.

The next SPA meeting will be held Tuesday, November 20, 2007 in the Spanish Room.

In attendance: Katey Bean, Colleen Lacey, Katy Snee, Julie Gleason, Sarah Kalweit, Rita Pucci, Suzanne Egan-Larson, Katie Mark, Sheila Waters, Diana Breedlove, Florence Schmidt, Jenni Hollar, Casey Getschow, Angi Lackens, Kelli Klein, Janice Negratte-Samuel