

# pSPA Meeting Minutes

## Tuesday November 20<sup>th</sup> in Spanish Classroom

### 1. Welcome and opening prayer.

The meeting was called to order at 6:03 p.m. by Suzanne Egan-Larson, SPA President, with an opening prayer by Florence Schmidt, interim principal.

#### a. Approval of last months minutes.

The previous months meeting minutes were approved. There will be a notice in The Weekly to let people know the meeting minutes are posted on the parish website.

### 2. Treasurer's Update.

Suzanne Egan-Larson read an update from the SPA Treasurer, Angi Lackens. Barb Kiecker has reviewed the SPA account and will be issuing a credit to the SPA account for approximately \$3 - 5,000.

The standard form will be used for debits and credits with a notation that this is income or an expenditure for SPA. The SPA Treasurer and/or President will sign off on all expenditures made. A copy of all debits and credits will be forwarded to the SPA Treasurer for record keeping.

### 3. Spirit Shop- Katey Bean

#### a. Update and report on first Spirit Day.

The first Spirit Day was a huge success. Spirit Day profits were over \$400. This represents the profits from both the Spirit Shop and dress down days. This \$400 does not represent the profits made from t-shirt sales. As of last week, there were approximately 30 t-shirt order forms, many with multiple orders per sheet.

There were a couple of problems with the Spirit Shop including the popularity. Students chose to stop eating their lunch prematurely so that they could move to shopping. This will be addressed during future Spirit Days by working with Pam Beckman to select a more popular lunch.

Another problem that was noticed is a very high energy level in the hall and a certain amount of crowding. This will be addressed in future Spirit Days by staggering times students are brought to the Spirit Shop.

#### b. What to keep? Change

All items were popular. Students liked the new water bottles and wrist bands but also purchases pens, pencils and erasers. In the future, we will consider including OLP lanyards for travel drives and OLP dog tag necklaces as well as various seasonal items.

- c. Vote to buy 2 DVD/Video players from profit.

There was a unanimous vote to purchase 2 DVD/Video players from the first Spirit Day profits. One player will be given to the kindergarten, it has not been decided which classroom will get the second player.

#### 4. Principal update - Flo

- a. Computer Lab

A posting has been sent to Normandale Community College regarding the position in the computer lab. A parishioner has been helping out in the computer lab with the teachers and students. Flo has recommended that there be a position for next year to take care of the computer lab.

- b. Middle School Socials

A volunteer has come forward who is willing to help out with the middle school socials if 5<sup>th</sup> – 8<sup>th</sup> grades are involved in the socials. The goal is to host approximately 3 socials per year for the middle school students. There was a lengthy discussion regarding whether it was appropriate to have 5<sup>th</sup> – 8<sup>th</sup> grades at the socials and it was decided that it depends on the nature of the activities. It was discussed that we have a fall, winter and spring social. It was suggested that the fall and winter activities be for grades 6 – 8 and the spring activity include grades 5 - 7. The 8<sup>th</sup> grade will have a separate event in honor of their graduation. This event will be determined at a later time.

- c. Kindergarten Open House

16 families attended the Kindergarten Open House, only 3 families have children currently attending OLP. We will follow up with those families who attended and invite them to Catholic Schools Week events in January. Another Open House will be held in February.

- d. Additional Business

We discussed St. Nick's Day on December 6<sup>th</sup>. Flo would like to have Bishop Nick come to the school to help in the celebration. If we can find a Bishop Nick and appropriate attire, Bishop Nick will make an appearance. We will also hand out cookies or donuts and holiday pencils.

Florence will send an email organizing the event.

#### 5. Fundraising- Shannon Dahl

- a. SSN date set and upcoming meeting announcement.

The date has been set for Starry Starry Night. The big event will be held on April 26, 2008. The first planning meeting will be held November 28, 2007. Carey Everson has once again volunteered to chair this event.

b. Mancini's

Final details are still being worked out for the Mancini's event. Our first choice of date is Sunday, February 17<sup>th</sup>. This event will be chaired by Shannon Dahl and Mike Herold. This event will cost \$100 per couple or \$50 per single person. It is not clear how single ticket sales will be handled, but we will work this out with Flo and the person who chaired the event at Flo's prior school. The ticket price will cover hors d'oeuvres, dinner and 2 drink tickets per couple. There will be prizes, bingo, raffles, pull tabs and lots of fun. This event is limited to 200 people. We will advertise the event first in The Weekly and in flyers. We will expand out to the rest of the parish through the parish bulletin and beyond, if necessary to fill the 200 spots.

c. Update- OLP incentive purchase fundraising

Footlocker key tags were sent home to all school families. A 5% rebate is made each fall for all purposes credited to OLP using the key tag at the store or the school code online.

QSP magazine sales provides a 40% rebate for all purchases made and credited to OLP by shopping with our school code. The QSP magazine sale information will be forwarded for inclusion on the OLP website.

6. Events update- Colleen Lacey

a. Update on future events- Barnes and Noble

The Barnes and Noble event will be held December 8<sup>th</sup>, volunteers are needed. This event is being coordinated by Danielle Manus-Hoben.

b. Catholic Schools Week – January 27<sup>th</sup> – February 3<sup>rd</sup>

Colleen Lacey is coordinating the Catholic Schools Week event along with Flo Schmidt and the teachers. Archbishop Nienstedt has expressed a willingness and desire to say mass for the students during Catholic Schools Week and join our students at lunch. Flo will work with the Archbishop to schedule this event.

SPA will host a teacher's lunch as well as a pizza and bingo family fun night during Catholic Schools Week.

c. Fun Fridays update – no update

d. SPA Speaker Series- Kelli Klein

The first speaker series will be held Tuesday, January 22, 2008 at 7:00 p.m. Our speaker will be Hennepin County Sheriff Captain Bill Chandler and he will speak on keeping our children safe in the world today. Wine and cheese will be served and child care will be provided.

## 7. VP Update- Kris Knodle working with School Ministry Council

### a. SMC Kindergarten Marketing

The SMC and Kris are working to maintain a sheet of prospective families. The goal is to increase the follow-up with interested families. We will build a system to track follow-up with interested families and work to building a relationship.

An add will be placed in the December Southside Pride and Richfield Sun Current to wish the public a Merry Christmas and invite them to check out our school. Father Paul is starting a development committee to help with the marketing with the purpose to market the church and the school as a whole.

### b. Brochure update

Kris is meeting with Renee Svard to update the brochures to include a current teacher list and photos of current students.

The next open house will be during Catholic Schools Week.

### c. Additional Business

It was discussed that OLP needs to be included in the list of schools included in the Catholic Spirit. Flo will follow up with her contact at Catholic Spirit.

The Southwest Journal includes a list of all public, private and charter schools. OLP was not included in the most recent list. There is another list that will be published in January. John Paquette will contact the Southwest Journal to arrange for OLP to be included in the list that is published in January.

## 8. President Report

### a. Sound System

Investigation continues to make certain that SPA makes the best investment in a sound system. The sound system will need to be in place for the speaker series as well as Catholic Schools Week events.

### b. Constitution update

SPA officers will work to revise their respective sections of the SPA constitution. The goal is to have revised the constitution into a much more streamlined document by the end of the year. The revised document will be submitted to the entire SPA for ratification.

### c. Goals for 2008

- Increase number of parents who attend SPA meetings
- Make the Mancini's event successful
- Increase fundraising by 25%
- Create and distribute an SPA events calendar that shows the events for the entire year

- Involvement of a parishioner at SPA meetings to bridge the divide between the parish and the school.
- Grow Cash for Trash fundraising to \$1500 – 2000 per year
- Increase alumni involvement in OLP
- Expand volunteer base
- Increase size of current kindergarten class
- Replace flat top in kitchen with the help of the parish and the Men's Club
- Laptops for middle school students, starting with 7<sup>th</sup> and 8<sup>th</sup> graders

d. New Business

SPA would like to purchase a water cooler and service contract for the teachers. Pricing and options will be investigated.

Childcare will be provided during SPA meetings for a freewill offering. If the appropriate funds are not generated by the freewill offering, SPA will step in and pay for the childcare.

9. Adjournment

The meeting was adjourned at 7:15 p.m.

The next SPA meeting will be held Tuesday, December 18, 2007 in **Pates Hall**.

In attendance: Julie Gleason, Kris Knodle, Suzanne Egan-Larson, Katie Mark, Shannon Dahl, Chris Cheney, Laura Bauer, Katy Snee, Katey Bean, Florence Schmidt, John Paquette, Teresa Johnson, Barb Bauer, Sheila Waters, Colleen Lacey, Rita Pucci