

Home and School/ Auction Meeting Minutes

November 19th, 2024
St. Catherine School Library

Meeting called to
order at 7:02 pm

Chaired by: Amanda Anderson & Marla Cote

Record keeper: Michelle Rodgers

Attendees: Amanda Anderson, Josh Gatner, Leslie Martin, Marla Cote, Lenae Brilman, Christy Godlonton, Amy Vander Heyden, Michelle Rodgers, Gabi Kolk, Alyssa Murray, Chelsea Vander Heyden, Lexi Paskal, Kayla Schooten, and Amy Brecka.

Agenda item: October meeting minutes

This writer, Michelle Rodgers asked if everyone was able to review the meeting minutes completed from the previous Home and School Association meeting on October 7th. Anyone who read them agreed there are no edits or amendments to make, therefore Christy Godlonton made a motion to approve the minutes as presented, seconded by Gabi Kolk – all voted in favor. This writer also provided the group with a social media update. It was discovered that the original Home and School Facebook group has years of saved files attached to it – including meeting minutes, hot lunch plans, auction documents, etc. It was advised that we go back to using the original group to ensure all documents are in one place and delete the 2-year-old page. We will make a post on the new page directing others to the old one to ensure everyone has a chance to join the original group. Once this is completed, the newer page will be deleted. We will also attempt to link an Instagram page to ensure everyone has access to all information. Meeting minutes are also posted on the school website for anyone to access.

Agenda item: Treasurer Report

Leslie Martin presented a treasurer report including the Home and School Association's current balance and items that have been withdrawn. Home and School Association's current balance is \$61,303.20. A cheque for the schools' outstanding expenses of \$3,971.85 was withdrawn as well as an EMT for hot lunch reimbursement. We are still waiting to hear if we have been approved for the CIP grant of approximately \$14,997, hopefully we hear before our next meeting. Leslie had no other news to report. Amy Vander Heyden made a motion to approve Leslie's treasurer report as presented, seconded by Gabi Kolk – all voted in favor.

Agenda item: Hot Lunch

Hot lunch coordinator, Lenae Brilman opened the discussion by reviewing the two lunches that were provided during this reporting period. The first was soup and sandwiches on Thursday October 24th and the total cost was \$465.90. The feedback was positive, with more children liking Chicken Noodle soup over tomato and there was only a couple spills. The second was taco in a bag on Tuesday

November 5th totaling \$422.76. We ran out of taco beef when dishing out seconds so we should either cook a few more pounds of beef or ration per bag better next time. It was very close.

Lenae continued by reporting there has been little-to-no food waste and whatever remains is left in the canteen for Children who forget their lunch and or is sent home with a few families. Administrator Sarah De Coste has been very helpful with both distributing extra food at school and coordinating with families to pick up extra meals.

The upcoming meals for the school will be Eddies Pizza on Monday November 25th and the school potluck on Wednesday December 11th. Along with the initial Volunteer sign-up sheet from the Back-to-school BBQ and consistent communication via text reminders to volunteers, we have had ample help from both association members and parents in the school.

Amy Vander Heyden continued the hot lunch discussion by reporting her findings of implementing the Lunchbox online ordering system. Amy spoke to Margaret Lomen, the schools Administrative Assistant and unfortunately the Holy Spirit Catholic School Division does not want to add Lunchbox to the school because of the cost. They did respond saying they have had interest in the program and to keep asking as they may consider adding it in the future, if there continues to be an interest. Adding this program would simplify the ordering and payment process and eliminate the needs for paper order forms and payment to pass through Children and Teachers, rather be sent directly to parents and administrators.

Amy has also been looking into adding Subway as a reoccurring lunch option, as Dorothy Dalgliesh School has Subway deliver once a week. This has proven to be more difficult to add than expected, as we are now referred to a third-party ordering company KEV Group as they simplify the ordering process, but Subway West Lethbridge did confirm they charge \$10 delivery per day. At this time, we do not know the costs associated with ordering through Kev Group and will continue to investigate further and report back.

Agenda item: School Report and/Requests

Associate Principal Josh Gatner attended on behalf of St. Catherine School. Josh began by thanking Home and School for the \$3971.85 that covered the remaining Grade 9 camp trip, Back-to-school BBQ and the Cultural Wheel presentation. Josh continued by reviewing some agenda items and requests for additional support from Home and School Association for the following items.

The school would like to bring in mental health guest speaker Marco Corbo. In an anonymous student mental health survey completed last school year, the results were very alarming, including that many students report mental health struggles and have limited access to help or supportive adults in their lives. This is something that needs to be addressed within the school and having open discussions around mental health is a great place to start. Marco Corbo's fee is \$1000 per presentation however he has offered two presentations for the cost of \$1500 so that Junior High students may experience the full presentation and middle school students can have their own age-appropriate presentation. Marco's main presentation does include his disclosure of suicide attempt and Josh did not feel this would be appropriate for middle-school aged children to hear. It was discussed that we want to ensure we're not "planting ideas" in children's minds who are not cognitively able to differentiate the consequences of their actions. It was also discussed the importance of debriefing, following-up and increasing access to support for the students following the presentation so they can seek clarification or help promptly if the presentation triggers students. Josh added that the school counsellor Jordan has already begun building

relationships with students and will ensure he is available to build on Marco's presentation and continue to offer additional support. Amy added that the letters the school division has been sending home prior to health classes to inform parents have been wonderful and suggested that should happen for Marco's presentation as well. Leslie Martin inquired if we would have access to the substantial mental health grant that was given to the Holy Spirit Catholic School Division in the last couple years. Josh responded that he believes that was used to employ Mental Health Counselors/Psychologists for the school division. Alyssa Murray made the motion to pay the \$1500 to cover both Marco Corbo presentations, seconded by Leslie Martin – all voted in favor.

The next item on the agenda was the school seeking \$632.79 to zero out Awards category in support of Academic Awards. This is currently budgeted at \$700 however there will still be more awards at the end of this school year that are intended to be included in the total, including but not limited to Valedictorian, etc. Amy Vander Heyden made a motion to increase the budgeted amount for Awards to \$1000 from \$700 for this school year, seconded by Christy Godlonton – all voted in favor.

The next agenda item was Josh requesting Home and School adjust the budget to allow for an overages category in which any budgeted line item that may exceed the budget, the difference may be pulled from overages. Currently it is time consuming to request additional funds, wait for a meeting to vote on said funds increase, then the school receives the extra funds. As the treasurer, Leslie added that there would need to be clearer guidelines and suggested we table this item for a later date or when we create a new budget at the end of this school year. All in attendance agreed to table this item.

The Student Leadership is requesting \$300 to help set up a Junior High Christmas Dance. After much discussion about this being a great idea for students to plan and organize themselves, Christy Godlonton made a motion to provide Student Leadership with \$500 for a Christmas Dance, seconded by Gabi Kolk – all voted in favor. Corinne Rasmussen, who was not in attendance but is assisting with and empowering Student Leadership, responded via text to Josh "Woohoo! That's great!". We are excited to see how the students put together this event and look forward to hearing about it in the new year.

The last agenda item Josh requested to discuss was amending the fundraising letter. He would like improved specific wording, to include all the items that the school would like to add or could benefit from. This will ensure we are fully transparent and can use the funds on any item listed without having to reach out to donors after the event requesting, we use their donated funds for specific items that were not included in the original letter. The recommended amendments are as follows:

- The word "lighting" be clarified to be portable theatre lighting system to avoid confusion over facility lighting.
- We include Chromebook technology support on order to maintain and replace the Chromebook cart.
- Allow the purchase of musical instruments, including guitars and related equipment to support the fine arts.
- We do not need to fund a library scanner as we have already purchased one, however the library does need to purchase more books.

Amanda Anderson agreed to work with Josh to amend the letter before it is sent out in fundraising packages. Josh will send an updated email to us, so Amanda has all the suggested edits/amendments. To clarify the Holy Spirit Catholic School Division does not need to reapprove the letter, it just needs to be accurate prior to sending it out to seek donations.

Agenda item: Auction positions and details

Auction chair Marla Cote began discussions by passing out Auction “To Do List for Home & School Auction 2025”. Since it was not clear to many people at the last meeting, she would like to reassign positions for the Auction. Positions were assigned to those who were in attendance and interested in fulfilling them. Such positions are as follows:

Auction Chair: Marla Cote and Chelsea Vander Heyden

Donation Seeker/Donation packages: Alyssa Murray

Advertising: Crystie Praskach

Banquet Ticket Sellers: Leslie Martin & Chelsea Vander Heyden

Banquet: Marla Cote and Chelsea Vander Heyden

Wine/Bar: Christy Godlonton

MC: Christy Godlonton & Guest – Ruth

Live Auction Recorders: Amy Vander Heyden

Games/Photobooth: Chelsea Vander Heyden

50/50: Amanda Anderson – add Leslie Martin name to Raffle box for improved payout

Treasurer/Float: Leslie Martin

Decorations: Lexi Paskal

Clean-up: Erin Mulder, Amy Vander Heyden, Lenae Brilman, Kayla Schooten

AGLC: Christy Godlonton

Wine/Bar: Christy Godlonton. The PB Fire Department had volunteered to work at the bar.

Inventory/Control Sheets: Amy Vander Heyden & Michelle Rodgers

Programs: Chelsea Vander Heyden

Thank-you cards: Amy Vander Heyden

Auction Day Setup: Alyssa Murray & Diana Murray

Cash out tables: Chelsea Vander Heyden offered to if no one else will. There were 8 people last time and it was still overwhelming. Suggested rotating shifts. Christy Godlonton will inquire with ATB Financial PB if they donate their time to assist with cashing out. Gabi Kolk found many online/app options to streamline the check-out process however we would need to have a consistent internet connection. Christy Godlonton stated she has a friend who could potentially set up boosters to improve connections. She will investigate this and report back.

Sunday Clean up: Amy Brecka

Marla continued the discussion of the upcoming auction by reporting they got a quote of \$32 per person for the meal from Prime Catering. This includes a \$700 discount, all linens, cutlery and dishes, no wine glasses though. She also requested what the fee would be to add a small midnight lunch and is waiting for that number. Amy Vander Heyden made a motion to book Prime Catering for the auction, seconded by Chelsea Vander Heyden. Marla will inquire about renting the wine glasses from a few locations to check pricing. It was mentioned that we could buy them quite cheap, however then we need to clean and store them until the next auction therefore it's better to rent them.

Chelsea continued the discussion by speaking to entertainment. She obtained a quote from Wacky Shots for \$825 they will setup the booth for 3 hours. This includes unlimited photos, props, backdrop setup and tear down, an on-site photographer and printed pictures. Everyone agreed this sounded like a good option and something fun and different to pass the time when waiting for food.

Marla brought up games as she had previously run the balloon game, and it was a fun way to decorate the hall. However, the cost of helium had risen and therefore we would have to purchase our own tanks which would be costly. Amanda added that it took a long time and hurt everyone's fingers to fill the balloons. It was agreed that we would not run this game. Christy added that the Heads and Tales game is really fun and a good way to earn money as well. Christy offered to run it if everyone wanted. Chelsea agreed to investigate it more with Christy. It was added that it would be fun to have a group game.

Marla continued the entertainment discussion by asking what the group thought about adding Dueling Pianos to the event. Cal Toth and Anna McBryan offer a great entertaining performance however we are waiting to hear if they are available and the exact price they will charge us. Everyone thought this would add a really fun component to the auction.

Next, Marla inquired about ticket pricing. She requested feedback if we want to remain at the \$60 or increase the cost. There was a little bit back and forth, but Marla added that since we are saving quite a bit on catering this year, we would still have a profit from ticket sales and the meal. Everyone agreed to stick to the \$60 ticket price.

Action Required

Tasks to be completed	By whom	Date completed by
Move to original Home and School Facebook group. Post on the existing page and send invites to ensure everyone switches over.	Michelle Rodgers	Prior to next meeting
Continue to investigate adding Subway meals to our school	Amy Vander Heyden	N/A
Follow up with Josh Gatner to get additions and specific wording than make amendments to the donation letter. (See email) Send the finalized letter to Marla for donation seeker packages.	Amanda Anderson	Prior to next meeting

Create donation-seeking packages and send home with students to give parents.	Alyssa Murray & Marla Cote	End of January 2025
Inquire about wine glass rentals	Marla Cote	Prior to auction
Obtain price for Dueling Pianos	Chelsea Vander Heyden	Prior to auction
Inquire if ATB Financial will donate their time to assist with checkout guests at the auction.	Christy Godlonton	Prior to auction
Inquire about installing an internet booster for the Auction	Christy Godlonton	Prior to auction

Next Meeting: Tuesday December 10th, at 7pm

Meeting adjourned: 8:38pm