



## **MQP Home & School Association - Meeting Agenda**

January 19, 2023 at 7pm

Holy Family Room - Total Meeting Attendance - 22

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| 7:00        | <b>Opening Prayer - Karen Reilly</b>   |
| 7:00 - 7:05 | <b>Welcome/Meeting Overview - Jennifer Hulsen</b><br><i>Jennifer thanked everyone for their attendance and reminded all that timewise, our goal for the meeting was to keep it at 90 minutes max, with any additional, non-agenda items to be held until after all the scheduled reports were made.</i>  |
| 7:05 – 7:35 | <b>Event Updates - Chairpersons</b> <ul style="list-style-type: none"> <li> <b>Auction Report/Final Numbers - Jill Azar/Julie Redmond</b><br/> <i>Jill reported the final numbers from the MQP Centennial Auction held in November, 2022. After expenses, the event raised \$324,863.39, including \$102,626 for the Fund-A-Need initiative. The remaining funds will be split between the parish (70% or \$148,566) and the School (30% or \$63,671). These totals are more than double the proceeds from the previous auction. Jill expressed thanks for the countless volunteers who helped with the event giving special mention to Andrea Travers and her work on the Silent Auction. Feedback was very positive on moving the event back to MQP. Jill and Julie are looking for new co-chairs to lead the next Auction; now would be a great time to come onboard and start learning while the event is fresh in everyone's minds! Jill and Julie are working on compiling all of their notes into the HASA shared google drive. Please contact Jill or Julie if you are interested in learning more about leading the Auction!</i> </li> <li> <b>Scholastic Book Fair Report/Final Numbers - Kylene Blumeyer</b><br/> <i>Kylene reported the final numbers from the Scholastic Book Fair held in November, 2022. The event grossed \$8280.79 in total sales, which is an \$800 increase over last year. Scholastic rewards Scholastic Dollars based on total sales; MQP currently has a balance (from this year and prior events) of \$5,236.91 in Scholastic Dollars. Kylene is waiting for Scholastic catalogs to arrive and will coordinate with HASA so that these funds can be used for the purchase of needed books and possibly furniture/rugs, etc for the library and other school spaces. Thanks to Kylene for her work on the event and to all who supported it with their purchases!</i> </li> <li> <b>Breakfast with Santa Report - Laura Boeker/Dawn Morgan</b><br/> <i>Laura and Dawn reported that Breakfast with Santa was a great success – completely sold out with 316 registered guests. The event netted a profit of \$2,524.61. Many lessons were learned – including a need for more volunteers in the future, especially for setup and cleanup; assigned seating worked very well, allowing families to sit together and organizers to plan for the exact number of tables/chairs needed since space is limited; kitchen space is tight to prepare breakfast quickly for that many people and current chef is 'retiring' – so catering may be considered for the future; cake walk and craft donations were plentiful and worked out perfectly. Thanks to Laura, Dawn and all of their volunteers for a GREAT event!</i> </li> <li> <b>Hospitality/Staff Christmas Party, CSW Teacher Lunch, Directional Signage- Mari Barringer</b><br/> <i>Mari reported that she and her family hosted the Faculty/Staff Christmas party at her home in December - it was a fun event. Miss Smith added that it was very much appreciated by all!</i> </li> </ul> |

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|             | <p><i>Mari generously offered to host again, next year. A Teacher Lunch is scheduled for Catholic Schools Week to be held in the Lubeley Room on Feb 1, 2023 and catered by Straub's, courtesy of HASA. Mari will solicit volunteers once she knows her specific needs. Mari is also working on an upgrade to the school's directional signage with new, laminated signs to be prominently posted. Mari is also working on signage for the MQP Eagle mascot - his name will be formally announced during the family lunch on Feb 3rd during Catholic Schools Week. Big thanks to Mari for all of her work!</i></p> <ul style="list-style-type: none"> <li>• <b>Spring Fest - Jon Copley</b></li> </ul> <p><i>Jon Copley will hold the first Spring Festival Committee meeting on Feb 2, 2023 at 7pm. Please contact Jon if you would like to be a part of his group!</i></p> <ul style="list-style-type: none"> <li>• <b>Spring Fling - Clare MacConnell/Amanda Gianino</b></li> </ul> <p><i>Clare and Amanda reported that they held their first committee meeting this week and have begun to work on this year's event. First and foremost, the group is working on how to effectively communicate what the event is all about to new families who are not familiar/have not previously attended. Lisa Voges and Mari Barringer will be helping with this effort. Potential ideas include a separate, informational Flocknote to the Young Families Group, a 'Know Before You Go' communication with all the necessary info, and suggesting folks meet their buddy families there. The committee will also be working on the list of sign-up parties – they are looking for party theme ideas and volunteers to host. Please spread the word and talk to other parents to brainstorm! The committee will be reaching out to past hosts to see who wants to host, again. The committee is also working on the financial part of things – the tricky balance of closing parties in order to reconcile finances/numbers and then opening back up for new registrations. The committee is also working on increasing attendance, highlighting the presence of the food truck, and creating a sense of urgency to attend/sign up for parties that night, in person. All agreed that advance planning and communication will be key. Clare and Amanda are looking for new event chairs to host the event in 2024 and beyond – they have a great committee in place who will help - please contact them for more details because NOW is the time to learn as they plan this year's event.</i></p> |
| 7:35 – 7:45 | <p><b>Principal's Report - Miss Smith</b></p> <p><i>Miss Smith thanked all for their positive energy and spirit and for all the recent successful HASA events. The collaboration between parents and teachers has been incredible. She knows it all takes a lot of work and effort and is extremely grateful to all.</i></p>  |
| 7:45 - 7:55 | <p><b>Treasurer's Report – Sarah Saguto</b></p> <ul style="list-style-type: none"> <li>• <b>Budget Review</b></li> </ul> <p><i>Sarah presented the budget - Statement of Activity as of 12/31/22 - with special note to two events that are not budgeted/expected to make a profit, but did: Breakfast With Santa had a profit of \$2524.61 and Santa's Workshop saw a profit of \$2397.24 which was earmarked for Stewardship. Sarah also reported that the Amazon Smile Program is ending on February 20, 2023 – Amazon is discontinuing this program because it has not grown to create the impact they had originally hoped, according to their email. The most recent Amazon Smile donation to MQP was \$177.39 for the 3rd quarter of 2022.</i></p> <ul style="list-style-type: none"> <li>• <b>Funding Requests</b></li> </ul> <p><i>Three funding requests were presented and voted on:</i></p> <p><b>1 - Composite Hanger</b></p> <p><i>Suzanne Moore requested funding in the amount of \$674 for the purchase of a new composite picture holder. The current holder located in the school lobby is full; it holds 40 composites. The last two graduation classes are not on display because there is no more room. The NEW holder is larger and will hold 80 composites – providing plenty of room for future classes. The 8th grade class of 2022 donated \$750 from their class funds towards this purchase – total cost is \$1424. The request was put to a vote – 19 YES, 0 NO. (Note - a voting quorum per the HASA by-laws was reached with the members present.) The request passed. If you know of any old composite pictures (prior to the 1980s) please let us know of their location!</i></p>   |

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|             | <p><b>2 - Wireless Headphones</b><br/> Miss Smith requested funding in the amount of \$1079.40 for the reimbursement of a purchase of 4 sets of 15 x kids' wireless headphones with built-in mics. They will be used by students in K-3rd grade in conjunction with the new iPads purchased with EANS funding. The request was put to a vote – 20 YES, 0 NO. (Note - a voting quorum per the HASA by-laws was reached with the members present.) The request passed. HASA asked Miss Smith to advise if additional sets were needed in the future, after seeing how these headsets are utilized.</p> <p><b>3 - Artificial Christmas Trees</b><br/> Miss Smith requested funding in the amount of \$786.25 for the reimbursement of a purchase of 25 x 4' artificial Christmas trees (one per classroom) for Advent 2022. Each classroom created a Jesse Tree. The trees will be stored and utilized for future use over the next 5+ years. The request was put to a vote – 20 YES, 0 NO. (Note - a voting quorum per the HASA by-laws was reached with the members present.) The request passed.</p> <p><b>4 - Luke 18 Retreat</b><br/> The Luke 18 Retreat requested funding in the amount of \$500 for a meal stipend. This has been a long tradition for HASA to fund this effort. Other campus ministries (Men's Club, Women's League, Athletic Association) also help with this initiative. The request was put to a vote – 20 YES, 0 NO. (Note - a voting quorum per the HASA by-laws was reached with the members present.) The request passed.</p> <p><b>5 - Other Funding Requests Under \$500 Granted Outside of the Meeting</b> (Requests Under \$500 Are at the Discretion of the Executive Board and Do Not Require a Vote)</p> <ul style="list-style-type: none"> <li>- Miss Pokorny requested and received \$175 for enrollment in the National Spelling Bee. Finalists from the school spelling bee on Jan 30th will advance to the regional/national contest).</li> <li>- Miss Smith requested and received \$399.75 for the purchase of a set of YOUCAT (Catechism for Children) books to be kept in the youth room and used as a resource for students enrolled in school and the PSR Program.</li> </ul> <p>● <b>Staff Holiday Gift Fund Update - Megan Dolan</b><br/> Megan reported that 144 families donated to the fund, resulting in 48 checks being presented to MQP faculty/staff members in the amount of \$325 each. Numerous thank-you cards were received by HASA and passed along to meeting attendees to read. Miss Smith added her immense appreciation on behalf of herself and each member of the faculty/staff. Idea was raised for HASA to match funds in the future and increase the gift amount; however, care must be taken to ensure that this is strictly a gift from parents, given completely voluntarily.</p> |
| 7:55 – 8:00 | <p><b>Pastor's Report – Fr. Craig</b><br/> Father Craig had another parish commitment and could not attend the meeting but sent his deepest thanks to all for their work on HASA and all they do for MQP!</p>   |
| 8:00 - 8:25 | <p><b>President's Report – Jennifer Hulsen</b></p> <ul style="list-style-type: none"> <li>● <b>Playground Committee Report/Committee Openings</b><br/> Jennifer reported that PHASE II (Children's Village, Funnel Ball) of the playground improvements is wrapping up; watch for a flocknote coming soon with pictures outlining the improvements paid for with Boosterthon proceeds from 2020. The Committee is still looking at ideas for pavers/ground cover around the high traffic areas/Children's Village area. Donations of items for creative play in the house and market cafe are always welcome. The committee is working with Miss Smith to ensure that interested kids can have more access to the space. Miss Smith advised that the playground will be open to Kindergarten/1st Grade next week and after seeing how things go, she will continue to keep opening it up to more kids, while keeping child safety in mind (ie.too many kids in the space at one time; large Preschool classes.) HASA asked Miss Smith to advise if more parent volunteers are needed as recess monitors.</li> <li>● <b>Santa's Workshop Recap</b><br/> Many thanks to the countless volunteers who helped bring this great tradition back to MQP. Besides being a lot of fun for the students being able to pick out and purchase their own Christmas gifts for family members, it was a great reason to clean out a closet and organize a drawer at home! A total of \$2397.34 was raised by this event – the proceeds were donated to</li> </ul>  |

the Stewardship Program to fund on-going operations, with any remaining funds donated to its charities.

- **Library Re-Opening**

Jennifer reported that with the help of Father Craig, Miss Smith, and the Library Committee, the MQP Library will re-open for regular weekly visits for Preschool thru 5th grade students during Catholic Schools Week beginning Jan 30th (middle school grades will have access to the library at their teachers' discretion.) PHASE I of the reopening plan included a clean-out and reorganization of the space along with an update to the electronic systems. HUGE thanks to Jennifer Hulsen, Lisa Voges, Kathy Bauer, Michele Roy, and Amy Pollaci for all of their work on this initiative. A sign-up genius (SUG) will be coming soon to solicit parent volunteers for librarian duties to cover the 18 x 45 min slots each week from now to the end of the year; the hope is to have a paid librarian again, next year. Additional fundraising/work on the library is on hold per diocesan limits on capital spending/improvements during All Things New.

- **Cat in the Hat Presentation/Literacy Day - Laura Miller**

The Cat in the Hat presentation is scheduled for Jan 25th from 1-2:30pm for PreK thru 2nd grade students – it will be a great kick-off to the library re-opening. The schedule for classes/times will be communicated to the teachers in advance. The Library committee is working hard in conjunction with the school maintenance staff to clean/prepare the library and Laura is decorating the space with Cat in the Hat decor. This will be the first time these students are exposed to the library – a great way to get them excited about reading! Big thanks to Laura for her work to get this fun activity arranged!

- **HASA Sponsored Screen Addiction Speaker - Jan 25th at 7pm**

HASA is sponsoring a speaker on Wednesday January 25th at 7pm in the Church. Sr/Dr. Marysia Weber will lead a presentation on Screen Addiction: Why You Can't Put That Phone Down. HASA will provide greeters at the church doors and help with setup – please let Jennifer Hulsen know if you'd like to help. This presentation is especially aimed at parents and grandparents, adults only. Miss Smith stated that it is a NO HOMEWORK NIGHT at school.

**NOTE: THIS PRESENTATION HAS SINCE BEEN CANCELED DUE TO INCLEMENT WEATHER AND POSTPONED TO WEDNESDAY, APRIL 26TH AT 7PM.**

- **Security - Emergency Notification System/Evacuation Plan**

Parent concerns on this topic were discussed, regarding the lack of an emergency notification system that would allow parents to be alerted quickly if an emergency occurred at school. Ideas were raised on how the current communication tools of Fast Direct or Flocknotes could be utilized (idea - sender/subject line to read 911/Emergency) for this purpose in the interim, in the hope that a new system is considered for the near future. (Consensus is that a call or text with EMERGENCY as the sender would alert parents more quickly than an email sitting in an inbox.) The school previously utilized a phone alert system but this was canceled a few years back – the idea of HASA funding a new system was suggested. Miss Smith and Danielle Emert (President, Board of Education) reported that the Security Committee, a Board of Education sub-committee, is currently working on numerous safety enhancements: the update of evacuation maps for every room on the MQP campus, an analysis of the costs associated with adding bullet-proof film to the glass doors/front lobby area and all first-floor windows, and the proposed addition of concrete bollards/poles to prevent a car from driving into the glass doors of the front lobby area. Cameras and upgraded lighting are already in place. The school currently conducts regular active shooter drills, fire drills and tornado/earthquake drills. HASA asked Miss Smith/Danielle Emert to alert the Safety Committee of the parents' concerns so that: 1) A plan for using the current FastDirect/Flocknote systems to quickly alert parents of emergencies can be implemented as soon as possible and 2) A plan for the future with a new phone alert system can be explored. HASA also asked for the existing emergency evacuation



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|             | <p><i>plan (where/how parents would pick up their children in case of an emergency which required the school to be evacuated) be communicated to parents as soon as possible, especially in light of recent such emergencies at other area schools.</i></p> <ul style="list-style-type: none"> <li>● <b>HASA By-Laws Update</b></li> </ul> <p><i>Miss Smith has asked HASA to update its by-laws, last revised in the Fall of 2016. Miss Smith is working hard to ensure that all policies/procedures are updated by the end of the school year. The Executive Board will be reviewing these and will advise when an updated set of HASA By-Laws is ready to be presented and voted upon.</i></p>   |
| 8:25 - 8:30 | <p><b>Secretary's Report - Karen Reilly</b></p> <ul style="list-style-type: none"> <li>● <b>Roster Review</b></li> </ul> <p><i>The roster continues to be updated – please report any corrections to Karen at <a href="mailto:karendreilly@sbcglobal.net">karendreilly@sbcglobal.net</a>. It's a great time to start thinking about your future role on HASA! There are still some Chairperson roles open for next year and LOTS of Assistant Chairperson positions. Reach out to current event chairs to discuss/ask questions and let Karen know if you need more information.</i></p>  |
|             | <p><b>Additional Discussion</b></p> <ul style="list-style-type: none"> <li>● <b>Polar Express</b></li> </ul> <p><i>Huge Shout-Out to Mrs. Manne and all the parents who helped with the Polar Express activity day in December. The event was great fun for all. HASA offered to help in the future with monetary support - Miss Smith will talk to Mrs. Manne to determine future needs.</i></p> <ul style="list-style-type: none"> <li>● <b>Sandwich Program for St. Patrick's Center</b></li> </ul> <p><i>Dedra Karpen leads this program which is funded through donations from Dress Out Days; funds received are used to purchase supplies so that sandwiches can be made (by upper grade students), packaged and delivered to the St. Patrick's Center. Total donations average about \$320-\$340 per month. Huge thanks to Dedra for all of her work on this initiative!</i></p> <ul style="list-style-type: none"> <li>● <b>Open House</b></li> </ul> <p><i>Miss Smith advised that an MQP School Open House has been scheduled for Thursday, February 16, 2023. The format will be similar to last year, with prospective students/families coming in for a tour of the campus during school day hours. Laura Boeker is working on the advertising. Mari Barringer and Karen Reilly have volunteered to assist Miss Smith, please contact them if you would like to help. Miss Smith will provide 8th grade helpers. If Miss Smith would like this to become a HASA-sponsored event in the future, then HASA will work with her to place it on next year's calendar in advance so that proper resources can be allocated.</i></p> <ul style="list-style-type: none"> <li>● <b>CSW Family Lunch</b></li> </ul> <p><i>HASA asked Miss Smith to distribute the schedule for Family Lunch on Friday Feb 3rd – (by first letter of last name) along with more detailed information about the event, since many new families have never attended. For example – many parents did not know that they were to bring in lunch for themselves and their children. Miss Smith advised that all of this information would be distributed soon via the MQP Weekly. <b>NOTE: Miss Smith has communicated ALL the information via Flocknotes – and it is attached below.</b></i></p> |

The next Home and School Meeting will take place on  
Thursday February 16th at 7pm

**2022-2023 HASA Meeting Dates**

8/25, 9/15, 10/20, 11/17, 01/19, 02/16, 03/23, 04/13, 05/18

**Family Lunch:**  
**Friday, February 2, 2023**

*Listed below is a schedule for our families to enjoy lunch together with their children. It has been an MQP tradition for families to bring a lunch for their family to enjoy (Cane's, McD's, Subway, etc.) together. No cafeteria lunch is served on this day.*

| <i><b>Last Name</b></i> | <i><b>Location</b></i> | <i><b>Parent Arrival</b></i> | <i><b>Lunch</b></i>  |
|-------------------------|------------------------|------------------------------|----------------------|
| <i>A-L</i>              | <i>Gym</i>             | <i>10:55</i>                 | <i>11:00 – 11:30</i> |
| <i>M-Q</i>              | <i>Cafeteria</i>       | <i>11:25</i>                 | <i>11:30 – 12:00</i> |
| <i>R-Z</i>              | <i>Gym</i>             | <i>11:55</i>                 | <i>12:00 – 12:30</i> |

*Please note that lunches are scheduled in two locations at staggered times to allow for more relaxed dining, minimized congestion at transitions and clean-up between lunches. Please arrive and depart on time. Students will meet you in the gym or cafeteria.*

*Due to limited parking, please walk or carpool if you can. You may park on the back lot as we will not have outdoor recess during Family Lunch.*

*If you are not able to have lunch with your child, please make arrangements for your child to eat with a "buddy family." Please notify the teachers.*

*If you need to eat at a shift other than your assigned time, please make sure your child and the homeroom teacher know ahead of time to avoid confusion.*

*To avoid waiting to buy lunch, you might consider an eatery outside of the immediate neighborhood or a home-packed picnic style lunch. Do not overdo lunch to avoid upset stomachs in the afternoon.*