



**PARENT TEACHER ASSOCIATION MEETING AGENDA**  
**March 26, 2024**

- **ATTENDANCE SHEET**
- **CALL TO ORDER / PRAYER:** Meeting opened at 7:05 pm Emily Bouma
  
- **BOARD IDENTIFICATION:** Individually
  - Emily Bouma - PRESIDENT | [ebouma1205@gmail.com](mailto:ebouma1205@gmail.com)
  - Melissa Radlinski- VICE- PRESIDENT | [melissaradlinski@gmail.com](mailto:melissaradlinski@gmail.com)
  - Philip Alt - TREASURER | [Philip.alt@altcc.biz](mailto:Philip.alt@altcc.biz)
  - Tanya Kooistra - SECRETARY | [tlkooistra@gmail.com](mailto:tlkooistra@gmail.com)
  
- **STAFF RECOGNITION:** Melissa Radlinski
  - Paula Ryan
  - Kelly Clancy
  - Peyton Jones
  - Kristen Mersino
  - Elizabeth Leibler
  - Tanya Kooistra
  
- **ROLE CALL:** Individual Parents: Parent Name(s), Student Name(s) and Grade(s)
- **READING OF GOALS** (see goals at the bottom of agenda): Melissa Radlinski
- **PRINCIPAL'S REPORT:** Pat Kalahar
  - March is Reading Month
    - Guess Who Bulletin Board- teacher pictures with only eyes and favorite books showing
    - Classroom Reado
    - Classroom Read-Ins
    - Mystery readers and guest author
    - Bookmark contest
    - Whitecaps Baseball Game Reading log- free tickets
  - March 1, 2024- Staff Professional Development
    - Math Curriculum by grade level
    - Catechist of the Good Shepherd presentation- Thank you Kelly Clancy for your passion and your knowledge
  - March 13, 2024- Titan Toddler Time- St. Patrick's Theme- over 30 toddlers and growing- Thank you to everyone that comes and everyone that helps make this possible

- o March 21- Fetal ultrasound- Life on Display presentation- 3 pregnant mom- 11 weeks, 16 weeks, 29 weeks - students were very respectful
- o March 23, 2024- Holy Spirit School Madagascar Musical- everyone did an amazing job. What talent we have with our school. Thank you Mr. Inbody and all the adults that helped make this dream come true for so many of our 4th-8th graders
- o Lenten Season
  - Stations of the Cross- 7th and 8th graders did an amazing job. Thank you to all of the musical accompaniment this year as well
  - Reconciliation for 2nd- 8th graders
    - After the students received reconciliation they were able to put their name on a grape that hangs from a vine in the entryway of the school
  - Holy Thursday- all graders spent time in Adoration between 1-3pm
  - Easter Interviews- Mackenzie Brady and Michael Morrison interviewed students, asking them what easter meant to them and what traditions they have for Easter
  - Collected food and items for Steepletown- 8th graders will deliver
  - 3 dads and 1 grandpa are entering the Catholic Church during the Easter Vigil- Jeremy Berndt, Don Campbell, Lucas Kooistra, and Jesse Leibler
  - 1 dad will enter the Catholic Church the beginning of April- Ed Braeman
- o Seminarian Logan - has been such a blessing. He can be found all over. Welcoming students in the morning, at recess, in the classrooms, serving throughout the church. He is a wonderful addition
- o 8th graders- have been busy with their Userve projects and their confirmation retreat
- o PE Uniform update- Board of directors could not reach a consensus after elaborate discussion. Final time it will appear on the agenda is at the April Board of Directors Meeting
- **TREASURER'S REPORT: Phil Alt**
  - o Under budget on several categories, but some expenses come in towards the end of the school year
  - o Over Budget on Catholic Schools Week and Teacher Christmas Gifts, which are GREAT areas to be over. This means that we are appreciating the teachers that work so hard for our students
  - o \$290.00 will be coming back into the Teacher Christmas Gifts line item- due to canceled teacher christmas event
- **COMMITTEE REPORTS:**
  - o Thank you to each of the committee chair people for the time they have volunteered throughout the 2023-2024 school year. Without you the PTA and the Holy Spirit School community would not be the same. Each chair person received thank you card to share with their committees
- Holy Spirit Apparel - Chair: Melissa Radlinski

- Order Closed on **Monday, March 18th** (Last one of the school year)
  - School and Parish orders
  - Offered Toddler, Youth, and Adult sizes
    - Attached sizing chart for every item on the Radco website
  - Kids clothing brands: Rabbit Skin and Bella
    - Looking for a new kid clothing vendor
- Trying to get a summer order open- in time for back to school
- Suggestions:
  - Some schools have spirit stores- what is the possibility of this for HS?
  - Could Radco use the a standardization in brand- comfortability with brand sizing
    - Could we have sample sizes?
    - Could there be a sample size try on at the back to school night? - then have ability to purchase items that night
  - Radco met with a one off order person- which would allow the store to always be open, but with a few select items- primarily uniform
    - Melissa will check with Radco to see if this is something that can get up and running for the 2024-2025 school year
  - Some are asking to have repeat designs from order to order, in case they missed it in a previous order
  - Pre-order items- available for purchase at the Back to School night, sporting events, etc.
    - PTA would likely need to purchase the bulk order up front and recoup the funds as the items sell
  
- Birthday Board - Chair: Stephanie Kozlowicz
  - Currently under budget
  - Will be submitting final receipts
  
- Community Connection / Alumni Committee: Sarah and Dan Grey
  - Curious if this is a committee that belongs in under the PTA umbrella
  - West Catholic created a Business directory- which is ultimately what HS is trying to create by collecting alumni data
  - Offer perks for alumni providing their information
    - Free advertising in the bulletin
    - Create opportunities to get back into the building and see how it has changed
  - Trying to collect alumni information in as many ways as possible
    - Bulletin ads
    - Auction Ticket- could there be a spot to check alumni and provide information
    - Yearbooks (8th grade class) from several years past
  - Parent Participation Volunteer Form- Community Connection/ Alumni Committee
    - Looking for someone(s) who are interested in data entry
    - Building upon the started database of captured information using above mentioned resources
  
- Hospitality / Staff Conference Meals - Chair: Mercedes Barnum
  - Thank you Dewickis for an awesome 10 years! We are so sad to see you go, but feel blessed to have been recipients of your gifts for this many years.
    - Thank you Mercedes Barnum for being willing to step up to this challenge for next school year

- Spring Conference dinner- Mardi Gras themed
  - Ended up under budget- want to host one final event
- Teacher BBQ- will be hosted by Dewickis
  - Date TBD- likely during the June PD dates
  - Use up their final hospitality funds
- Paper Gator - Chair: Kelly Toland- Looking for a new Chair
  - Thursday, March 28- Paper Gator Color Day
  - Thursday, April 25- next Paper Gator Color Day
  - Paper Gator has generated \$400.00/ year
- Parent Ambassador - Chair: Kelly Clancy
  - Nothing new to report
- Publishing Center - Chair: April Alt
  - Last few months have trended slower
  - Provided teachers with writing prompts to encourage more writing
  - April 30, 2024- last day of publishing center
  - May 7, 2024- Ice cream party for all participants after lunch
- Room Parent Coordinator - Chair: Amanda Sekelsky
  - No chair present/ no report
- School Family Outreach- Chair: Annie Williams - Looking for a new Chair
  - Thank you Melissa Jaszczyszyn for stepping up as the 2024-2025 Chairperson
- Social Committee- Chair: Ashley Braman
  - Thank you to the Social Committee for a fun Winterfest event
    - Great turn out
    - No snow, but still a lot of fun!
    - Food Trucks: Pizza and Mexican
    - Goal: bring fun and build a strong community
  - Spring Event: Whitecaps Gathering
    - June 2, 2024- early afternoon game
    - \$2.00/ticket kickback
    - See flier coming soon
  - Summer Event
    - Thinking in September
    - Contact with Dunnabeck
  - Other community building ideas?! - send them to [pta@hsparish.org](mailto:pta@hsparish.org)
- Teacher Appreciation Week-**May 6-10, 2024**- Chair: Emily Bouma
  - Too many teachers present to discuss details
  - Emily will be reaching out to volunteers (from the 2023-2024 parent participation form) after spring break
- Titan Give Backs - Chair: Katie Johnson (Ashley reported)

- March 21, 2024- Chick-Fil-A raised ~\$458.49
- Any more this year? (newsletter says, hoping to get 1 more)
  - Ideas include:
    - Ucellos- super easy
    - Mr. Burger- they have reached out to them to ask about a give back
    - Morning Belle- East Beltline
- Variety Show- **May 31, 2024**- Chair: Erin Gottleber- Looking for a new Chair
  - No chair present/ no report
- Walking With The Spirit-**September 13, 2024**- Kelly Clancy- Looking for a new Chair
  - 171 more days
  - Not a t-shirt year
  - Always looking for new sponsors- (\$1000/ 500/ 100/ 50 sponsorship)- sending in April and May
    - Alumni
    - Grandparents
    - Know anyone- email [pta@hsparish.org](mailto:pta@hsparish.org)
  - Thank you Kelly Clancy for your 11 years of service. You had committed to 3, but we are blessed that you have continued to be the lead for this awesome walk!
  - Community Prize
    - Historically, Shine Project and 3 mile Project
    - YMCA Night
      - How have the accommodations been?
      - How has the communication been?
      - Do we still love it or interested in something else?
        - Kroc Center
        - Grand Valley
        - Holland Aquatic Center
        - Different YMCA (Mary Free Bed, Rockford) w/ slides
        - Other ideas- email [pta@hsparish.org](mailto:pta@hsparish.org)

### Topics of Discussion:

- Classroom and School Library- not expected until 2024-2025 school year
  - Is there a way the PTA and the parents could help pay for books for classroom libraries and the school library?
  - Would the school librarians be able to help monitor/update/add to a master Amazon wish list?
    - Teachers create Amazon wish lists and share
    - One combined Amazon wish list and share
- Supply lists
  - How often are these revamped?
    - It feels like students bring a lot of unused supplies home at the end of the year.
    - There are many unused products in classrooms and closets (wipes, kleenex, hand sanitizer)- should there be an inventory taken before adding them to the supply list?
  - Could we do a school supply list (wipes, paper towel, etc.) and then distribute the supplies to the teachers
  - Classroom supply lists could be specific to their class (notebooks,

- binders, etc)
- Could there be a minimal August supply list and then another supply list in December or January to fulfill needs?
- Mental Health Grant \$ ideas
  - We are still taking ideas and looking for the best way to use these funds.
  - Look into: <https://innerexplorer.org/>
  - Ask Emily Anderson
- Number of PTA Meetings
  - Do we feel four meetings a year is enough?
    - Long break between them
    - Long break at the end of the year, maybe add a 5th one in May/June or move the March one to later in the year
- Would meeting more often help?
  - Request to post the agenda beforehand
    - Parents can see items of interest in deciding to come to the PTA meeting
- [Parent Participation Volunteer Form](#)
  - Work has been done to create a digitized and more detailed parent participation volunteer form
  - This will help in understanding the expectation of each committee and the time commitment expected
  - This will also allow for an easier way of sharing volunteers/contacts with chairpeople

### Important Dates:

- 3rd Qtr Report Cards Online: March 28th
- No School: Good Friday March 29th
- No School: Easter Monday April 1st
- No School: Spring Break April 2nd - April 5th
- MAPS Testing: April 15th - May 3rd
- 2nd Grade First Holy Communion: May 4th 10:00 Mass
- 8th Grade Confirmation: Tuesday, May 7th
- Mass and May Crowning: May 10th- 8:30 Mass
- 8th Grade Exams: May 23rd - May 29th
- No School: Memorial Day May 27th
- Last Day M/W/F Preschool: May 29th
- Last Day T/Th Preschool: May 30th
- Community Day / Variety Show: May 31st.
- 8th Grade Graduation: June 3rd
- 6th & 7th Grade Exams: June 3rd - June 5th
- Last Day for Young 5's: June 5th
- Last Day of School: June 6th / No CDC
- Summer Care Begins: June 10th
- 4th Qtr Report Cards Online: June 11th

### ● DISMISSAL

- Color day pass drawing and distribution: Annie Williams
- Meeting concluded at **8:20 pm**

### This year's meetings:

~~September 26, 2023- 7pm~~

~~October 24, 2023- 7pm~~

~~January 23, 2024- 7pm~~

~~March 26, 2024- 7pm~~



*Our mission at Holy Spirit School is to learn, live, and share the message and teachings of Jesus Christ.*

FROM THE PTA CONSTITUTION, ARTICLE II: GOALS

The goals of this organization shall be:

- A) To bring into closer relation the home and the school, so parents and teachers may work together in educating children in a Catholic Christian

environment.

B) To develop between teachers and parents such united efforts as will secure for every child the highest advantages in physical, mental, social, and spiritual education.

C) To offer through a well-planned program information of particular interest to parents in an effort to raise the standards of home life.