

September 17, 2025

H&S MEETING AGENDA

ATTENDEES:

Brittany Thome, Catherine Troncone, Erin Mokrohisky, Margaret Dorsey, Caitlin Rafaelidys, Mary Ann Popalisky, Becca Zolper, Alexa Thiet, Constance Metscher, Claire Woodall-Vogg, Maura Darnieder, Cory Wycklendt, Chris Stefaniak, Sarah Pandl

START TIME: 6:35PM

1. OPENING PRAYER

- A. School Year Theme is Romans 15:7 “Welcome one another therefore as Christ has welcomed you, for the glory of God.” and song is House of the Lord by Phil Wickham. This year’s theme at school will focus on welcoming one another, accepting each other and doing everything we do for the glory of God.

2. PRINCIPAL’S REPORT — CHRIS STEFANIAK

- A. 1st Day School Supplies feedback
 - i. Parents like the convenience of it.
 - ii. Do we get any money/kick back from the company? Or could we add a service fee that then goes back to the school?
 - iii. Quality of the supplies? We should ask the teachers.
 - 1. Pencil case – feedback that it breaks and all come in the same color - can they come in different colors?
- B. Paddle Raise – Sarah Pandl discussed
 - i. Building or technology need
 - 1. Safety updates – could be a matter of timing and needed before the auction
 - a. Church doors – interior bar lock
 - b. Bullet proof film on doors
 - c. Drop box for outside the doors
 - i. This would eliminate the need for fedex and other delivery people to come into the school doors.
 - d. Although the safety grant could cover this?

- e. Safety for the school could be outside the paddle raise. People would be more likely to donate regardless of the auction.
- 2. Floors, wall replacement, etc – maintenance
- 3. Interaction boards for 4k & 5k
- 4. Anything above the goal could go to the scholarship fund
- ii. What would be our goal for the paddle raise? \$50k
 - 1. Technology, building improvements, safety – these would be the options.
 - a. Need to make sure \$50k could cover the projects
 - 2. Should pick paddle raise by end of October

3. ADVANCEMENT/DEVELOPMENT – SARAH PANDL

A. Development/Advancement updates/questions

- i. Sarah is working on grants. We are receiving a school technology grant & marketing grant. Looking into school safety grants.
- ii. She is working on the Capital Campaign & boiler project. Need to replace the outside marquee.
- iii. Position is for the parish and the school. She is still figuring it out since position is different than it used to be.
- iv. She is open to helping with corporate sponsorship. If people could help introduce her to companies they know already for sponsorships.
 - 1. So many different people working on it and different chairs for each of the events – need one place to organize all this.
 - 2. A process to reach out to new families. Is there a letter we can create to send out to families (and then new incoming families going forward) that they can then send out to people they know about sponsorships..
 - 3. Pretzel Run is more beneficial for companies to sponsor because can promote them more on back of shirt and, it's open to the public. Emerald Auction is better for families to sponsor. For the Emerald Auction website, could we add new donors like the Pretzel Run website.
- v. Sarah is working on a pledge sheet. Then people can write one check and check off where they want that money to go towards – Emerald Auction, etc.
- vi. Parish Stack – new database to replace Blackbaud
 - 1. Nov/Dec timeframe – anything we would need for donations?
 - 2. Can we get a Venmo? Believe other schools have a school specific Venmo
 - 3. Razors Edge – gone November 15
 - 4. Teachers fund - we will need to end one and start a new one if receiving donations after November 15

- vii. One Cause:
 - 1. This will replace Greater Givin. Sarah Pandl/Meg Pasternak to learn with auction volunteers, who else should learn the software?
 - a. One Cause is the new software we will be using for the auction.
 - i. Cannot support the Pretzel Run
 - ii. Could be used for golf tournament – know athletics is separate but Sarah could reach out

4. MAIN AGENDA ITEMS

A. Approve Meeting Minutes from August – approved

B. SAC Report

- i. Katherine Murray is the new chair. Meg Pasternak is vice president. Jacqueline Prater is secretary.
- ii. Enrollment is down from last year.
- iii. School safety
 - 1. Drills in the school, training, teacher and staff communication
 - 2. Partnership with police department. They will be present at school masses.
 - 3. The school is taking steps to make sure the school is safe.
- iv. Plan to teach virtue by grade level
- v. Messages from the teachers to the parents about their students is great

C. Pretzel Run Update

- i. Sponsorships 12,250, Pledges 31,607
 - 1. A lot of \$500 sponsorships; harder to get the higher sponsorships
- ii. Feedback
 - 1. Need help from prior chairs
 - 2. 2 year chair commitment vs. chair in training
 - a. Brittany would chair it again next year
 - 3. Could we make the tshirt pick up earlier so people could wear them for an out of uniform day at school
 - a. This would encourage earlier registration
 - 4. Would be helpful to have a place with all sponsorship logos
 - 5. Pizza man donated 20 pizzas, we bought 20 pizzas and charged \$1- this seemed to work well and was easy
 - 6. Dunk tank – could coaches or someone else also be in the dunk tank
 - 7. Dominican – they said it was really beneficial to be there
- iii. Goals met for pledges/parties ☺

- iv. Brittany reached out to thank you team, Sarah P offering to assist and tracking year end giving for statements
- D. New Event Planning Form – Can be found in H&S Google Drive and file shared
- E. Auction Update
 - i. Updates
 - 1. Possibly at the Grain Exchange
 - 2. There will be a reveal with the theme and events leading up to the auction
 - 3. Some volunteering spots are filling up
 - ii. Paddle raise short list – Sarah Pandl (see above)
 - iii. Sign-up parties and Progressive Dinner – Meg aware of increased need
 - 1. Progressive Dinner - end of April
 - iv. Sign-up Genius release date coming soon
- F. Red Envelope
 - i. Release additional communications for this? Yes
 - 1. Would need to change systems to donate after Nov 15
 - a. Have parents donate before Nov 15, so we don't need to change systems
 - b. November 10th deadline? Becca will check with Sarah if that cutoff date would work
 - c. Create a flyer to send home with the students
 - i. Mention how it goes to ALL teachers
 - ii. Started donations at beginning of year-link in website/newsletter
 - iii. Goal amount (\$24, 000 raised last year) requested donation of \$100 per child
 - iv. Current \$2200 by 13 families, Do not have large donor at this time
- G. Volunteers Update
 - i. Teacher luncheon dates
 - 1. Christmas lunch – Dec 19th
 - ii. Father/child and Mother/child dates, release sign-ups and shift to Jan/Feb?
 - 1. This year is father/son and father/daughter events
 - iii. Consider separate volunteer email again?
 - iv. Offer to individually follow-up with families not fulfilling duties/donation
- H. Enrichment Update
 - i. Awaiting final invoice for purchasing musical rights
 - ii. Feedback for 3-4 musical chairs to volunteer and take on production, rehearsals, etc
 - 1. Mrs. Stefaniak wants to be involved when it comes to the kids
 - 2. Can we include 5th grade? This would open it up to more parents and kids
 - 3. What would be the best time for practice – 3:05pm after school or after dinner?

- 4. Would be helpful if only in one location – not gym & Reilly Hall – too much space to monitor kids
 - 5. Could we pay teachers to help with kids?
 - iii. Posters framed and given to Sarah Sorce to hang
- I. Social
 - i. New family engagement a success
 - ii. Trunk or Treat – Mark Breen and possibly Jackie to lead; 8th graders doing food and bev
 - iii. Parent party feedback
 - 1. Need 4k/5k parties for new families
 - 2. Could we consolidate middle school parties?
 - iv. Bingo night—Susan Sprenger to launch
 - 1. Kids play bingo then parents play bingo is the idea from Susan
- J. Communications
 - i. Still in need of 7th grade ambassador?
 - 1. Not necessarily. Just need someone to coordinate teacher's birthday gift.
- K. Miscellaneous
 - i. Finance Council to come and give update/information at a meeting?
 - 1. Maybe in a couple months
 - ii. Needs more balls for kids to play with at recess.

5. LET'S GET TOGETHER — POST MEETING WRAP-UP