



Minutes

Muskegon Catholic Central High School Home & School Association

August 1st 2018 Meeting

The meeting was called to order by Amber Cashbaugh @ 6:45

In Attendance:

Amber Cashbaugh, Krista Delong and Jackie Rich

Approval of Minutes:

Previous minutes were present.

Treasure's Report:

Krista Delong provided an update that the ending balance in May was \$13,812.90. Our balance does not match that of the school records and she is trying to reconcile. Still trying to account for monies from HS books sale, Gordon Food Service, Religious Speakers and transportation expenses to balance account.

Requisition Approvals:

- The all staff "Back to School Breakfast" was approved @ \$175.00 to be given to Barb Antekeier for lunch room staff handling the breakfast.
- A welcome back card and gift to teachers @ \$50.00 each to full time staff member and \$25 to part time staff member was approved. Krista to request that it be given in the form of check if time allows for Kim Plyer, otherwise a Meijer gift card will be purchased.

Principles Report:

- N/A

New Business:

- Copies of the updated association bylaws were present for new school year.
- Amber is working on a "Standard" monthly agenda to keep the meetings on track and productive.
- The 2018-2019 Association's board members and reps were confirmed. (See below)
- An "Opt Out" fundraiser was discussed and Krista Delong offered to work on an outline to get approved and ready for beginning of the school year.
- The need for a Chair Person for a Fundraising Committee and fundraising ideas was discussed.

- A "Welcome Back Letter" to parents to let them know what our association is and all that we do is to be completed by Amber Cashbaugh.
- It was discussed to possibly getting a list of parent's (volunteered) emails to send out emails to.
- It was discussed to put together a "Check List" for Class Reps to help them understand their role that would go along with the associations bylaws.
- All requisitions are to have a "Requisition Sheet" filled out and a copy of the receipt when turning in for reimbursement to the Treasurer in a timely manner.
- May possibly do a treat for teachers on the first day of Catholic Schools week as a thank you.
- It was discussed to try and have some Home & School: signage and or possible t-shirts to help get awareness out.
- Amber to create a "Sign Up Sheet" for the next meeting for meeting prayers, teacher luncheons and other activities planned.

7th through 12th Grade 2018-2019 Board and Class Reps Announced:

- President - Amber Cashbaugh
- Vice President - Vacant
- Treasurer - Krista DeLong
- Secretary - Jackie Rich

- 7th Grade Reps - Julie Hanson and Melanie Lyonnais
- 8th Grade Reps - Amber Cashbaugh and Genia Lehan
- 9th Grade Reps - Carmen Tetzlaff and Kitty LaVigne
- 10th Grade Reps - Amber Stoner and Annette Bakay
- 11th Grade Reps - Elisa Espinoza and Jen Gowin
- 12th Grade Reps - Gina Staniforth and Renee Rutz
- Catholic Schools Week Chair Person - Angie Kalisz
- Found Raising Chair Person - Vacant

2018-2019 School Year Meeting Dates:

All meetings to be held third Monday of month in the high school library at 7:00pm.

- Sept. 17th, Oct. 15th, Nov. 19th, Dec. 17th, Jan. 21st, Feb. 18th, Mar. 18th, April 15th and May 20th.
- Possible alternative meeting locations to be discussed.

Motion to adjourn was made and passed at 8:44