

St. Mary Home & School Meeting Minutes

10/1/2025 6:15-7:45pm. 1st floor Conference Room | hsa@saintmarylancaster.org

1. **Call Meeting to Order 6:15**
2. **Attendance: Quinn Cavinee, Michelle VanDyke, Maureen Black, Lydia Cardi, Jessica Hernandez, Alicia Grilliot, Tenessa George**
3. **Approval of Minutes**
 1. September minutes for review-
 - i. Motion for approval: Lydia approves, Jessica seconds.
4. **Principal / Faculty Report – Michelle**
 1. Our beginning of the year safety drills (two fire drills, reverse evacuation, and lockdown drill) went well. If you did not receive the text, phone call, or email notification testing our emergency alert system, please contact Bri Middaugh.
 2. Mrs. Legg, our Intervention Specialist, will be retiring. Unfortunately, Catapult's (the company who provides an IS at SMS) recruiting efforts have not been fruitful, so we have posted this position locally to hopefully attract a qualified candidate to fill her position. If you know of anyone who may be interested, please send them our way!
 3. You are invited to attend our first Parent Academy session, which will be held on Monday, October 27th at 6:00pm at the Emerald Campus (324 Gay Street, Lancaster). More information about our speaker, Renee Mattson, and her presentation can be found in the flier that was sent with our newsletter. Please be sure to RSVP. Because we feel so strongly about sharing this information, we will be offering the following:
 - i. Childcare: On-site childcare will be provided during the presentation.
 - ii. Service Hours: All SMS parents who attend will be eligible for one service hour per adult (maximum of two hours per family per event).
5. **Treasurer's Report – Kristin**
 1. Operating Fund: \$18,359.71.
 - i. \$50k tuition assistance and \$25k locker replacement was deducted from the account at the beginning of September.
 2. SCRIP: \$37,614.01.
 3. Outstanding Bills : \$1200 Greater Giving yearly fee is assessed in August/September
 - i. Kristin will look into when it will be deducted. HSA received an email last year, but may have been auto-deducted this year. **Update 10/1: Neither Kristin or Alicia have seen any emails or auto-deductions.**
 4. Incoming Requests
 - i. Kindergarten: Kindergarten would like to request funding for transportation to the pumpkin patch in addition to transportation for their zoo trip at the end of the year. Would this be possible?
 1. Approved as to both trips for Kindergarten
 2. 8th grade trip tabled for future meetings
 - ii. SCRIP Gift Cards for Preschool Puzzle Party: We would like to request 10 gift cards from SCRIP (using the ones that are on-hand) for prizes for the Preschool Puzzle Party fundraiser. These can be for any local stores and any denomination (\$10-\$25 each).
 1. **Approved. Tenessa will check what's on hand and provide ten \$10 cards.**
 - iii. Zoo Visit: Kayla reached out to the Zoo, and they are able to come for an all-school visit/two assemblies in April. The total cost is \$1,100.00. The Works

is also available, and the total cost is \$800.00. Both of these should fit within the "Experiences" budget- does a vote need to be taken?

1. **Approved**

5. Check from COSI: The \$200.00 check from COSI arrived; Kayla sent Mike an email asking about depositing.
6. Holiday Happening - Cash donations have been coming in.
 - i. Sheridan Funeral Home: \$500
 - ii. Fairfield Federal: \$500
 - iii. Alexanders' Landing: \$1,000
 - iv. Dr. Julie Messerly: \$1000
 - v. Lancaster Bingo: \$250
 - vi. Tom Mertz: \$250
 - vii. Peoples Bank: \$250
6. **SCRIP report – Tenessa**
 1. Month of September - \$10k in sales, rebate was \$473. (split ½ between school and family)
 2. HSA to look at phasing out shipping to school due to cost.
 3. Double check that physical cards are insured.
7. **New Business:**
 1. Funding Request :
 - i. Agenda Books - awaiting invoice for 3rd-8th planners SY25-26
 1. Kayla emailed Bri who will reach out to Central Purchasing for an invoice.
 2. Kristin hasn't rec'd anything yet.
 2. Directory
 - i. Directory was delivered to the Printer
 3. Holiday Happening Class gifts
 - i. Jen went out and purchased supplies-total \$484, overage was approved and she was reimbursed.
 4. Quick Reference Sheet Review needs final touches and proofing prior to send out
 - i. Mother/Son Event?
 1. Alicia will reach out to Tiki for available dates.
8. **Old Business:**
 1. School Cabinet Yearly Goals
 - i. Combination of community, alumni, faith and academics.
 2. Parent academy
 3. Tuition Assistance/Funding Requests for 2025-2026
 - i. Cost-to-educate: Will be announced after October Finance Council meeting (anticipated to be less than \$7,400)
 - ii. Tuition assistance request:
 1. In the past, cost to educate was high, tuition was low.
 2. Currently, cost to educate is approximately \$7,300/child, so difference between cost to educate and tuition is only \$100 for each student. In the past has been closer to \$50,000.
 3. Funding requests for tuition assistance (no more than \$38,000) and balance for locker project (\$12,000) are **approved**.
 4. Updating PA system - tabled for future meetings.
 4. Event Coordinators: Need to review and log the volunteer sheets
 - i. Spreadsheet has been created and sent out.

5. Cross Picture:
 - i. Magnets, ornament, picture?
9. **Holiday Happening 2025 11/8/2025**
 1. **Need to set up separate meeting**
 2. Event Coordinator: HSA and Rhonda Hillis
 3. Auction Coordinator: Christina McGill
 - i. Auctioneer: John and Mike LeMay, \$500 (Last Year)
 3. Volunteer Coordinator:
 - i. Set up, clean up -
 1. sign up genius
 - ii. Ticket Sales website : Live!
 4. Raffle Tickets: Sent home on Monday
 - i. **Sheridan Funeral Home is Sponsoring the Cost**
 - ii. **Dress Down Incentive:** \$100/child for dress down day
 - iii. At \$250 - get an afternoon with movie and Raising Canes (?)
 - iv. Discussions on Teacher incentives to get them involved to sell.
 - v. Goal is 100% student participation, keeping \$17,000 monetary goal.
 1. Award for Pajama Day with Hot Chocolate:
 - vi. Week of casual dress for 100% participation: Week of December 2nd
 6. Auction items/donation letters have been mailed - Just shy of **400!** letters sent out to past donors
 - i. Follow-up calls
 - ii. Form was sent to approximately 150 alumni who are in our database
 7. Returning and new sponsors
 8. Holiday Happening email account
 9. Classroom creations
 - i. Part of Art Curriculum
 1. Kindergarden: Fingerprint Tree
 2. 1st: Fingerprint Peace Dove
 3. 2nd: Multilayered cross on cross
 4. 3rd Grade: Cross with Saint Names "Pray for Us"
 5. 4th Grade: Rosary Window Frame
 6. 5th Grade: Rosary Wall Hanging
 7. 6th Grade: Mosaic Cross
 8. 7th/8th Grade: Stained Glass
 - ii. Supplies purchased by Ms. Hintz and should've been reimbursed.
 10. Staff Basket- Staff members will be contributing a basket again this year
 11. Fall theme
 - i. Decorations: Have leaves from last year.
 1. Could use dimmable twinkle lights for silent auction items.
 - ii. Centerpieces: Kayla talked to Bri about doing alternate centerpieces this year; Kayla has lanterns; mums may be added
 - iii. Tables and Chairs now owned by the school. Have enough 6' round tables to seat 300 people. 300 chairs.
 8. Food/Drink: Lancaster Culinary School: Kevin Crabtree to coordinate again this year
 - i. Budget (2023 paid for all food plus servers, costs \$3k including tip)
 - ii. Liquor license application, Judy Wohrer volunteering for bar set up/coordination (will need an apprentice for this year) Jessica Hernandez
 1. Applying for a license by mid September. Good for single event.

- iii. Slushie machine again (?) Around \$200-250 estimated cost
 - 1. Apple Cider was donated by Ochs last year
- 9. Entertainment provided by:
- 10. Tenessa George assisting with band procurement
- 11. Printed Invitations went home last week
 - i. Can we add an invite to the Church Bulletin again?
- 12. **Irish Gear:**
 - i. Do we want to foot the bill for stock on-hand
 - 1. Discussed, tabled for future meetings.
 - 2. Kristin will chat with Katie Gillum about where camp shirts are purchased.
- 13. Donation for theater dept

10. **Highlights for newsletter:**

- 1. **Holiday Happening 2025 11/8/25**
- 2. **Raffle tickets are underway!**

11. **Next Meeting: 11/5/2025**

12. **Close Meeting - 7:30**