

St. Mary Home & School Meeting Minutes

11/4/2025 6:15-7:45pm. 1st floor Conference Room | hsa@saintmarylancaster.org

1. **Call Meeting to Order 6:15**
2. **Attendance: Kayla Elrich, Kristin Shuman, Quinn Cavinee, Valerie Tripp, Maureen Black, Jessica Hernandez, Crissa Felkner, Tenessa George, Alicia Grilliot, Rhonda Hillis**
3. **Approval of Minutes**
 1. October minutes for review-
 - i. Motion for approval: Motioned, seconded, approved.
4. **Principal / Faculty Report – Kayla**
 1. Parent-Teacher Conferences on Thursday/Friday, registration closed, but if locked out, email child's teacher.
 2. Report cards - Will be handed out at conferences. If not at conferences, will be passed out Wednesday.
 3. 2026-2027 improvements
 - i. SRO (School Resource Officer) Full time next school year.
 - ii. Lockers
 - iii. PA/alert system - Goal for summer is to install new PA system, would also come with pendant alert system.
5. **Treasurer's Report – Kristin**
 1. Operating Fund: \$42,495.69
 2. SCRIP: \$36,845.38 (October) \$35,542.13 (September)
 3. Outstanding Bills :
 - i. **Greater Giving Update 10/1: Neither Kristin or Alicia have seen any emails or auto-deductions.** 11/5 update-pd \$1,325 on 9/30.
 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. Zoo Visit - April (\$1,100) and The Works -March 30(\$800)
 1. **Approved**
 2. Both have been scheduled for spring 2026
 - iii. Field Trips
 1. K: Zoo
 2. 1st Grade: At school
 3. 2nd Grade: At school
 4. 3rd Grade: Walking
 5. 4th Grade: 1-2?
 6. 5th Grade: Damascus
 7. 6th Grade: Damascus, Caverns (request to help cover \$20 admissions - HSA to fund 1/2), and FCHS Musical
 8. 7th Grade: Damascus and FCHS Musical
 9. 8th Grade: Serra Club (vocations), FCHS Musical, Glacier, Zoo
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. Physical cards:
 - i. Insurance
 - ii. Inventory
 - iii. Voting to discontinue
 4. Crissa put together baskets of unused gift cards.
 5. She is also emailing people to purchase physical cards.
 6. Need to set deadline to order physical cards for Christmas.
- 7. New Business:**
1. Funding Request :
 - i. Agenda Books - Invoice sent to KS with approval to Mike on 10-27 \$810
 2. Directory
 - i. Directory was delivered to the Printer
 - ii. Dropped off at school
 - iii. KS received invoice, approved and sent to Mike.
 3. Teacher Wish Lists
 - i. Can Ms. Elrich reach out to teachers?
 - ii. Kayla will reach out after Holiday Happening, and will send out to parents Thanksgiving week.
 4. 1/25/26 is SMS Open House
 - i. Kayla and Bri will be reaching out to families about tour guides (both student and parent)
 - ii. HSA: cookies and drink (purchase and set-up) - Jessica H. will take the lead.
 1. Volunteer signups
 5. Science Fair Judge Luncheon
 - i. Volunteers
 1. Breakfast & Lunch
 2. Kayla to reach out to Mrs. Yapple to coordinate volunteers
 6. Catholic Kids Carnival Day (January 30)
 - i. Will need 14 volunteers and snacks- Kayla will send sign-up in January after Christmas break
 - ii. Booked with Super Games
 7. Quick Reference Sheet Review needs final touches and proofing prior to send out
 8. Mother/Son Event?
 - i. Tiki Bowling Lanes
 - ii. 50-60 Bowlers=10-12 lanes
 - iii. \$85/lane includes shoes, pizza, pins and soda
 - iv. Requires a \$200 deposit
 - v. 2/22/26 is still available, noon-2?
 - vi. Good to book
 - vii. Estimated \$850-\$1,000 – budgeted for \$1,000
- 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: \$7,163 (revenue \$7,200)
 - ii. Proposal for 2025-2026 Funding:
 1. \$12,000: remaining balance of lockers
 2. \$30,000: PA/pendant alert system

3. Additional field trips (listed above) approx. \$8k
 - iii. Proposal for 2026-2027 Funding: TBD
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. Event Coordinator: HSA and Rhonda Hillis
 2. Holiday Happening - Sponsorships Needed
 3. Auction Coordinator: Christina McGill
 - i. Auctioneer: John and Mike LeMay, \$500 (Last Year)
 3. Volunteer Coordinator:
 - i. Set up
 1. Sign up genius starts at 3:00
 2. Several volunteers can start earlier
 3. Can basketball dads help set up tables on Thursday?
 4. sign up genius list
 - ii. Clean Up and Check out
 1. Sunday after mass
 - iii. Ticket Sales website : Live
 1. Encourage your friends to come!
 4. Raffle Tickets:
 - i. **Exceeded the goal of \$17,000**
 - ii. Sheridan Funeral Home is Sponsoring the Cost
 - iii. **Dress Down Incentive:** \$100/child for dress down day
 1. How many students met dress down?
 - iv. At \$250 - get an afternoon with movie and Raising Canes (?)
 1. How many students made tier 2 reward?
 - v. Discussions on Teacher incentives to get them involved to sell.
 1. Did any of the teachers sell?
 - vi. Award for Pajama Day with Hot Chocolate
 - vii. Week of casual dress for 100% participation: Week of December 2nd
 6. Auction items/donation
 7. Returning and new sponsors
 - i. Any new sponsors from the last minute calls?
 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: Lanterns
 - 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
 - ii. Liquor license application, Judy Wohrer volunteering for bar set up/coordination (will need an apprentice for this year) Jessica Hernandez
 - 1. License approved
 - iii. Slushie machine pick up on Friday
 - iv. Apple Cider was donated by Ochs last year
9. Entertainment provided by:
- i.
10. **Irish Gear:**
- i. Going with the representative who worked with Kellie Beery
 - 1. Rhonda purchased a stock so buyers can touch/feel the material
 - 2. Will have QR codes to order.
 - ii. Can reach out to Hover for next year (need to do it early)
 - 1. There was a fear of not having enough time to get stock
11. Donation for theater dept?
- i. Discussion: Spotlight is \$2,500- how do we want this presented?

10. Highlights for newsletter:

- 1. Holiday Happening 2025 11/8/25**
- 2. Join us for the School Cabinet Sponsored Parenting Class Series**
 - i. Next one is on internet safety**
- 3. Next Meeting: 1/7/2025**

11. Close Meeting - 7:30