

GAP Meeting Minutes Meeting #1

Tuesday, September 11, 2018

1. Called to Order (Shawn)

Shawn called the meeting to order.

Members presents: GAP President-Shawn Bennis, GAP Vice President-Karen Hathaway, GAP Treasurer- Bryan O'Neill, GAP Secretary-Cristin Joy, Laura Slowinski, Lisa Cynowa, Jessica Spilker, Chris Spilker, Michelle Mader, Kristen O'Neill, Sharon Altman, Tara Hulett, Erin Dawkins, Tracie Munro, Mary Ann Weitzel, Mike Kardasz, Laura Marhevko, Carron Boyer, Tom Maynard, Mindy Mazurek, Julie Kane, Bethane Cabrera, Monica Kulaga, Ann Copenhaver, Marjorie Bresson, Christopher Rennie, Holly Donoghue, Stephanie Lang, LaRonda Wells and principal, Mr. Turk.

2. Opening Prayer (Mr. Turk)

3. Introductions

Members introduced themselves.

4. Memorandum/Bylaws (Shawn)

GAP Bylaws were distributed to the group.

The following changes were made to the Bylaws:

1. Article 5
 - Item 5 changed to reflect: The Treasurer shall receive monies of the Group, keep an accurate record of these, and submit all bills for payment and reimbursement requests to the parish office bookkeeper for check request/payment.
2. Article 6- Nominations
 - Spelling corrected
3. Article 9- Order of Business
 - Extra period removed after 9.
4. Attachment B
 - Item 6 changed to reflect: All fundraising proceeds will be turned over to the church bookkeeper for deposit by the GAP Treasurer
 - Item 9 removed
 - Item 10 changed to reflect: A financial report including an accounting of all GAP funds/expenses shall be posted on the GAP webpage monthly and discussed at GAP meetings.

Motion to approve changes initiated by Lisa Cynowa, second motion by Laura Slowinski.

Vote for changes to GAP Bylaws unanimously approved.

5. Principal's Report (Mr. Turk)

- a. Enrollment- We have 164 K-8 students this year and 47 preschool students. There are 8 new families this year, 9 new students. Total, we are 8 students

over budget for the planned fiscal year. Preschool 4 is at capacity, but we are light on enrollment on Mondays and Fridays for our Preschool 3 program. We are still accepting registration for PreK3.

- b. Latchkey-We are seeking help for latchkey, especially Monday, Thursday and Fridays from 3-6pm. These are paid positions.
- c. Playground-New latch was installed on the gate today. We are using a local inspector, so inspection is to be done by end of the week to okay the new playground for use by preschoolers.
- d. Curriculum- Newly purchased Ready Gen ELA books for K-5 and new social studies books for 6-8 are being used. AIMSweb is up and running, as well as IXL Math. IXL Reading will be available once our subscription renews. Chromebooks are being used regularly by the Academy students. IOWA testing will take place in October.
- e. Directory-The school directory was not sent out last year, because of complaints that some parents were using the directory for home marketing businesses. It was voted on and passed that the directory will be sent out to families this year.

6. Treasurer's Report (Bryan)

- a. GAP Bylaw Changes- New process for reimbursement request and distribution explained, as updated in GAP bylaws. There will now be about a 1 week delay in receiving GAP reimbursement funds, due to checks being written by parish bookkeeper. There are two folders in the GAP Box located in the school office. The yellow folder is for incoming reimbursement requests and the green folder is for outgoing checks.
- b. Current Budget Report- Bryan distributed the current budget to date and reviewed.
- c. LOYALTY cards are available for Kroger and Target to benefit GA.

7. Event Committee Reports

- a. **School Bundles (Kristen O'Neill)**- A new company was used this year, Classbundl. We made a profit of \$173.23. GA earned 5% back on any purchases made by families through Classbundl. Kristen will look into having the bundles shipped to the school next year, instead of homes. However, we will need volunteers to sort the bundles if they are shipped to the school.
- b. **Back To School Picnic (Stephanie Lang)**- We had about 250 people attend the picnic this year. The location was changed for this summer's picnic, due to Clawson Park already being reserved for the same date. We are able to reserve the park in January and are planning to move the picnic back to Clawson Park next year.
- c. **Jog-A-Thon (Shawn Bennis)**- Last day to turn in fundraiser money is September 28, 2018. At this point, we are just halfway below our target goal of \$10,000. T shirts still need to be paid for and the cost will be deducted from the total amount of money raised. There will be two routes this year. Last year's route will be used again for K-2nd grade, a longer route will be used for 3rd-8th grade.

- d. **Fall Bingo (Kelly Hess)**- Flyers for the event went home this week. Sign up genius is live for volunteer needs. We have a new parent who is shadowing this year to take over the chair for next year's events.
- e. **Mom2Mom Sale (Cristin Joy)**- There are still many tables available for rent. Applications are slowly coming in, but we are hoping for an influx now that we are only a month away from the sale. Tables are available to rent for \$20 and if you know anyone interested, have them email cjoymom12@gmail.com for an application. Sign Up Genius will be emailed out this week.
- f. **Trunk Or Treat (chair not present)**- The event will be in the gym again this year.
- g. **Pizza Lunch**-Chair needed for this event. Christopher Rennie volunteered after the meeting to chair the event.
- h. **St. Nicholas Day (chair not present)**- Judy Bunao has volunteered to be the new chair for the event this year.
- i. **Secret Santa Shop (Carron Boyer)**- Carron will attend a fair on September 27, 2018 to pick out items for the shop. She is working on setting up her Sign Up Genius for this event.
- j. **Daddy Daughter Dance (Kelly Hess)**-No report
- k. **Mom Son Bowling (chair not present)**- No report
- l. **Auction (Erin Dawkins)**-We will have a Kick Off Party for the Auction on October 4, 2018 at 6:30pm at the Knights of Columbus Hall in Clawson, MI. Food and beverages/bar will be provided. Adults only. RSVP to Erin Dawkins at edawkins@allaccesstags so she can get a head count. The Auction is scheduled for May 18, 2019 at the American Polish Cultural Center this year.
- m. **Auction Raffle (Mike Kardasz)**- Mike will start raffle business in December.
- n. **Field Day (chair not present)**- No report
- o. **Traverse Pie Sales (Stephanie Lang)** – Stephanie will be getting started on this fundraiser in about 1 ½ months. Certificates for a pie will be \$18, with a \$6 profit per certificate for the school.
- p. **Box Tops (Mary Ann Weitzel)**-The first send in date for Box Tops will be November 1, 2018. In the meantime, continue to send in trimmed Box Tops and drop them in the specified container outside the school office.
- q. **Hungry Howie's Pizza Certificates (Michelle Mader)**- Marco's Pizza fundraiser was discussed as a potential replacement for this fundraiser. Cards with coupons on them would be sold for \$10, with all proceeds being returned to GA. Parents preferred the pro of having many locations to use the Hungry Howie certificates at. It was unanimously voted to keep Hungry Howie's as the pizza fundraiser and to suggest that Ms. Eisie use Marco's Pizza as a fundraiser for Robotics.
Michelle will have forms available before Christmas, so that the certificates arrive in time for Super Bowl Sunday.
- r. **SCRIP (Bethane Cabrera)**- Bethane has started training a new helper for SCRIP. Around the holidays, there are many orders to process and she could

use extra help. If anyone is interested in earning some volunteer hours, please contact her.

- s. **Used Uniform Sales (Laura Marhevko)**- We have had 3 used uniform sales so far this year and will schedule more throughout the year. There are lots of shorts and pants available for sale at a cost of \$1. Donations are needed of small sized uniforms.
- t. **Spiritwear (Julie Kane)**- Gym uniforms can now be ordered from the Spiritwear site. A portion of costs for all Spiritwear is returned to the school from the company. Spiritwear arrives about 3 weeks after they ordered and can be picked up from the school office. You will get an email notifying you of their arrival. Occasionally, items are sent home with students. During the month of December, items must be picked up, in case anything is a gift for students.
Fridays are Spiritwear Day. Spiritwear tops can be worn with uniform bottoms.

8. New Business

- a. Marco's Pizza Fundraiser- discussed during Hungry Howie's Pizza certificate reports.
- b. Chairs Needed- Chairs are needed for Pizza Lunch. Christopher Rennie volunteered to fill this chair.
- c. Shadows Needed- Shadows are needed for Trunk or Treat, Daddy Daughter Dance and Hungry Howie's Pizza Certificate. Kristen O'Neill volunteered to shadow the Hungry Howie's Pizza Certificate fundraiser.
- d. GAP Board Positions- President and Vice President will be up for vote next year if anyone is interested in filling these roles.

9. Open Forum

Door Prizes were raffled off amongst all parents who attended the meeting. Monica Kulaga won a scratch off lotto ticket. Shawn Bennis, Karen Hathaway, Tom Maynard, Laura Slowinski, Mary Ann Weitzel and Tracie Munro won Marco's Pizza cups and certificates. All parents who attended received a N.U.T. card.

10. Adjournment

The meeting was adjourned at 8:30pm. Next meeting is November 13, 2018 at 7pm in the Library.

Thank you to those who attended and who have volunteered and participated in GAP events. You are appreciated!