



### **Meeting Called to Order**

Ms. Melanie Lucero and Ms. Katherine Preze (Co-Presidents) called the meeting to order.

### **Introduction to ASPA**

Ms. Preze explained that ASPA is the Parents' Association of All Saints Catholic Academy (ASCA). ASPA is open to all parents or guardians of current ASCA students. ASPA's goals are to support and enrich the school, students, and staff, as well as encourage community within the school. The 2024-2025 Executive Board members introduced themselves: Ms. Melanie Lucero and Ms. Katherine Preze (Co-Presidents); Ms. Deanna Duncan (Treasurer); and Ms. Therese Berger (Secretary). Ms. Lucero reviewed the goals and objectives of the meetings. Ms. Duncan reviewed how ASPA gets funded and how ASPA uses its funds.

### **Treasurer Updates and Reimbursement Process/ASCA Credit Card Requests**

Ms. Deanna Duncan explained how ASPA funds are allocated. She also discussed the reimbursement process. This process includes contacting Ms. Duncan for a "Special Check Request Form." After completing the form, please submit the form with all receipts to Ms. Duncan, Ms. Maryanne Higdon, and Ms. Michelle Perillo. Ms. Duncan explained that ASCA does not reimburse for sales tax and to reach out to her for the Diocese of Joliet Tax Exempt Form. She said it is also necessary to include her, along with Ms. Preze and Ms. Lucero, on all requests to use the ASCA credit card and/or vendor invoices for approval.

### **Committee Overviews and Updates**

Art Awareness: Ms. Melanie Lucero discussed that the purpose of this committee is to introduce K-5 classrooms to great artists of the past. She said classroom volunteers are needed to coordinate and lead lessons throughout the school year. The committee chair is Ms. Terri Hannemann.

Book Fair: Ms. Lisa Hajek discussed the upcoming fall book fair scheduled for September 23-27, 2024. She said volunteers are still needed to fill all of the time slots on the Sign Up Genius. The committee chairs are Ms. Hajek, Ms. Carolina Zavala, and Ms. Jenn Venta.

Catholic Schools Week: The board members explained that Catholic Schools Week is a nationwide celebration of Catholic Schools, and that ASPA plans fun snacks, lunch, and an assembly for the week. It is scheduled for January 26-February 1, 2025. Volunteers will be needed. The committee chair is Ms. Michelle Ling.

Community Outreach: Ms. Therese Berger explained that this committee organizes all of the community outreach events, including the Loaves and Fishes Cereal Drive; Bernie's Book Bank Used Book Collection; Operation Support Our Troops Post-Halloween Candy Collection; Cradles to Crayons Winter Coat Collection; Hesed House Advent Collection; and MLK Jr. Day of Service. Volunteers are needed for upcoming events. The committee chairs are Ms. Berger and Ms. Kendele Hickombottom.

Daddy/Daughter Dance: Ms. Melanie Lucero and Ms. Katherine Preze discussed the annual Daddy/Daughter Dance and that volunteers will be needed to help plan and organize. The committee chairs are Ms. Lucero and Ms. Preze.

Fun Run: The board members explained that the fundraising goal for the Fun Run this year is \$60,000. ASPA helps plan the event but the funds go directly to the school. This year's funds will go to updating technology, playground supplies, and teacher supplies. T-shirts and prizes have arrived. There are seven sponsors for the event (Country Financial; Klein Construction; Smile Family Dental; Buchar Family Wellness; Riverwalk Family Dental; TWG Wealth Planning; Gasperc Elberts Consulting). The event is scheduled for September 20, 2024. Ms. Amy Bono is the committee chair.

Grandparents Day: The board members explained that Grandparents Day is planned by teachers with support from ASPA. ASPA provides and serves coffee and donuts. It is scheduled for November 26, 2024. ASPA will need 14-16 volunteers to greet and guide grandparents, serve coffee, and help clean up. The committee chair is Ms. Jackie Hasse.

Holiday Shop: The board members explained that the holiday shop is an opportunity for students to purchase gifts for their family and friends. It is scheduled for December 2-6, 2024. Funds go back to ASPA. Volunteers will be needed. The committee chairs are Ms. Shannon Rosiak, Ms. Trena Coffey, and Ms. Brenda Gay.

Hospitality: The board members explained that this committee plans events to show faculty and staff appreciation throughout the year. Events include the Back-to-School Lunch; Parent/Teacher Conference Snacks and Dinner; Christmas Dinner; Coffee Cart; Teacher Appreciation Week Snack and Happy Hour; and Nurse Appreciation Week. Volunteers are needed to help plan and organize events, as well as donate supplies. The committee chair is Ms. Vinita Ramnani.

Mother/Son Event: Ms. Therese Berger discussed the annual Mother/Son Event and that ASPA is looking for ideas about where to host the event this year. Volunteers will be needed. The committee chair is Ms. Berger.

New Family Welcome Committee: Ms. Melanie Lucero explained that this committee is responsible for reaching out to new families at ASCA and being a point of contact. There are class level volunteers (typically two) who plan events for the grade level. Volunteers are always needed. The committee chair is Ms. Lucero.

Room Parent Coordinator: The board members explained that the room parent coordinator is the liaison between ASPA/ASCA and the room parents. The first classroom party this year will be Halloween. The committee chair is Ms. Heidi Sawko.

Raise Right/Scrip: The board members explained that this is a way to earn credit toward the Family Fundraising Obligation (FFO). The committee chairs are Ms. Michelle Ling and Ms. Bethany Davis.

Sunshine Committee: Ms. Therese Berger explained that this committee is designed to recognize members of the ASCA family that are going through life events. The committee sends sympathy cards, as well as new baby cards with a monogrammed ASCA bib. The committee chairs are Ms. Heidi Sawko and Ms. Berger.

Trunk or Treat: The board members explained that this event features decorated trunks for students to visit and collect candy. It is open to all current ASCA families. It is scheduled for October 26, 2024. There will be a trunk sign-up soon. The committee chairs are Ms. Carolina Zavala and Ms. Brenda Gay.

Uniform Resale: Ms. Laura King explained that this committee hosts 2-3 uniform resales each year. There is also an upcoming Halloween Costume Resale on October 2, 2024. Parents donate gently used items in the bin at Door 1. The committee chairs are Ms. Laura King and Ms. Melisa Zeunert.

## **Volunteer Requirements**

Ms. Therese Berger discussed the Volunteer Compliance Requirements. All volunteers who work with children must complete the Diocesan volunteer requirements, including Protecting God's Children, a background check, and DCFS Mandated Reporter Training.

## **Upcoming Volunteer Opportunities**

Ms. Therese Berger reviewed upcoming volunteer opportunities, including the Fun Run on September 20; Fall Book Fair from September 23-27; Trunk or Treat on October 26; Grandparents Day on November 26; and Holiday Shop from December 2-6, 2024.

## **New Business**

Ms. Melanie Lucero and Ms. Katherine Preze discussed new business, including that Teachers' Amazon Wish Lists are posted on Facebook. Additionally, the Directory Spot is now open online

for current ASCA parents/guardians to access. Ms. Preze discussed the Giving Tree that will be up during Parent/Teacher Conferences, as well as the ASPA private Facebook group. Mrs. Margie Marshall (School Principal) discussed the Christmas Bonus Collection. Ms. Berger discussed the Wednesday evening communication deadline for Mrs. Bajek's weekly emails. The board members discussed Uniform Resale feedback, as well as Volunteer Interest Survey results (332 families responded this year with 151 responses, which is about a 45 percent response rate).

### **Next Meeting**

The next ASPA meeting is scheduled for November 7, 2024 at 6:30PM.