

# 2009-2010 Home and School Steering Committee

## President

*Melissa Becken*

### Current Responsibilities and Activities

- \* Set Steering Committee meetings/agendas & lead meetings
- \* Assemble H & S Association event/activity calendar
- \* Communicate regularly with school administration
- \* Prepare reports to the School Advisory Commission and attend meetings
- \* Be available and accessible to the H & S Association
- \* Prepare Vice President for Presidency
- \* Attend Kindergarten Round-Up & present H & S introduction to the parents
- \* Act as figure head representing H & S as needed

## Vice President

*Open*

### Current Responsibilities and Activities

- \* Collect, review and track H & S association expenses
- \* Work closely with President in preparation for Presidency
- \* Responsible for gathering information from committee members and submitting a weekly Home and School column in the school newsletter.
- \* Coordinating information that is put in Home and School bulletin boards located by welcome desk.
- \* Advertising and marketing of Home and School Association as needed.
- \* Fulfill President's responsibilities as needed

## Secretary

*Lisa Feyereisen*

### Current Responsibilities and Activities

- \* Assemble and publish committee member contact information to committee members and administration
- \* Prepare meeting minutes for the Steering Committee
- \* Provide a copy of the President approved minutes from meetings to Parish Communications Coordinator and Principal
- \* Responsible for the H & S computer
- \* Responsible for archiving the meeting minutes, school newsletters, parish bulletins, position descriptions, and any other documentation regarding the Steering committee
- \* Coordinate schedule for Back to School Night as needed

## Fundraising Coordinator

*Nancy Roscoe  
Kaye Koyak-Wahl*

### Current Responsibilities and Activities

- \* Coordinate donator database, obtain donations and maintain donation inventory for Marathon, Celebration and Mission Carnival
- \* Restaurant Nights and Business Partnerships
- \* Pancake Breakfast
- \* Barnes & Noble Book Fair
- \* Fundraising aspects of Celebration

## Faculty/ Administration Liaison

*Kristy Tanquist*

### Current Responsibilities and Activities

- \* Bulletin Boards
- \* Uniform Sales
- \* Teacher/Staff Luncheons
- \* I Love to Read Month
- \* Father/Daughter Dance
- \* Mother/Son Brunch
- \* Staff Recognition and Appreciation Events

## Marathon Coordinator

*Paula O'Keefe  
Kris Marko*

### Current Responsibilities and Activities

- \* Publicity
- \* Prizes
- \* Balloon Arch
- \* Security
- \* Food
- \* Pep Rally
- \* Ice Cream Parties
- \* Candy Jars

## Parish Liaison

*Julie Johnston*

### Current Responsibilities and Activities

- \* Catholic Schools Week
- \* Celebration
- \* Family Fun Night
- \* Attend Parish Council meetings as needed

## Parent Involvement Coordinator

*Debb Olson  
Sherry Schaffer*

### Current Responsibilities and Activities

- \* Volunteer Database
- \* Mentoring Program
- \* New Family Social
- \* Kindergarten Meet and Greet
- \* Classroom Parent Program
- \* Grandparents/Special Guest Day

## Student Involvement Coordinator

*Carrie Cleary  
Monica Seme*

### Current Responsibilities and Activities

- \* Communicate with Student Council
- \* Facilitate students in participation of Home and School Activities