

# RSPS HSA Executive Meeting Agenda

Monday, 3/9/20

2 pm

RSPS HSA Focus:

*Inclusive Community- Faith Centered- Academic Excellence*

## Meeting Outcomes:

By the end of this meeting, participants will have:

- Heard updates on various topics associated with our school and operations
- Scheduled upcoming events
- Reviewed previous actions items and determined new action items

## Meeting Roles:

<b>Time Keeper</b> <i>Help facilitator keep track of time for each action item</i>	<b>Meeting Notes</b> <i>Take summary notes &amp; decisions for each action item and record action items as they are decided upon</i>	<b>Review of Action Items</b> <i>Take the group through each action item and determine if any follow up is still needed</i>
Niki	Delyza	Mandy

**Attendance:** Mandy Dishon, Maria Calvery, Niki Honza, Rosanna Rensberger, Katie Huber, Delyza Howard, Tracy Underwood, Stephanie Finamore

Time	Agenda Item	Facilitator
<b>2:00-2:05</b> 5'	<b>Opening Prayer</b>	
<b>2:05-2:55</b> 50'  <i>Each position should limit to 10 min. maximum; aim for 5</i>	<p><b>Position Updates:</b></p> <p><b>Resurrection/St. Paul's Updates-</b></p> <p>Notes:</p> <ul style="list-style-type: none"> <li>→ Church of the Resurrection-nothing new to report</li> <li>→ St. Paul's                             <ul style="list-style-type: none"> <li>◆ Stephanie has photos of the St. Paul's nursery and follow up will be completed soon</li> <li>◆ They would be willing to put restaurant nights in their bulletin but we would need to stuff them on Friday nights. Stephanie will just submit the dates for them with her blurbs.</li> </ul> </li> </ul> <p><b>Treasurer-</b></p> <ul style="list-style-type: none"> <li>• Financials continue to pace well. Looks like we will have more \$ at the end of the year than budgeted</li> <li>• "Fun-Raisers" income for past 6 years was given by Sharon T.</li> <li>• Current assets.</li> <li>• Support during standardized testing                             <ul style="list-style-type: none"> <li>○ Perhaps water/drink box etc. to students</li> </ul> </li> </ul>	Position Chairs

## Position Chairs

- Coffee cart for teachers?

### Committee Check-Ins

- Spirit Wear-
- Used uniforms-Used uniform sale at Movie night made about \$60 more. Next one When? Items available before 4/1 switch to spring uniform?
- Restaurant Nights- Very strong with a few more to go this year
- Scrip - Final total available at end of the year
- Cookbook-Holly is working hard
- O's Night- Set for Blue Jay's game on Saturday, April 25th 4:05pm. Flyers will be sent home after Pantherfest. Also need to add it to News & Notes.

### Notes:

- We are well ahead of budget and have not had a lot of reimbursement turned in from room parents
- A six year spread was provided that we can use when we do the budget in April. Some of the income amounts listed don't make sense, so Katie will follow-up with Sharon for clarification,
- We need to keep a reserve on hand at the end of the year
- An idea for us to use our money is possibly to donate towards the recess equipment
- Suggestion: setting up a scholarship fund for North Bay and/or other field trips
- Suggestion: Freeze Pop following testing (Delyza will touch base with Julie Rice regarding any suggestions in regards to allergies) on Friday, 3/27 at lunch; set up coffee for teachers on Monday - Mandy and Katie will coordinate

### Secretary: -

- Paperless Feedback
- Staff Appreciation Ideas
  - Provide monthly pick me ups for staff, does not have to cost a lot of money
    - March - scratch off for staff

### Notes:

- Families are saying they are not receiving information that is not being sent home as a hard copy. Analytics of how many parents are reading the newsletter was discussed, and we need to continue to reinforce the importance of reading the Sunday notes in order to know what is happening at school. As a Green School, we are going to continue relying on email and not hard copies of papers and newsletters.
- Will add a bulleted list of links included in newsletter in the email

### Room Parents-

- Niki and Sarah will continue to remind room parents to send in their reimbursement receipts. Money will not be reimbursed after the deadline.

### Notes:

- See above

### Vice President's Notes-

- Cultural Night- haven't heard from Natalia
- Baking Committee-

Notes:

- STREAM Night is now the Evening of Excellence - looking at every subject (STEM, ELA, SS, Sci) the cultural night portion would tie into this night and will be in the link
- Maria will reach out to Natalia one more time to see about progress/plan. If plans aren't in motion by the next HSA meeting, we will need to push this event off until next year.

**President's Notes-**

- Ideas for April's General HSA Meeting? (April 20th)
  - Review standardized test scores?
- Need to prepare for HSA elections. Review the bylaws in advance.
- School supplies- Reached out to Nickole Conyngham. Can teachers start working on their lists as soon as possible?
- St. Patrick's Day small gift for staff?

Notes:

- Open positions: VP, Secretary, Second Room Parent Coordinator. Chairperson (Delyza) for the Nominating Committee will create an advertisement that will go in the Wednesday newsletter recruiting for open positions. As of today, Lauren Shutz has expressed interest in Secretary and Ashley Mellott for Second Room Parent Coordinator. We need to recruit for VP.
- April Meeting:
  - ◆ Learning resource data, standardized tests results (Presented by Rosanna)
  - ◆ Bios will be presented for new Executive open positions
  - ◆ Mandy will promote the meeting on Parent Connect and in the Sunday newsletter.
- School Supplies: we need accurate lists because a lot was not used. Mandy will contact Nickole Conyngham to see if she would still like to be the Chair.
- Delyza will buy lottery tickets for teachers as a St. Patrick's Day gift- "We're 'lucky' to have you!"

**Principal's Notes-**

Notes:

- COVID 19 preparation and planning is in effect; new correspondence from CDC, state, North Bay, ... Health Council has been keeping up with the wiping (not just on Wednesday doing it daily)
- Update (3/11)- North Bay unfortunately needed to be cancelled
- Enrollment and Re-Enrollment is going well
- Teacher PD: ½ day Restorative Practices and Building Relationships was discussed
- MS is participating in the Health and Wellness initiative this week (eating, personal hygiene, ...)
- 3/23 5th/6th - 8th grade girls will talk to various Sisters about their vocation

<p><b>2:55-2:58</b> <b>3'</b></p>	<p><b>Previous Items:</b></p> <ul style="list-style-type: none"> <li>-Timeline with events (Gantt Template)- Delyza</li> <li>-Breakfast with Santa chair- any takers?</li> <li>-Parent photographer rather than Life Touch</li> <li>-Any news about new magnets?</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>→ Delyza will create a blurb for Cheryl (3 open positions)</li> <li>→ BWS suggestions: Jay Kelley, Mayforth, Kenny Smith</li> <li>→ ? Becky - do a mini session in which the school would get a cut?</li> <li>→ Magnets have been ordered</li> <li>→ We will do a gift certificate for Mrs. Jordan</li> <li>→</li> </ul>	
<p><b>2:58-3:00</b> <b>2'</b></p>	<p><b>New Action Items:</b></p> <ul style="list-style-type: none"> <li>-We will meet on 3/20 to set the HSA dates for next year</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>→</li> </ul>	