

RSPS HSA Executive Meeting Agenda 2020-2021

Date 11/23/20 at 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:

Time Keeper <i>Help facilitator keep track of time for each action item</i>	Meeting Notes <i>Take summary notes & decisions for each action item and record action items as they are decided upon</i>	Review of Action Items <i>Take the group through each action item and determine if any follow up is still needed</i>
Jen...we are keeping to a 5-7 minutes per chair position so we do not run over	Lauren	Maria

Attendance: R. Rensberger, S. Finamore, M. Calvary, S. Mariman, K. Huber, A. Mellott, M. Mayforth, L. Shutz

Time	Agenda Item	Facilitator
5'	Opening Prayer	R. Rensberger
50' <i>Each position should limit to 10 min. maximum; aim for 5</i>	<p><u>Position Updates</u></p> <p>Resurrection/St. Paul's Church Liaison Updates:</p> <ul style="list-style-type: none"> ● From Kersten Reyes: asked for script info/how to to be placed in weekly ebulletin and Resurrection Connections so parish can get involved, wanted info on trees/greens for parish too, advertise in Resurrection connections and online weekly bulletin, I reached out to Jessica and Chris per these matters. Stephen Lay is church contact for Resurrection Connections. Knights of Columbus wish Christmas Poster contest to be supported by school children again through art class, I obtained art teacher info from Cheryl Martin and sent her contact info to the Knight contact on Parish Council, but I haven't seen any advertisement of the contest in Sunday News/Notes yet. It is running this year and they will be 	

collecting posters.

- **From Michael Mayforth:** St Pauls is happy to include any information related to Trees/Greens as well as photos with Santa in the bulletin/flocknotes.

Notes from Meeting:

Michael would love to eventually have a video of the students for Flock Notes showing what day to day activities look like in school during Covid times; there is still a disconnect with parish members understanding how things are working

Treasurer:

- Financials from October-see attached.
- Used Uniforms 109% of budget. Next sale Mid-March
- Cook Books-We have sold 99 cookbooks so far. We basically have 1-2 orders a week.

I am trying to think of other ways to up the sales. Father John promoted it in his Friday happy hour last week, so it would be great if we got links to our sales sites posted in the church news. I think Stephanie said she was going to do that, so if you could ask if she has at the meeting that would be great. Also, I don't know if it's possible, but maybe there could be a table set up to sell at the photos with Santa or with the trees and greens?

- Visit with Santa-From Chris Rotunda-December 5th. Everything is shaping up fine. Should have enough volunteers and I got the sleigh photo prop.
- Launching Gifts of Gratitude campaign--Launched
 - 11/22/20 Mention in the newsletter
 - 11/24/20 Link to be active
 - 11/29/20 Link in newsletter
 - 12/14/20 Soft deadline/12/16/20 Hard deadline
 - 12/21/20 Emails from HSA to teachers
 - 12/21/20 Sharon to email gift cards through Scrip to teachers

FACTS accounts will be invoiced on 12/18/20 with a due date 1/5/21.

- Recess assistance update--About 15 parent volunteers. Mrs. Underwood and Mrs. Martin are now coordinating the effort.

Notes from Meeting:

- Per Chris Rotunda there is a huge tree shortage, the Trees and Greens sale may mostly be just greens. He will try his best to obtain some trees. Chris has secured a cardboard cutout for Santa photos.
- HSA would also like to sell cookbooks at this event, would be cash (exact change or donation) or check only.
- Sarah Merriman also discussed selling cookbooks and advertising on Facebook to last year's 8th grade families. Stephanie Finamore to do a Facebook post right after thanksgiving with link to purchase cookbooks.
- Approval for HSA to spend \$10 per staff member on teacher appreciation gift cards (totaling around \$600)

Secretary:

- Nothing at this time

Room Parents:

- Sought feedback on how Halloween planning went. No big complaints. Only a few hiccups re: not enough pre-planned bags for pick-up in 2 classes.
- Created a Room Parents FB group to encourage the sharing of ideas for future planning. Also a good way to quickly share tips/advice and support for those with access to Facebook.
- Room Parents are currently in the midst of crowdsourcing St. Nick gift ideas from their homeroom teachers and we will begin planning Christmas parties right after Thanksgiving.
- Final push this week to encourage families to sign up for Pictures with Santa and remind them about Trees/Greens sales.
- Post-Thanksgiving we will also send out an email explaining GoG and how Room Parents can encourage participation.

Notes from Meeting:

- St. Nicholas gifts need to be turned into school by Thursday, December 4th
- Sarah to connect with Ashley regarding sending in thank you notes to teachers, Stephanie said it would go a long way to boost morale, even emails to teachers are great and do not take much time
- Mrs. Rensberger mentioned being an Advent Angel for your teacher

Vice President:

- Upcoming Restaurant Nights:
 - 11/23: Grilled Cheese and Co.
 - 11/24 : Corner Bakery Cafe
 - Dec 2: EC Diner
 - December 10 and 21: Squisitos
- Scrip Push for Holidays
- Upcoming Staff appreciation-- gift cards for teachers \$5, funded by parents or HSA? Catholic Schools Week and Christmas
- Cancelling winter event, suggestions on ideas for community building virtually?
- Cookbook sales push-- Alumni??

Notes from Meeting:

- Community building activities could include virtual family bingo, trivia night with Kahoots; break the school up into blocks for participation i.e. grades K-2, 3-5, 6-8

President:

- Scrips, would like to offer some type of incentive like an out of uniform day for every two orders.

Notes from Meeting:

- To encourage involvement in Scrip program we could raffle off giftcards for participation; We would need to work with Mrs.

	<p style="text-align: center;">Tornatore on collecting a list of those purchasing Scrip cards</p> <p>Principal:</p> <ul style="list-style-type: none"> ● AOB to pivot all students to virtual learners November 30th-December 2nd ● HSPT for all 8th graders will be in-person on December 3rd ● Faculty and staff morale greatly lifted with the HSA support through bimonthly gifts and recess coverage ● T2 ends November 25th ● Christmas pageant will be virtual this year ● Christmas parties (done just like Halloween) and Reindeer Races <p>Notes from Meeting:</p> <ul style="list-style-type: none"> ● Recess volunteer coverage has been extremely helpful ● Reindeer races will be outside this year in small cohorts within K-2, 3-5, 6-8 ● There will be some classroom changes after T-1, including splitting 8th grade into 2 ● Annual fund letters were sent out to help offset operational costs not associated with tuition ● The school still needs substitute teachers, the AOB has reduced requirements and an Associates Degree is needed, not an Educational Associates Degree 	
3'	Previous Items:	
2'	New Action Items:	