

# RSPS HSA Executive Meeting Agenda 2020-2021

Date 1/4/2021 at 2 PM

RSPS HSA Focus:

*Inclusive Community- Faith Centered- Academic Excellence*

<u>Meeting Outcomes:</u>		
By the end of this meeting, participants will have:		
<ul style="list-style-type: none"> <li>- Heard updates on various topics associated with our school and operations</li> <li>- Scheduled upcoming events</li> <li>- Reviewed previous actions items and determined new action items</li> </ul>		
<u>Meeting Roles:</u>		
<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>
Jen...we are keeping to a 5-7 minutes per chair position so we do not run over	Lauren	Maria
<b>Attendance: Rosanna Rensberger, Stephanie Finamore, Sarah Mariman, Katie Huber, Michael Mayforth, Jen Ford, Lauren Shutz</b>		

Time	Agenda Item	Facilitator
5'	<b>Opening Prayer</b>	R. Rensberger
50'  <i>Each position should limit to 10 min. maximum; aim for 5</i>	<p><b><u>Position Updates</u></b></p> <p><b>Resurrection/St. Paul's Church Liaison Updates:</b></p> <ul style="list-style-type: none"> <li>● <b>From Kersten Reyes:</b> nothing new to report, Parish Council meeting in December was more of a social zoom. Next meeting is tonight, 1/4/21. Will have more parish info next time.</li> <li>● <b>From Michael Mayforth:</b> nothing new to report, no Parish Council meeting in December</li> </ul> <p><b>Treasurer:</b></p> <ul style="list-style-type: none"> <li>● Financials -update from Sharon in separate document</li> <li>● GoG-very successful. All staff received Amazon gift cards.</li> <li>● Committees: <ul style="list-style-type: none"> <li>○ <b>Cookbooks</b>-Sold 127 as of 12/21; Include shipping options for out of state orders; Info written for RES/St. Paul</li> </ul> </li> </ul>	

bulletins; How to reach 8th graders from class of 2020-who will send it?

- **Breakfast with Santa:** *FROM CHRIS ROTUNDA:*  
BWS/PWS-Went as well as can be expected. Bret Neilsen is going to take over as co-chair for Chris Rotunda. He is building a wood sleigh for pictures. We had a few parents that did not figure out how to get their photos from Shutterfly but Dolores helped them. I think people liked the outside photo. We did well on trees and greens. We might have to do the same next year depending on how we do in 2021 verse covid.
- **Uniforms-** some inquiries --Maria has handled on an individual basis; Should we offer a winter sale? What Date?

#### Notes from Meeting:

- The HSA is spending money but this is the year to spend it as we have a healthy amount in the bank
- Per Sarah Mariman: The HSA will need to look at ways to maintain staff support going forward once we get through Covid restrictions in future years
- Huge thank you to Sharon Tornatore for all the extra work Gifts of Gratitude creates for her, teachers and staff seem very appreciative
- Katie Huber would like to share an excerpt publicly from a teacher or two with their words of thanks
- Cookbook sales- Stephanie Finamore has sent excerpts to both parishes to be included in the parish bulletins; Lauren Shutz posted cookbook purchase info to the Panthers Class of 2020 facebook page which is still active with 40 members

#### Secretary:

- Nothing new at this time

#### Room Parents:

- Email will go out to all Room Parents to follow-up with homeroom teachers to confirm number of students enrolled after the start of Tri-2 to better plan for upcoming events.
- No formal plan for Valentine's party (just a snack) as usual but will brainstorm a way for the classes to celebrate their "love" for their teachers. Encourage Room Parents to have families write notes or emails of gratitude, etc.
- Working towards Virtual Bingo. (Confirm date?) Will need to follow up with Bingo Chair to see what is expected of the classes. (Amazon wish list for each grade?)
- Community-building Happy Hours: Work with VP to put something on the calendar. Adults-only? Mixologist? Wine-tasting? Etc. Have Room Parents act as moderators for these? Groupings could be: PK-K, 1-2, 3-5, 6-8?

#### Notes from Meeting:

- Christmas parties went well, the next event is Valentine's Day which will be celebrated on Thursday, February 11th per Rosanna Rensberger.

- Bingo-Stephanie Finamore to get back to room parents on how virtual bingo will work and when it will take place, the event is being pushed to spring; parents may be asked for donations which would be put towards service hours
- Sarah Mariman still brainstorming ideas for community building virtual happy hours or family friendly events. Katie mentioned there is a family fun night (previously family bingo) on the calendar and maybe we could plan an event for this date.

**Vice President:**

- **Scrip Updates:** Roughly 39 registrations this year. 35 families have purchased, about 10% of our community. We had 24 orders this year in December compared to 21 in 2019 but had a \$5,000 increase in purchases. Thinking of ways to increase purchases? Current registered list is 15 pages long but includes old families, staff etc.
- **Restaurant Night Updates:** Kelseys was over \$600 from one day! They are open to doing a box lunch pickup for our next half day for families. Just need to get admin to approve logistics and then set up menu and intake forms. We need more communication for Restaurant nights support. I will start producing monthly flyers for social media and RP emails to get it present in people's minds.

**Notes from Meeting:**

- HSA is considering setting up a box lunch pick up on the half day on Friday, February 5th. Vendor would be Kelsey's, more to come on whether this will work logistically.
- Flyers for restaurant night advertisements are helping, the Room Parent Coordinators have already pushed out the January flyer to all Room Parents for distribution for January restaurant days.
- Out of Uniform Days- Suggestion to allow parents to show a screenshot with proof of purchase of an item via Amazon Smiles, Rosanna Rensberger approved this for out of uniform days.
- Sarah Mariman to work on or assign someone to work on writing up directions on setting up Amazon Smiles, this needs to be done 2X a year through the program so Sarah suggested an advertising push at the end of each school year and again right before the holidays.
- HSA is providing breakfast for Faculty Retreat on 1/15 from EC Diner, hoping to provide hot breakfast as well and not just cold buffet items

**President:**

- **Box top out of uniform days** - could we consider adding amazon smiles? It is very difficult for a lot of people to get box tops. Amazon smiles is also a nice way for the school to get money and much easier to get.
- Hsa is going to provide breakfast on Friday January 15 for the staff and the school board is handling lunch.
- **Used Uniform Closet:** Think we may need to consider getting a new chair for used uniforms. I went in before break and the closet had a ton of stuff. Bins are back to being overstuffed and need to be re-sorted. People are sending in stuff that is in really poor

shape. Armpits are a mess, holes in pants ...really a lot that shouldn't even be sent in. We need a person who is willing to go in regularly to sort and stay on top of it. Also - having gone in for a few parents in K - I definitely recommend moving forward that we have sales for them to come and get. The way the sizing is doesn't always line up with what they are looking for and I felt I spent a lot of time calling the one person I had a number for. I suggest we find a new chair who can be present and dedicate the necessary time for this chair.

**Notes from Meeting:**

- Sarah is going to ask for a Used Uniform Chair to regularly monitor and sort incoming uniforms; A flyer was created that will promote what is acceptable for used uniform donations to help mitigate the surplus of unusable items.
- Mandy Dishon may be able to help get us ready for the next used uniform sale (tentatively scheduled for the half day...Friday, February 4th) but she does not want to be the full-time chair going forward.
- Used uniform bins are currently kept in a space where we don't have much room for expansion, we do not need more storage bins but we need to be highly selective of what is kept for resale.

**Principal:**

- We had an eventful December including many Advent and Christmas traditions including:
  - Jesse Tree Ornaments for each grade level
  - Daily Advent prayer services via video each morning
  - Christmas pageant (new and improved themed from PreK3-8th)
  - 8th Grade Nativity play
  - St. Nicholas' Day
  - Successful Christmas parties (thank you Room Parents!)
- Admissions and enrollment is going very well for both 2020-2021 and 2021-2022...daily tours and we have significantly increased our applicants and inquiries from last year at this time.
- Thank you for the lovely Kelsey's lunch and all the treats and support from the HSA on behalf of the faculty and staff. GOG was much appreciated and everyone left for break with a happy heart and full spirits!
- We are still looking to fill the following positions: 3rd grade in-person teacher, PreK4 long-term substitute aide, substitute teachers, grant writer and manager.
- The faculty and staff will be participating in their annual retreat on February 15th. This is a no school day for students. The School Board Catholic Identity Committee is planning the retreat for us.
- Catholic Schools Week is quickly approaching, the admin team will be meeting next week to hash out more details...Here are the themes for each day:
  - Monday, February 1st: Priest Appreciation Day and a 2:15 p.m. Living Rosary
  - Tuesday, February 2nd: Parent Appreciation Day
  - Wednesday, February 3rd: Community Appreciation Day

	<ul style="list-style-type: none"> <li>○ Thursday, February 4th: Student Appreciation Day (Would HSA be interested in sponsoring a virtual assembly/game or something COVID friendly?)</li> <li>○ Friday, February 5th: Teacher Appreciation Day, 12:30 dismissal for students (with formal luncheon for faculty and staff from 1:00-2:30 p.m.) -Idea about gift basket giveaway for all faculty and staff</li> <li>○ We will need to come up with an alternative for the faculty v. 8th grade basketball game due to Covid restrictions.</li> </ul> <p><b>Notes from Meeting:</b></p> <ul style="list-style-type: none"> <li>● Stephanie Finamore is knocking enrollment out of the park for the remaining of this school year and for the 2021/2022 school year. We are enrolling as if next year is a normal school year, and the school will make adjustments as needed.</li> <li>● Gifts of Gratitude as amazing, thank you!</li> <li>● The school is considering hiring a part-time grant manager or a freelance grant manager, our volunteer has been amazing but it's turned into a bigger job.</li> <li>● The HSA is providing breakfast for the Faculty Retreat and the School Board is providing lunch. Thank you to both!</li> <li>● For future faculty retreats, the HSA may want to collect and donate new items (items received for Christmas that aren't needed, etc) that teachers can use raffle tickets to "bid" on items. Each staff member would go home with an item, items could be traded with each other, etc. These are some ideas that might be fun to think about for future years.</li> </ul>	
3'	<b>Previous Items:</b>	
2'	<p><b>New Action Items:</b></p> <ul style="list-style-type: none"> <li>● Work on getting the word out about Amazon Smiles (how to use) and purchases counting towards Out of Uniform Days</li> <li>● Identifying a Used Uniform Chair, cleaning up and organizing current inventory and setting up and publishing our next Used Uniform sale date</li> </ul>	