

RSPS HSA Executive Meeting Agenda 2020-2021

Date 9/14/2020 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	Lauren	Maria

Attendance: Rosanna Rensberger, Stephanie Finamore, Maria Calvary, Katie Huber, Ashley Mellott, Jen Ford, Sarah Merriman, Lauren Shutz

Time	Agenda Item	Facilitator
5'	Opening Prayer	Stephanie Finamore
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"> → Per Kersten Reyes: At this time there are no updates from the Church of the Resurrection Parish Council, they have not met over the summer but they are meeting the evening of 9/14. Kersten will send updates after this meeting. → Per Michael Mayforth: Not much to share yet as the St. Paul's council does not meet over the summer. Their next parish council meeting is 9/22. Michael received restaurant night info from Maria and Michael will get those advertised in the St. Paul's bulletin. <p>Treasurer:</p> <ul style="list-style-type: none"> → Financials as of 8/31--attached. → Committee <ul style="list-style-type: none"> ◆ Cookbook expense. \$15/each selling through News & Notes. 47 sold thus far. We have 1000. ◆ Used uniforms. Kanchana created a request form & fulfilled orders for requests. Will offer another sale 	Position Chairs

soon.

- Additional fundraiser? Book swap/sale for fall?
- Retirement gift Ms. Frederick; encouragement Mrs. Rice
- GoG-no updates

Secretary Notes from Meeting:

- Used uniform income is significantly lower than financials, we need to figure out a way to get used uniforms out to those that want them. Joanne Dewey is getting a lot of calls about uniforms. Katie wants to email out the form that Kanchana and then come into the school to fill orders if possible. Stephanie and Katie to talk about this offline.
- Work on advertising and marketing the cookbooks that are available for sale. Mrs. Finamore is working with Holly and Joanne on this, parish communities will also have the chance to buy the books. Also push at the general HSA meeting for cookbook sales and christmas sales.
- Book swap idea since library is closed, collect small amount of money for books and give people a chance to donate books they no longer need. Where would they be kept? Who would distribute? Scholastic book fair will still take place virtually in mid-October. Mrs. Rensberger will check with other principals to see if anyone is running a similar book program.
- Katie to work on an idea for Ms. Frederick retirement gift and sending a restaurant gift card to Mrs. Rice.

Secretary:

- Just want to add that per Sharon Tornatore all RSPS website edits and updates are now to be sent to Cheryl Martin. This includes HSA meeting minutes, budgets, etc.

Room Parents:

- We are working on getting all of the classes filled with room parent volunteers. We ended up with more than enough for most grades!
- Still in need of class lists from Admin so that we can finalize placements of room parents and send out emails.
- Our tentative virtual welcome meeting is still scheduled for 9/24 and we are working on those details as well.
- looking for further guidance from Admin as to what we are allowed and not allowed to do - parameters for how long things must sit before being handed out, etc.

Secretary Notes from Meeting:

- Ashley & Jen need a copy of class lists, tentative room parent meeting is scheduled for 9/24.
- St. Nicholas gift ideas, will need to think out of the box and possibly buy books or cards or individual types of gifts that will not be shared.
- Biggest hurdle right now is planning for Halloween for virtual and in person learners. Kahoots, bingo (there is an online service you can pay to help manage this); middle school party ideas could include a murder mystery event, virtual dj, etc.

Vice President's Notes:

- Still have not been able to send out the bylaws and voting information. Admin update on next steps?
- Restaurant Night Updates
- Teacher and Staff Appreciation- using amazon wishlist for items
- Staff Birthday celebrations using baking committee
- Upcoming Event ideas for virtual vs in-person

Secretary Notes from Meeting:

- We have added a few restaurant nights to the schedule, we are waiting to find out how much money will come in. We are also trying to add Sykesville and Catonsville locations to the mix.
- Per Mrs. Rensberger the teachers loved the hand sanitizer packaged teacher appreciation gifts, there are items scheduled to go out for the next few months.
- Staff birthday celebrations- we may use Nothing Bundt Cakes since baked goods are safely packaged.
- AOB Office of Risk Management has rules that we need to defer to for events such as the December Mother's Tea and other events.

President's Notes:

- HSA General Meeting is scheduled for September 21 - Should we push it or do a general Q and A format where we discuss the changes we made to our By-laws, give a quick financial update, push for any additional room parents needed, etc??? Open to suggestions, but thought we could keep it simple.
- Need to discuss future meeting options (Zoom professional account or Google Meet) to share the virtual link for any RSPS parents who want to attend/observe executive meetings

Secretary Notes from Meeting:

- HSA general meeting to be pushed to Tuesday, October 6th.. What will be our ice breaker to get people to virtually attend the HSA general meeting? We could discuss understanding volunteer hours and what that looks like for this year; play a trivia game
- Katie Huber has a ZOOM account she is willing to use and she would be the host of the meetings.

Principal's Notes:

- We are grateful for the support and talents of our school board and HSA members who have made the safe reopening of school, faculty and staff morale, and community building at the core of our operations. This is a challenging time to be in education and having the resources available to be successful is appreciated.
- Academic Excellence
- The AOB just released the newly published Instructional Guidelines for Reading on which Mary Pat Andreas, RSPS

	<p>learning specialist, served on the panel of contributors. The document outlines curricular, scheduling, staffing, assessment, and other expectations and best practices for literacy instruction across grade levels.</p> <ul style="list-style-type: none"> → We earned the PBIS Gold Award for the fifth time in a row, the only AOB school to hold this honor for so long. The students and staff celebrated with a virtual assembly and school-wide Kahoot game. → The Whole Kids Garden Grant package and check arrived. We will be ordering our second hydroponic tower garden to expand our farm to fork environmental ed program. → Our 2019-2020 Teacher of the Year, Dawn Keys, was honored at the annual AOB Convocation along with all other AOB recipients of this prestigious award. → We have opportunities to expand our Panther faculty and staff. We are currently looking for an in-person: Kindergarten teacher, Grade 3 teacher, music teacher, instructional aide and substitute teachers to complete our team. → <u>Operational Vitality</u> → Per the RSPS Reopening Plan, we will not be having visitors/volunteers in the building. This is to mitigate COVID-19 risk of exposure to our faculty, staff <ul style="list-style-type: none"> ◆ and students. We are in need of volunteers for recess coverage (outside only, socially distanced, masked and no contact with students). <p>Secretary Notes from Meeting:</p> <ul style="list-style-type: none"> → Parent volunteers may be needed for recess supervision; we would need a targeted group of volunteers who will be trained and respect all COVID safety policies; we would have specific times, days, cohorts of children. Maria and Sarah will obtain parameters from Mrs. Rensberger and work on trying to get this organized. 	
<p style="text-align: center;">3'</p>	<p>Previous Items:</p>	
<p style="text-align: center;">2'</p>	<p>New Action Items:</p>	