



Executive Committee Meeting Agenda April 11, 2022

Attendees:

President: Alexis Dobson
Vice President: May Nguyen Mitchell
Treasurer: Charlotte Wise
Secretary: Diana Coleman
Silver Angels Grandparents Association: Bea Rey
HF Staff: Gina Kerley, Erin Vu, Katherine Mackowski, Tim Cullen, and Grace Everett
Guest: Allen Christy, Blue Angel Dads Chair

- I. **Welcome/Prayer**
- II. **Approval of minutes from March meeting.** Motion to approve, carries.
- III. **Silver Angels Report - Bea.** Run with the Angels - \$780 proceeds, tentative. Grandparents helped with event. Carline, Library, Liturgy - several areas where grandparents are helping. End of the year party (June 3) - parent only event - maybe grandparents can help; maybe snacks, lemonade. See Vg below.
- IV. **Treasurer's Report - Charlotte.** Pending new updated numbers.
- V. **Old/Unfinished Business**
 - a. Admissions Open House - April 19, 4:30-6:30 pm. Need one person from the PEC - help with check in, May and Alexis.
 - b. Teacher/Staff Grant information.
 - c. Vote to add at-large members to the executive committee and change the handbook. Also updated Handbook to titles from names, changed Development to Advancement, updated Morning Supervision to Morning Carline and updated Contacts.

Amendment Section 3: In addition to the 4 Executive Committee positions, there are 3 elected grade level representatives. These voting positions will represent PK-1st grade, 2nd-4th grade and 5th-8th grade. Quorum will now be revised to 4 of the 7 Executive Committee members in attendance.

Motion to approve, carries.
- d. Update on chairs/executive committee - who is returning? May working on this list. Charlotte - grade level rep 2-4 grade; May will return as either VP or Treasurer. Alexis to stay on as President. Diana to stay on as Secretary. Vote in the newsletter at the end of the month; e-newsletter the next day. New members at May meeting. Grade level reps to include in Parents newsletter.
- e. Thank-you activity for committee chairs. Budget amount? Last year we did a social at May's house, luncheon. About 25-35 people. May feels like keeping

around \$500 should be available. Party favors - candy with thank you cards. Alexis may have found note cards with matching pens as an option. Any chairs who aged out, and are not returning, receive a gift. Volunteer appreciation is May 12 (Gina). This year Gina would like to send an evite to volunteer chairs to attend mass and reception afterwards which helps with food count, favor count, etc. Key folks who chair to receive invites personally. Note to be included in the newsletter. May to send the contact list to Gina. We could have food catered or at a restaurant. Ms. Vu suggested St. Vincent PAC. Thursday, May 12, 2022 7-9 pm. Will distribute gifts at that time.

- f. Decide on gifts: graduates, 1st communion reception, committee chairs.
- g. Parent-wide End of Year Social on June 3

VI. **New Business**

- a. Blue Angel Dads projects - small projects around the school, library moving into campus. Looking for ideas on what comes next. Sign up is filling up quickly. In the summer power washing day to clean sidewalks before school starts next year. Admissions Open House - dads to be present on April 19; Wisdom building mid July-August may be opportunities to move items into building. Performing arts - may be additional projects in the music room, acoustics. Pavilion projects TBD. Cross Country trails may need maintenance.
- b. Volunteer Appreciation Mass and Reception
- c. Breakfast with Santa proposal - tradition, has been previously given at a certain level. Option for next year - would the PA like to take on with help from the advancement department as an option to purchase a ticket, rather than giving at a certain level. Decision not needed now, but by end of summer, recruiting an event chair - finding a place and being able to execute. Don't have the bandwidth to provide with current parameters. Doing at cost rather than a fundraiser - cost of meal plus pics. A Committee Chair rather than the PAC to execute. Could be moved under the fundraising group. Mr. Cullen offered to help facilitate transition. Purchasing tickets would be more inclusive. What pieces are critical - Ms. Vu. A full plated meal rather than food trucks - there are options. What are the pieces that are important and special, what can be changed and will still make for a beautiful event.

We could form a special appointed committee to see how change comes to fruition. Mr. Cullen - form ad hoc committee to revisit Breakfast with Santa; let's vote formally in May.

- d. Blue Angel Boutique - summer dates. Not a big sale over the summer - tbd. Ms. Vu to work with Alexis on times/dates. Alexis would like two days to open during June and July; advertise in the newsletter. Alexis to provide to Ms. Vu for review/approval. To provide information this week for orientation flyers.
- e. **Next PA EC Meeting: Monday, May 9 - with new Executive Committee.** Alexis asked groups to review the grant process draft; deadline at the end of May, June meeting to review proposals to allocate funds by first of July. Funds to be used for next year. Carries over the year - Mr. Cullen asked when the funds would be made available.

VII. **New business initiated by meeting attendees, if applicable**

VIII. **Adjournment**



**Executive Committee Meeting Agenda
August 5, 2021**

Attendees:

President: Alexis Dobson	Silver Angels Grandparents Association: Bea Rey
Vice President: Shanalee Sharboneau	HF Staff: Gina Kerley, Erin Vu, Katherine Mackowski,
Treasurer: May Nguyen Mitchell	Tim Cullen
Secretary: Charlotte Wise	

- I. **Welcome/Prayer - Alexis** convened the meeting at 6.09 PM.
- II. **Approval of minutes from June meeting - Shanalee** moved and **May** seconded at 6.11 PM.
- III. **Welcome Mrs. Vu & Mr. Cullen - Alexis**
- IV. **Silver Angels Report - Bea**
 - a. Coffee and Kleenex will be on 9/17
 - b. Eat and Treat, Halloween
 - c. Grandparents' Day 11/18
 - d. Book Fair, same week as Grandparents' Day
 - e. Run with the Angels in the spring
- V. **Treasurer's Report - May** - waiting on final report from Mrs. Nguyen. Our balance was [update]. Projected balance is \$639.40, plus lunch proceeds from May and June, which has not come in yet. We will vote on the budget next month.
- VI. **Old Business**
 - a. PA activities calendar/responsibilities - set a time to review - will set up at a later date.
 - b. Service committee updates - **Shanalee**
 - i. Dads are helping with orientation and are very enthused.
 - ii. Met with lunch committee - excited about meeting with the PA EC and this new year.
 - iii. 2 new committees have added co-chairs (Circle of Support and Community Partners.)
 - c. Storage unit update - have we given notice? Can we have items cleared out this month?
 - i. **Alexis and Gina** have made two trips to clear out the unit. It is now empty with the exception of some scouting materials and shelves which Silver plans to use.
 - ii. Track materials for Cub Scouts need to be removed by the end of the month so that we can vacate the unit. **Alexis** will communicate with scout leaders.
 - iii. Only notice needed is two days. We have not yet given notice but we will do so by the 27th of August.
 - d. Uniform resale closet? - when to open? We will table this discussion until we know about potential space in the new building.
- VII. **New Business**
 - a. Vote to include unused Gala project funds back to PA budget - we have unused classroom project funds carried over. In May, this total was roughly \$3300. May has concerns that there may be tax and accounting considerations around how we transfer these funds back.
 - i. We will have a future discussion about this with Mrs. Carter and Mrs. Nguyen for next year's budget. We will table this decision to determine the tax implications, if any.
 - b. Distribution of Staff gifts - August 12, 12:30 pm. We will meet in the gym; Mrs. Vu will verify.

- c. Orientation Preparations:
 - i. Agenda
 - ii. Logistics for program
 - 1. Location? - inside or outside? - *Pavilion* is the current plan. Mrs. Vu will discuss potential to use PowerPoint/tech capabilities with Mr. McKinstry.
 - 2. Treat - could be set up under an Easy Up or on Hope Porch. Hope is close to parking lot also.
 - 3. Door prizes - how to determine
 - iii. Logistics for committee chairs
 - 1. Tables - how many?
 - 2. caterer contacted
 - 3. spirit shop
 - 4. Sign up sheets on tables? pens?
 - iv. Speaker Line Up - reviewed with Mrs. Vu and Mr. Cullen
 - v. PowerPoint
 - vi. Program copies - who?, maps?
- d. Coffee & Kleenex Preparations
 - i. How can PA help?
 - ii. Board attend
- e. **Next PA EC Meeting: Friday, September 10 at 8:10 am (and see if 2nd Friday monthly works for committee)**

VI. **New business initiated by meeting attendees, if applicable**

VII. **Adjournment** - adjourned at 6.50 PM.



Executive Committee Meeting Agenda February 14, 2022

Attendees:

President: Alexis Dobson

Vice President: May Nguyen Mitchell

Treasurer: Charlotte Wise

Secretary: Diana Coleman

Silver Angels Grandparents Association:

Bea Rey

HF Staff: Gina Kerley, Erin Vu,

Katherine Mackowski,

Tim Cullen, and Grace Everett

I. Welcome/Prayer

II. Approval of minutes from January meeting

Approved

III. Silver Angels Report - Bea

Grandparents helped at one act play - raised \$300; lots of grandparents help in car line

IV. Treasurer's Report - Charlotte

To be emailed

V. Old/Unfinished Business

- a. Uniform resale closet - open. Opened two times \$770, \$170 made. Opened 20-25 families, 8-10 families. Good response thus far. Gray and blue sweatshirts are fine even though the handbook says otherwise. Onsite orientation we will have the closet open at the same time.
- b. Gift/Social for Catholic Schools' Week - success. Faculty and staff had a great time. Well done.

- c. PA newsletter - success. Good response, photos helped. Car line benefitted. Deadline Friday this week; email committees for updates. Due to Monday holiday bumped up a day.
- d. Front-office volunteers - look to schedule/put in next PA newsletter?
- e. Movie Night March 4 - May - we booked Pavilion for the event. Screen with technician \$1000; movie license is \$600 for more than 200 attendees. No social media posting, but can add to newsletter. Encanto movie. May to reach out on concession stand possibilities. Save the date in the PA newsletter. May working on fliers.

VI. New Business

- a. Teacher grant information
- b. Discuss adding at-large members to executive committee. March we will discuss. Advertising in March, vote in April. Gina suggested divide by grade level - hearing feedback from various levels. Advisory board for voting, input. We need to decide on voting mechanism. Can work with grade ambassadors.
- c. **Next PA EC Meeting: Monday, March 7 (one week early due to Spring Break).** Changing to March 9.

VII. New business initiated by meeting attendees, if applicable

VIII. Adjournment



Executive Committee
Meeting Agenda January 10,
2022

Bea Rey

Attendees:

President: Alexis Dobson

Vice President: May Nguyen Mitchell

Treasurer: Charlotte Wise

Secretary: Diana Coleman

Silver Angels Grandparents Association:

HF Staff: Gina Kerley, Erin Vu, Katherine Mackowski,
Tim Cullen, and Grace Everett

I. Welcome/Prayer - Alexis

II. Approval of minutes from December meeting Approved

III. Silver Angels Report - Bea

Several parents helping at carline. Silver angels helping with concession stand at plays.

IV. Treasurer's Report - Charlotte Read report from Charlotte

V. Old/Unfinished Business

a. Uniform resale closet - uniforms in, closet needs to be arranged.

Official space in campus in Charity building. Will be open after hours; all uniforms stored off site are in. Up and running end of month, February. At least 200 pieces in stock. Charge flat \$5 fee billed via Facts, both Flynn, Parker and others.

Room still being prepped. Cullen - placeholders so we can see what's lacking; set up is important. Great opportunity for a short video (Grand reopening). Questions go to one place - one voice for answers to large group.

b. Recap: Parents' Christmas Social Approximately 100 people; only cost \$200 for coffee. Parents enjoyed socializing opportunities; Mrs.

Vu had door prizes. Many new families in attendance. If the Christmas parties are going to be held in the future, this may be a permanent event. Relatively easy for us to plan. Better outreach to new parents. Grade level ambassadors may be an opportunity for future announcement.

c. Gift/Social for Catholic Schools' Week - February 1

Lunar New Year theme - snacks, lucky envelopes (red envelopes with money), money tree where everyone picks from. No activity, just food and socializing. Eight to ten kids to be supervised - teacher classroom for them to hangout. Meetings are in Ms. Donohoe's class starting at 3:45 - 5 pm. Option to use front office for meeting. PEC to decide on locations. Staff ~70, Ms. Walker has list. Cullen said event on the 5th and not sure how much prep is involved for the Pavilion. PEC to start working on food trays, decorations, pricing and finalize details.

d. PA newsletter - items, deadline, etc. Need to touch base with all committees, gather photos, signups, etc. Just to cover PEC events for the upcoming events. Once a month newsletter for PEC information to be published on the last wednesday of the month, information Friday prior. May to touch base with committees to see what could be included. Photos will be a good thing to include. Ms. Vu light on words, heavy on pictures; to communicate. Katherine may have pictures if we need them.

e. Front-office volunteers - look to schedule. May want to push out/put in newsletter - add picture of Ms. Kelly for help.

f. Teacher grants - assemble information for applications

Alexis looking into format options. Gina - fund the need - not sure amounts for both schools. Possibly update the Pavilion, lighting. Open options. Vehicle i.e. gator, golf cart. Discussions continue. Cullen - vehicles make sense. Possibility for golf cart for security officers. One available at Savio. Goal is to add another person for facilities, grounds. Performance art doesn't have a set place, needs justification, for both schools. Alexis to bring grounds for grant to bring to next meeting on February 14.

VI. New Business

- a. Spring Event - Look at possibly having it on March 4 (movie night). Start at 7 pm on a Friday night. Gina has movie rights connections. Student Council worked on the reading under the stars event (Alexis to check). May to look into securing screen. Food trucks or having PA provided popcorn. May to send committees on food and dessert trucks that have been used in the past. No meat - Lent. Concession stand alternative
- b. Create sign-up for front-office volunteers
- c. Gala sponsorship - PA does sponsorship whether monetary (utilize to purchase silent auction items) usually \$500 sponsorship and sponsored candy bar table. Gina doing a midnight munchy, meeting with the hotel on Wednesday for possibilities. \$500 for dessert option for a total of \$1000. Motion to sponsor \$1000 for gala - motion carries.
- d. **Next PA EC Meeting: Monday, February 14**

VII. New business initiated by meeting attendees, if applicable

Need mail slot for the PA. Ask Mrs. Walker for space.

Mr. Cullen - new display boards that show pictures of kids on a board to display HFCS. Video and pictures, updating display boards. Will be in churches, working with Grace. Thanksgiving survey sent out. Principles getting average score from surveys; sometime this week, parents will get rough average responses. Food services stood out - we need to review comments to see what can be done on this issue. Ms. Vu working on eating options in the Pavilion. Wisdom building waiting on permits. Message to be sent - hoping to get in building by end of the year. Review, accreditation summary to be available to all educators, parents for HFCS by end of the year. Alexis suggestion - send out as PDF. Dioceses questions - not our survey - like an exit interview, smaller survey at the end of the month.

Ms. Vu - accreditation review - when we share priorities those are for the next 5, 7 years out. Gives everyone a common, shared vision, good for families to know where we're headed. Visit in March is verifying report that everything we submitted are correct, verifying our goals. Information to share that HFCS will have visitors.

Volunteer practices not being changed due to Omnicron. Mask mandate to be updated on Friday.

VIII. Adjournment



Executive Committee Meeting Agenda March 9, 2022

Attendees:

President: Alexis Dobson

Vice President: May Nguyen Mitchell

Treasurer: Charlotte Wise

Secretary: Diana Coleman

Silver Angels Grandparents Association:

Bea Rey

HF Staff: Gina Kerley, Erin Vu,

Katherine Mackowski,

Tim Cullen, and Grace Everett

I. Welcome/Prayer

II. Approval of minutes from February meeting Motion to approve, passed unanimously.

III. Silver Angels Report - Bea

IV. Treasurer's Report - Charlotte

V. Old/Unfinished Business

- a. February activities: Uniform resale closet Good response, chairs share with grade levels on when space is available, PA newsletter pictures welcome, Movie Night 300-350 attendees, wonderful feedback
- b. Front-office volunteers table until next Fall, put in Committee option where people can volunteer for this position
- c. Teacher/Staff Grant information Grant process (see document) determine when to advertise -possibly June 1, which would allow us to vote at June meeting when we would know how much we have to allocate. May need a separate meeting after applications are filed. Google form for submission created as an example. Vu recommend attach requests, submit documentation of requests; if teachers get grant in Fall what are our expectations. Secondary request to follow up and demonstrate deadline year out maybe where they turned in and circle back with something tangible. Demonstrate how it impacted the school. Vote next month.
- d. Adding at-large members to Parents Executive committee Based on grade levels, if we proceed we need to update bylaws. Non voting members may not necessitate change to bylaws. Need to clarify roles, elections this spring. Trial run for a year? Nominations in April, new Board Members come in May, vote on the members, June meetings first official. PA newsletter in March put out request in any positions. April voting segment. Initially thinking three to start, determine how to divide - by

grade, building. Family representatives instead of at large members title.
(PK-1, 2-4, 5-8) Alexis to draft, vote via email.

VI. **New Business**

- a. Vote to sponsor Run With the Angels \$500 motion to approve, passed.
- b. Discuss adding at-large members to executive committee
- c. Nominations form for 2022-23 positions Need to create form, May working on this to include in March PA newsletter.
- d. Thank-you activity for committee chairs Social event, luncheon possibility at a restaurant. May timeframe. Volunteer appreciation mass? May 5 or 12th. Mini reception after mass, Gina leads. Lunch possibly Friday the next day. TBD.
- e. Contact chairs/executive committee to see who is returning May to send email out to chairs and PA newsletter. Charlotte is not decided, interested in the family representative. Gifts
- f. Admissions Open House - April 19, 4:30-6:30 pm Help needed on registration. PEC to attend 3:30/4, PA table.
- g. Decide on gifts: graduates Prayer Cards given previously, 1st communion reception, committee chairs Meet separately to plan. May to work with Alexis
- h. Parent-wide End of Year Social on June 3 Would like to have a separate party for parents like in December. Faculty would prefer this.
- i. **Next PA EC Meeting: Monday, April 11**

VII. **New business initiated by meeting attendees, if applicable**

VIII. **Adjournment**



**Parent Association
Executive Committee Meeting Agenda
May 12, 2021**

Members present:

President: Dineen Mansfield

Vice President: Tricia Swan

Treasurer: May Mitchell

Secretary:

Also present: Alexis Dobson, Katie Berry and Lauren Barretto.

- I. Meeting was called to order after the opening prayer at 8:32AM.
- II. **Dineen** motioned to approve the meeting minutes from the April PA meeting. **Tricia** seconded the motion.
- III. May gave the treasurer's report – **Charlotte, please reach out to May for specifics here, as I was distracted with a work issue and did not capture this, sorry.**
- IV. **Dineen** has emailed Katherine Mackowski about updating the [HFCS PA website page](#) with the new Exec. Committee members – **Alexis Dobson** and **Shanalee Sharboneau**.

May, Charlotte, Shanalee and Alexis will need to coordinate a day / time to take new PA group photo for posting the PA website page. Tricia will send Katherine the new Service Committee chairs / co-chairs for PA web page as well. Dineen also emailed Katherine about ordering new PA name tags for Shanalee, Alexis and Charlotte.

- V. **Lauren Barretto** presented on the Service Committee she wants to establish for the parents of children with learning differences. Laura has met with Mrs. Laster and has her blessing. Over the summer Laura will work with Katie (the school's Learning Support Coordinator and new HFCS Principal) to better define the new committee by interviewing the school's teachers about their needs.
- VI. **Tricia** gave an update on Service Committee chairs - all the committees - except for the Community Partners - have at least one chair. Both the Health and Room Parent committees have one chair. Health committee will be fine with just one chair as the school now has a full-time nurse on staff. Alexis will talk to Mrs. Guzman (school nurse) about the leadership/needs of the Health Committee. Alexis has reached out to Nicole Blair regarding status of uniform resale and possible online option.

Dineen sent Alexis the email conversation she had with Christine Carter regarding an online resale platform.

- VII. **Dineen** recommended Alexis touch base with Mrs. Meriwether regarding needs and deadlines for the Summer Newsletter and New Parent Orientations. Alexis found out the following:

New Parent Orientation:

NPO I: June 15 at 10:30 am and 6:30 pm. (virtual)

NPO II: July 28 9:00 am and 6:30 pm (not sure if virtual or in-person yet)

Summer Newsletter will be sent out: June 30

May, Alexis, Shanalee and Charlotte will need to decide with the next PA meeting will be and the invite will come from Alexis moving forward.

Dineen will drop off both PA President 3 ring binder and flash drive at Alexis' house on Friday, 5/14.

Dineen ended the meeting at 9:04 as she had to jump on a work issue. Alexis started new Zoom meeting and Tricia, Alexis and May continued the conversation there.

Alexis reached out to Nicole Blair to see status of uniform resale and possible on-line option.

Alexis plans to talk to Mrs. Guzman about the leadership/needs of the health committee.



Executive Committee Meeting Minutes

November 8, 2021

Attendees:

President: Alexis Dobson

Vice President: May Nguyen Mitchell

Treasurer: Charlotte Wise

Secretary: Diana Coleman

Silver Angels Grandparents Association:

Bea Rey

HF Staff: Gina Kerley, Erin Vu,

Katherine Mackowski,

Tim Cullen, and Grace Everett

I. Welcome/Prayer/Introduce Mrs. Everett - Alexis

II. Approval of minutes from October meeting

III. Silver Angels Report - Bea

Challenges with email distribution lists. When requesting lists Gina can assist.

IV. Treasurer's Report - Charlotte

V. Old/Unfinished Business

- a. Uniform resale closet - Vu received proposal moving from twice a year in the gym. Three years ago we moved to a different uniform company. We didn't expand inventory so we haven't had a sale since 2018. 150 in storage, not enough for sale similar to the past events. Parker uniforms that are available Ms. Vu is open to sharing. Proposal to develop a uniform closet, open a few times a month available to parents, big fundraiser for PA. Ms. Vu wants a meeting to finalize details. Once Wisdom building is complete we may have space.
- b. Health Screening update - last month. Completed in two days. See whos interested in training screeners so in the fall we have more volunteers. Two chairs plus Ms. Guzman
- c. Eat-N-Treat recap - 745 reserved, reviewed survey responses and budget items. Need a clean up crew, may be too big for PA only. Break up volunteer opportunities with different committees. Tim would like to see

combined event, open to trunk or treat alternatives. Two school events - combine both Savio and PA.

- d. Grandparents' Day - Thursday, November 18. Gina is working with Bea on schedule. Secure schedule including opportunities for book fair. Need more volunteers from staff (office). Sign up genius for parent volunteers - send to chairs and newsletters. Gina to send Diana verbiage to include in newsletters.

VI. New Business

- a. Book Fair - next week.
- b. Staff Appreciation - Kcup drive starts next week.
- c. Ideas for Catholic Schools' Week gift - end of January, PA always gives a gift. Soliciting ideas welcome for teachers. February 1 staff meeting, 3:45 - 5 pm. Something social, staff count 65.
- d. **Next PA EC Meeting: Monday, December 13**
- e. Spring event - we've never done anything before? Possibly easter egg hunt. Easter Bunny sock hop, fun music, motown, celebrating together as a family.
- f. Cullen - continue to update facts on building updates. Project manager working with him, very organized, ready to go. Update on Friday this week or next.
- g. May - one family who is their last year at HFCS, first graduating class of HFCS. Maybe we should recognize this family?

VII. New business initiated by meeting attendees, if applicable

VIII. Adjournment



**Executive Committee Meeting
Minutes December 13, 2021**

Attendees:

President: Alexis Dobson

Vice President: May Nguyen Mitchell

Treasurer: Charlotte Wise

Secretary: Diana Coleman

Silver Angels Grandparents Association:

Bea Rey (absent)

HF Staff: Gina Kerley, Erin Vu, Katherine Mackowski,

Tim Cullen, and Grace Everett (absent)

I. Welcome/Prayer - Alexis **II. Approval of minutes from November meeting** Meeting minutes approved

III. Silver Angels Report - Bea 2 or 3 grandparents helping, new for the Silver Angels. Book fair seemed to run out of books, Supply chain issues resulting in limited books.

IV. Treasurer's Report - Charlotte See Treasures Report - December 13, 2021 located on Google drive.

V. Old/Unfinished Business

a. Uniform resale closet. Alexis met with Ms. Vu - move away from a once a month event and move towards a closet option. Computer lab with locked door; space is available. Open after school hours due to EIM. After Charity building is closed, not before school. Two kids bathrooms close for trying on clothes. Set up in January - Mrs. Blair can bring in boxes from her home. Uniform closet to open in January. Committee for uniforms - payment flat rate per item, billed through FACTS. Flynn and Parker uniforms, no restrictions.

Ms Vu met with Flynn O'Hair. Mass Day blouses for middle school girls that

are cheaper, options to wear both. Would like the store available as part of the new parent training for incoming families. Proceeds go to the Parents Committee.

b. Recap: Grandparents' Day, Book Fair, K Cup drive

Challenge behind the scene with split registration and where grandparents would be located. We may move to Friday next week. Next time we can highlight the students - robotics, band/string. Maybe check in can be in a location other than the office. Feedback received was positive, still yet to do is get pictures from Michael and get them out. Have those printed and send home with kids in lieu of emailing. Will be distributed on Friday. There was some feedback on wanting an invitation - either digital or hard copy.

Need a storage for Kcup. Ms. Vu will have teachers pickup a second box to alleviate storage.

c. Gift/Social for Catholic Schools' Week - February 1

On campus, can discuss at next PA meeting. Chair massages possible. Antonennes lunch packs for snacks possibly. Ms Vu - faculty like to talk and be together. Trays may be an easier option. Alcohol will need to be at St. Vincent de Paul. Meeting from 3:45-5. Having proposals for group to discuss/approve in January.

VI. New Business

a. Parent Social on December 17. From 11-12 in the Pavilion. Coffee available (paid for through our budget). Flyer sent to parents. Goal is to let people be in community with each other. Chance to have parents be other parents without their children. Mr. Silver put out tables and put out identifying grades. Name tags as an option. Motion passed to fund coffee not to exceed \$200.

b. Suggestion of monthly PA newsletter - upcoming events, sign up sheets, etc.

Ms. Vu discussed with Alexis the option of a monthly Parents Executive Committee. May be a good way to disseminate information. Meeting only newsletter that is separate from the weekly e-newsletter. Start working on this in January.

c. Spring event - with Savio? Easter Egg Hunt, Movie Night, or other event? Savio has possible conflicting dates. Option of movie night, need to calendar

the event as soon as possible. Prior to time change March 13, 2021, week of Spring Break. Start at 6 pm, in the Pavilion. Have money in the budget for the event. March 4 or March 5. Confirm dates are available. Possibly bring food truck for families to buy their own, PA provide popcorn. Continue to research. d. Possibly assist with front-office volunteers.

Looking to help EIM cleared to escort students back and forth. Ms. Vu working with Ms. Kelly to determine peak times - early morning, lunch, dismissal. If no one steps forward we have a process in place currently. We will start next semester. Person who manages sign-up will confirm EIM status.

e. Gala and class project coordinators. Soft launch sponsorships. Website is up. Tickets and promo codes after holidays. February 19, Sheraton Georgetown, Black Tie options. Room block available. Collecting live and silent auction items. Procurement underway. Gina is going to the family community and sponsorships now open. Going to past sponsors and parents who own their own business. \$125/pp. Black and gold theme. Electronic signage in hotel will cut down on costs.

Project coordinators - parents typically pick up supplies; Mrs. Quinn usually does most of the heavy lifting.

Surplus idea - Alexis raised option teachers can apply for grants to PE for projects in the upcoming year. Spirit shop and spirit night has been going well, we may have surplus. Let's consider opportunity to apply for grants on projects that we could fund. PA show direct involvement in classroom, can show PA involvement as well. For consideration. Ms. Vu thinks this is a good way for faculty to get involved; when faculty given the opportunity to extend learning opportunities they can be very clever. Projects can be highlighted.

f. Next PA EC Meeting: Monday, January 10

VII. New business initiated by meeting attendees, if applicable

Mr. Cullen likes stand alone newsletter; not overloaded. PA deserves to be seen. Feels like people will be reading the information. Keep it real simple, easy to access. Wednesday middle of the week once a month. Here's what's coming up, here's what we've done. Pictures, not a lot of words. Images not cookie cutter. Can go to a link to the Parent's Association that provide additional information they may have missed?

We can mirror PA webpage to reflect information. Constant contact has templates.
Ms. Walker could assist. Single user account via Ms. Walker.

Be an opportunity to thank people.

VIII. Adjournment



Executive Committee Meeting Agenda

October 12, 2021

Attendees:

President: Alexis Dobson

Vice President: May Nguyen Mitchell

Treasurer: Charlotte Wise

Secretary: Diana Coleman

Silver Angels Grandparents Association:

Bea Rey

HF Staff: Gina Kerley, Erin Vu,

Katherine Mackowski, Tim Cullen

- I. **Welcome/Prayer - Alexis** Began at 8:10
- II. **Approval of minutes from September meeting** Approved, approved by Charlotte, second by May
- III. **Silver Angels Report - Bea** Sent note to all grandparents, few reply back to EIM. Three grandparents volunteering in carline.
- IV. **Treasurer's Report - Charlotte** May and Charlotte to finalize budget reports. Double report in November.
- V. **Old/Unfinished Business**
 - a. Storage unit update - closed. Storage room is empty, shelves are being repurposed. Storage unit by carline available, advancement closets. Mr. Silver will let us know when those are available.
 - b. Uniform resale closet - plan in progress. Working with chairs and the committee and Mrs. Carter for proposal to Ms. Vu about how to proceed forward. Reformulating right now. Update next year
 - c. Health Screening dates - October 20-21 (Wednesday and Thursday)
 - d. Eat N Treat (see attached). 75 people have RSVPd; flyers to go home with children. Photo booth sponsored by Ortho 360 fr 5-6:30. May need second/third grill. Decoration assistance needed.
 - e. Grandparents' Day - Thursday, November 18; Gina provided update. Working with Bea on details, schedule. Pk-2 prayer service in Pavilion. Grades 3-8 would have mass. Grandparents can take their grandchildren to book fair. Coming together, both choir and one act play will have a performance at the end of the day.

VI. New Business

- a. Book Fair - Chairs for bookfair and library; presentation next month.
Vendor Scholastic.
- b. Staff Appreciation - K-Cup Drive - no needs right now. Space to sort K-cups needed. Vu will be contact or Mrs. Walker for space.
- c. **Next PA EC Meeting: Monday, November 8**

VII. New business initiated by meeting attendees, if applicable

VIII. Adjournment



**Executive Committee Tentative Meeting Agenda
September 13, 2021**

Attendees:

President: Alexis Dobson	Silver Angels Grandparents Association: Bea Rey
Vice President: May Nguyen Mitchell	HF Staff: Gina Kerley (Director of Advancement), Erin Vu (Principal),
Treasurer: Charlotte Wise	Katherine Mackowski, Tim Cullen (Principal)
Secretary: Diana Coleman	

- I. **Welcome/Prayer - Alexis**
- II. **Approval of minutes from August meeting**
- III. **Appoint Diana Coleman to Secretary, move Charlotte Wise to treasurer and May Mitchell to vice president**
- IV. **Silver Angels Report - Bea**
 - Email sent out to grandparents to help with car line in the morning
 - Looking into Grandparents EIM option
 - Something in the works for after book fair for grandparents - around noon, budget depending, grandchildren could help. Ms. Curley is working on a few things for Grandparents Day
- V. **Treasurer's Report - Appoint Charlotte to Treasurer approved**
 - May - PA dues haven't been transferred yet
 - July, August storage
 - Previous balance - carry over balance \$5,059.58
 - Budget review - proposal distributed. Last column adjustments.
 - Easy giving - box tops, Randalls, Amazon Smile goes to PA
 - Expected income (total income)
 - Storage calculated into October
 - Contingency - donations requested as needed
 - Motion to approve granted
 - Vu proposed an overview here's what your funding provided - we do in Orientation, but didn't get to do this year. Was provided in newsletter in Summer. New families may not have received it. A pocket of people may have missed information. Perhaps put additional update in e newsletter. Highlight parents association in newsletter.
- VI. **Old Business**
 - a. Service committee updates. Spotlight organizations - how is that going?
 - Highlight in newsletter. Been doing videos for three weeks on three organizations. Car line was mentioned twice. Kelly Walker formats newsletter, if we want to move PA updates we need to work with her. Diana will work with her on that.
 - b. Storage unit update - moved to September since buildings/space are not available yet. Would like to get out in september. Storage unit has huge shelves that need to be removed to advancement storage in Grace. Library books, etc. PA has one public storage, advancement has one at public storage, storage closet in Grace. Vu reach out to Mr. Silver and let him know where storage shelves are so we can move on Saturday. Provide information so we know if we need additional volunteers.

- c. Uniform resale closet - when to open?
- d. Vote to include unused Gala project funds back to PA budget
- e. Review of August activities - Service chair meeting, Coffee & Kleenex, Meet the Teacher, Room Parent Training, 1st Spirit Night

VII. New Business

- a. 2021-22 Budget
- b. Approve changes to PA Handbook
- c. Spirit Night schedule (see attached)
- d. Health Screening dates
- e. Eat N Treat - October 28
 - i. Time & location
 - ii. Committees to assist - Silver Angels and Blue Angel Dads?
 - iii. New items:
 - 1. Photo Booth
 - 2. Food truck/Dessert truck utilizing orientation budget
 - iv. Food logistics
 - 1. Food, drinks, chips, supplies, music, prizes, grills?
 - v. Promotion
 - 1. Flyers - posted on doors and sent home
 - 2. E-newsletter
- f. Preparations for Grandparents' Day
 - i. Committee to brainstorm new ideas?
- g. **Next PA EC Meeting: Monday, October 11 (but that is a school holiday)**

VIII. New business initiated by meeting attendees, if applicable

- a. Tim - new family, BBQ. Simple and sincere event where people can celebrate buildings being open, tour to walk through. Food truck or food trucks. Preview of phase 3. Opportunity to share information including timeline targets and schedule. October 3 (Sunday) from 4-6 pm. Celebration transitions. Title TBD. Information to be sent out. Charlotte proposed utilizing this time as an opportunity for new parents meet and greet to replace original new family BBQ.
- b. Patsy Meriweather submitted resignation due to health issues. Posted position. Coordinate with Ambassador program
- c. Erin Vu - connecting virtual students with those in person on campus. Record prayer possibility or morning video options. Question posed to the group - would parents watch this? Group likes the virtue highlight and interaction with Ms. Vu. Maybe weekly option. Lines up with childrens teaching program.

IX. Adjournment - Group adjourned at 9:49