



## Executive Committee Meeting Minutes May 8, 2023

### Attendees:

President: Alexis Dobson  
Vice President: May Nguyen Mitchell  
Treasurer: Val Walker  
Secretary: Diana Coleman  
Parent Reps: Kristine Maulit and Katie Partida  
Silver Angels: Beatriz Rey  
HF Staff: Gina Kerley, Erin Vu, Tim Cullen, Susan Laielli, Michele Nash and Grace Everett

Johanna Laya, President  
Anna Perruse, Vice President  
Angela McMurray - Secretary  
Kathleen Meza – 2-4 Parent Rep  
Kimberly Costello – Pre-k – 1 Rep  
Eric Wernicke – Liturgy  
Angela McMurray – Secretary  
Anna Meadows – Liturgy  
Committee  
Kristine Maulit – Library Cochair  
May Mitchell – New 5-8<sup>th</sup> grade Rep  
Janine Maulin – Community Partners  
Kathy Bartlett – Community Partners  
Aaron Moller – Liturgy Team

### New HFPA:

- I. **Welcome/Prayer. Introduce new members**
- II. **Approval of minutes from April meeting** Motion to Approve made by May, second by Katie; approved.
- III. **Silver Angels Report – Bea** No report; try to get grandparents to fill her role. Still looking, pending.
- IV. **Treasurer’s Report - Val** Financial report overview for upcoming year review.
- V. **Old Business**
  - a. Service Committee updates for April – Kathy, Janine (Community Partner chairs) proposals for next year. Reviewed email – proposed skating night, need 100 members to book. Basketball aim for 2-20-24. Add to FB pages for the grade groups to alleviate challenges of asking parents to do so; how can we moderate in the future. Communication with the school needs to be working with these pages. Pending dates for skating and basketball; budget for coffee and community. Play Land (September) and Basketball approved.  
Liturgy – help with set up and clean up after all masses. Raising budget proposals, reviewed handout. Hymnal books needed, working with Mrs. Walker – requesting 15-20; previously provided by grants; propose PA grant. Banner stand parts needs to be replaced; vendor has replacement parts. SVdP – thank during Catholic School Week provided lunch, Savio and HF \$160; continue moving forward.

- b. Recap/Update:
  - i. Coffee & Community, Spirit Night
  - ii. Admissions Information session
  - iii. Teacher/staff grants – teachers emailed last week; four received so far. Document to be presented to committee to be voted on in June. Online google form, Alexis to work with Angela on document.
  - iv. Vacant committee chairs? We need Room Parent Chair, Silver Angel Chairs.
  - v. Run with the Angels – Gina provided overview. Still need co-chairs for the event. Ice Cream social in progress.

## VI. New/Continuing Business

- a. Spring events:
  - i. Thursday, May 11 – Volunteer Appreciation Mass & Social that evening (Alexis' house)
  - ii. Tuesday, May 16 at 6 pm – New Family Orientation via Zoom
  - iii. Tuesday, May 16 – Baskin Robbins – Community Partners – 3-6 pm
  - iv. Thursday, May 18 – Last 8th grade mass (give gift)
  - v. Friday, May 19 – Coffee & Community
  - vi. Thursday, May 25 – 2nd grade communicants' recognition (give gift)
  - vii. Friday, May 26 – Last day of school/HFPA Social in pavilion
    - 1. Who can assist/what to serve?
    - 2. Promotional flier
  - viii. Upcoming Blue Angel Boutique Dates. Can collection bins be outside Grace last week of school?
    - 1. Tuesday, May 9 from 4:00-5:30 pm
    - 2. Saturday, June 3 from 9 am-12 pm (extended hours!)
    - 3. Saturday, July 22 from 9:00-10:30 am
    - 4. Saturday, August 12 from 9:00-10:30 am
    - 5. Saturday, August 25 from 9:00-10:30 am
- b. Scheduling:
  - i. Decide on June meeting date and set date/time for meetings for next school year.
  - ii. Deadline for PA summer newsletter/flier. Any other information to include - Kickoff flier? How can I help flowchart?
  - iii. Set date and location for Service Chair meeting
  - iv. Set date and location for Room Parent Training
  - v. What date is Kickoff? Aug. 10? Vu confirmed. 4-5:30, 6-7:30. Optional open house Aug. 11? Vu confirmed Times? Tentatively 3-5 pm. Pre-K/Kinder special meeting time.
  - vi. Does the school want the PA to serve the first school mass in August? Vote on this item in June? Solemnity, possibly a joint mass. Vu working on this. TBD Tuesday, Aug. 15?
- c. Need photo of new executive committee - update website with pic and names
- d. Order name tags for new members. Suggest ordering name tags for service committee chairs with lots of contact with volunteers/staff: Staff Appreciation, Community Partners, Prayer, Liturgy, etc.
- e. Create a survey for teachers and parents regarding PA. What to include?
- f. Update HFPA handbook - for next year's committee. Nothing in by-laws regarding write-in/run-offs. Need to update and vote by new committee. President's requirement to maintain; group votes on amendments.
- g. Updates from Advancement office
- h. Updates from Admissions office
- i. **Next PA EC Meeting: TBD June 12, 9 am.** Pending Mrs. Walker to confirm room (May to confirm)

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

VI. **Adjournment**



## **Executive Committee Meeting Minutes**

**April 3, 2023**

### **Attendees:**

President: Alexis Dobson

Vice President: May Nguyen Mitchell

Treasurer: Val Walker

Secretary: Diana Coleman

Parent Reps: Kristine Maulit and Katie

### **Partida**

Silver Angels: Beatriz Rey

HF Staff: Gina Kerley, Evie Cascarano, Erin Vu, Tim Cullen, Susan Laielli, Michele Nash and Grace Everett

### **I. Welcome/Prayer**

**II. Approval of minutes from March meeting.** Motion to approved made by Diana, second my Val.

**III. Silver Angels Report – Bea.** Social not too many attendees; good time.

**IV. Treasurer’s Report – Val.** Overview provided. Current surplus, more income and expenses anticipated.

### **V. Old Business**

- a. Service Committee updates for March. Lunch committee met with Mrs. Vu – discussed program, explore other options for a lunch provider; we don’t have a contract with the current vendor. Would be beneficial to have a contract for the coming year. Working with Savio on suggested lunch vendors to review.
- b. Recap/Update:
  - i. Transfer initiated – RWTA sponsorship.
  - ii. Coffee & Community – good turnout. Ran out of coffee but was a good first run. Alexis requested for future events. More coffee next time, expanded budget. Explore other vendors for coffee. Gina to provide Johnny Beans information to Alexis. Approve community partners budget – motion by May, second by Val. Approved.
  - iii. Come and Go Info Sessions – last week on current Board openings. Several folks interested. No nominations received yet; Katie to send out email this week to follow up.

### **VI. New/Continuing Business**

- a. Spring events:
  - i. Saturday, April 15 – close nominations
  - ii. Tuesday, April 18, 4:30-6 pm - Admissions Open House
  - iii. Thursday, April 20 – voting begins in HF school newsletter (get info prior to Mrs. Walker to create ballot)
  - iv. Friday, April 21 – Coffee & Community
  - v. Sunday, April 23 – voting ends
  - vi. Monday, April 24 – announce to winners they won, put announcement in HFPA newsletter that week
  - vii. Tuesday, April 25 – Santa Catarina Spirit Night
  - viii. Friday, May 5 – Run with the Angels. Sponsorships closed; shirts ordered. 125 additional shirts to sell day of for adults \$15. No shirts for volunteers. Goal is to build this as a volunteer event. Need a chair to work with Gina and booster on prize distribution. Theme for booster – national parks. Communicating with parents, registration open on April 13.
  - ix. Monday, May 8 – HFPA executive committee meeting with new members
  - x. Thursday, May 11 – Volunteer Appreciation Mass & Social that evening (Alexis’ house). Same day as AP testing, PAC not available. Need to confirm space. Possibly Narthax at St. Vincent de Paul.
  - xi. Friday, May 18 – Last 8th grade mass
  - xii. Friday, May 19 – Coffee & Community
  - xiii. Thursday, May 25– 2nd grade communicants recognition

xiv. Friday, May 26 – Last day of school/HFPA Social

b. End of year:

i. Vote on gifts: graduates, 1st communion reception, committee chairs, staff we work with. May – rosary selected. Reception – talk to Kristine and/or Katie about organizing. About 75 students. Confirm space for event.

ii. Parent-wide End of Year Social on May 26

c. Vote to decide to offer teacher/staff grants

i. When to open. Summary from 2022-23.

ii. Review promotional materials.

d. Which chairs/executive committee are returning, Leadership for 23-24 -

e. Updates from Advancement office

f. Updates from Admissions office

g. **Next PA EC Meeting: Monday, May 8 at 8:05 am**

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

VI. **Adjournment**

**Other**

- Staff grants – Alexis provided overview. Entertain a motion to provide grants for 2022-2023 approved, motion by May, second my Val.
- Blue Angel, Silver Angels, Car Line, Room Parents – need positions filled. Circle of Support on the fence. Executive Committees – one candidate for President, Secretary, others open. Prayer Committee – Rosary – open to step down if someone else would like to try this role. Room Parent Chair – liaison between PEC and school.
- **Nominations in the newsletter for this week. Include brief description in blurb. Include Executive Committee, highlight big events. Maybe send individual email communication on Friday – Gina can assist. Work with Alexis on verbiage. Have a tag line so it catches your attention. Nomination and voting – two separate emails. Send language to Alexis tonight. Include RwTA chair – fundraising committee chair.**



**Executive Committee Meeting  
Minutes  
August 8, 2022**

**Attendees:**

President: Alexis Dobson

Vice President: May Nguyen Mitchell

Treasurer: Val Walker

Secretary: Diana Coleman

Parent Reps: Kristine Maulit, Katie Partida, and Charlotte Wise

Silver Angels: Beatriz Rey

HF Staff: Gina Kerley, Erin Vu, Tim Cullen, and Grace Everett Evie Cascarano ( Development Office)

- I. **Welcome/Prayer** Meeting begins 6:05
- II. **Approval of minutes from June meeting** Approved
- III. **Silver Angels Report - Bea** Letter sent to grandparents on the 15th to help with coffee and kleenex; no responses yet. EIM not needed for the event.
- IV. **Treasurer's Report - Val (budget discussion later in meeting)**
- V. **Old Business**
  - a. Breakfast with Santa proposal - update? Gina met with Jennifer Ryan - Kathy Bartlett - all are willing to take on the role of chairing and planning this event. Rebrand event is needed, agreed with discussion previously agreed upon. Available at PAC, looking at other venues. Will meet again after school starts to continue planning. December 3 - possible event date - December 10 available if needed. The earlier the better so December 3 may work better. Gina will coordinate with Evie, Jennifer and Kathy to lead effort.
  - b. Grant distribution - update. Emails went to awarded participants. Washer for gym was more than anticipated; grant not awarded this year so funds can be rolled into next year. Gave 10 grants total. Highlight at kickoff.
  - c. Upcoming important dates:
    - i. Kickoff - August 11
    - ii. Delivery of Teacher/Staff gifts - August 12 at 12 pm; staff appreciation providing lunch to the teachers.
    - iii. Open House - August 12 - no program. Walk schedule, meet teachers. 3-5 pm, 5-6:30 for Pre-K, K
    - iv. Blue Angel Boutique - Saturday, August 13 and Saturday August 27 from 9:00-10:30 am.
    - v. Room Parent Training - September 6 at 8 am at St. Vincent de Paul
  - d. Kickoff - August 11, 4 pm and 6 pm

i. Review agenda -  
PA Executive Committee - Welcome prayer: Deacon Chris Sperling, or any of our sisters, parents. Alexis to finalize.  
Kickoff in gym, service chair members and treats in pavilion.  
Alexis to provide overview and provide updates and introduce Val, success from past year.

Mr. Cullen - 10 - 15 minutes  
Mrs. Vu - 10 - 15 minutes  
Needs - Gina to provide update

Student council confirmed to help. School board to be introduced.  
Alexis needs to adjourn the meeting, an opportunity to wrap up time.  
Jeremiahs to drop off ICEEs - five flavors - in coolers - to be distributed in concession stands. Need trash cans, remove storage from concession stands.

Need to figure out PEC members who have children who need to meet their teacher.

ii. logistics

## **VI. New Business**

### **a. First day of school**

i. Coffee and Kleenex - Gina and Bea - coffee supplier TBD, lighter menu than last year. Kleenex with prayer cards available for parents, grandparents. Gina to email parents tonight. Perfect opportunity to allow parents to drop off and be guided to Pavilion. Parents can't drop off children at classroom, must drop off at the door due to safety, security.  
ii. Mass at 10 am (new time). Val, May and Alexis to help with readings and intentions. Savio also helping with ushering and other items.

Advancement office - all charitable gifts are delivered to the Advancement Office for processing which include cash, checks, pledges, sponsorships, donations, and matching gifts. Annual fund is changing, more details on Thursday night, and as appeals go out. Choir of Angels is now Angel Fund specifically designed to help support the students and the advancement of HFCS. Not marketing that particular appeal, no longer marketed to cover funds. Allow folks to give, not as many levels, to let people give to their availability. Not tied to Gala event. Two events will stand alone. Donations can be allocated to specific areas if so desired. No chair, to include leadership team.

September 9 - Parent Social - TBD. More details to come.

Evie - event liaison working with Gina advising.

b. Vote on budget for 2022-23. August 26 budget due to Diocese

c. Decide on Executive Committee liaisons with Committee chairs

**d. Next PA EC Meeting: Monday, September 12 at 8:05 am**

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

**VI. Adjournment** 7:27 pm

Meeting continued after Service Chair Meeting and majority voted to approve budget with corrections given to Val.



## Executive Committee Meeting Minutes

December 12, 2022

### Attendees:

President: Alexis Dobson

Vice President: May Nguyen Mitchell

Treasurer: Val Walker

Secretary: Diana Coleman

Parent Reps: Kristine Maulit, Katie Partida, and Charlotte Wise

Silver Angels: Beatriz Rey

HF Staff: Gina Kerley, Evie Cascarano, Erin Vu, Tim Cullen, Susan Laielli, Michele Nash and Grace Everett

### I. Welcome/Prayer

II. **Approval of minutes from November meeting** Approved with modifications re: Lunch committee volunteer - deliver to classrooms instead of Pavilion; motion approved

III. **Silver Angels Report - Bea** Will assist with party on Friday, December 16

IV. **Treasurer's Report - Val**

V. **Old Business**

IV. **Treasure's Report - Val**

V. **Old Business**

- a. Service Committees in November: Blue Angel Boutique, Carline, Liturgy, Prayer, Staff Appreciation, Lunch Volunteers, Lunch Monitors, Office Volunteers, Community Partners, Library, Health, Circle of Support, Lunch Committee \*\*Staff appreciation - received gifts, getting information out was helpful\*\* Community Partners, Blue Angel - spring parent/child event - TBD. (May) Office volunteers have been successful - one, two volunteers daily have been very helpful.

b. Recap:

- i. Grandparents' Day - Gina - recap registration needs to be in gym for efficiency; need to work with the book fair regarding space. Over 400 attendees, six people attended for estate planning - planned for 25.
- ii. St. Nick project
- iii. Jingle & Mingle - how event went, ornament sales, etc. - We have 250 ornaments left, pending pickup on some. We need to decide what to do with remaining. Suggestion to gift to our teachers. May to organize sale of ornaments. Alexis to organize put in teachers boxes with a card. Gina purchased one for each board member.

c. Consolidated sign up page - set up meeting

VI. **New/Continuing Business**

a. December events:

- i. Themes/ideas for Parent Christmas party - Dec. 16 - supplies, who can assist? Hot drinks due to weather

b. January events:

i. Catholic Schools' Week hosted event - Jan. 31? Last year we did dinner for the staff. Vu - breakfast tacos, ice cream social fun. Morning time with breakfast is widely appreciated. 7:30-7:50 am or 8:15, work with Room Parents for coverage. Details/logistics to be finalized in January.

c. Spring events:

i. Gala - Feb. 11. Vote to sponsor - what to sponsor? PA has \$1,000 sponsorship - snacks, candy bar, sweet station in years past. Evie working on logistics. Vote on specific details in January.

ii. Family Movie Night - March 3 (book screen, decide on movie) Book the screen. Pavilion is booked already. Movie booked one month prior. May working on this with Alexis.

iii. Father/Daughter Dance and Mother/Son Event - if we want to do this, need coordinators.

d. Updates from Advancement office

e. Updates from Admissions office

i. Tours: Jan. 13, Jan. 27

**f. Next PA EC Meeting: Monday, January 9 at 8:05 am**

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

**VI. Adjournment**

## Executive Committee Meeting Agenda February 13, 2023

**Attendees:** President: Alexis Dobson  
Vice President: May Nguyen Mitchell  
Treasurer: Val Walker  
Secretary: Diana Coleman  
Parent Reps: Kristine Maulit and Katie Partida  
Silver Angels: Beatriz Rey  
HF Staff: Gina Kerley, Evie Cascarano, Erin Vu, Tim Cullen, Susan Laielli, Michele Nash and Grace Everett

- I. **Welcome/Prayer**
- II. **Approval of minutes from January meeting** Motion to approve passed.
- III. **Silver Angels Report – Bea**

Social for the grandparents, 3 or 4<sup>th</sup> weekend in March. After Spring Break at La Madeleine Lakeline; March 24.

### IV. **Treasurer’s Report – Val**

Haven’t received updated financials from November. Requested information, but not yet received. Jingle and Mingle expenses pending.

### V. **Old Business**

- a. Service Committee updates for January: Lunch, Morning Carline, Staff Appreciation, Front Office help, Blue Angel Boutique, Liturgy, Rosary, Room Parents.
- Do we want to look into other lunch options? Mrs. Vu to review contract details, agreement, then schedule a meeting with the lunch committee chairs to discuss next steps.
- Anna Meadow, Liturgy – work with Mrs. Lake to help with set up mass, choir area, pew signs, clean up. Can we add a line item for guest hymnals? Organized thank you appreciation for SVP from Savio and HFCS. Vu suggested Anna look into tech art classes to work on church signs. Requesting to keep funding, possibly raise.
- b. Recap:
  - i. Staff Social - Feb. 7  
  
Rescheduled due to ice storm – chocolate dipped bananas, with blankets and a gift card to Mojo coffee.
  - ii. Gala
  - iii. Schedule debrief meeting for Jingle & Mingle - for this month. Financials due in, Cullen helping on this, try to finalize prior to Spring Break.
- c. Consolidated sign up page - work with Savio? Sign up Genius to discuss a landing page for all of our sign-up needs; maximum number of users for each.

### VI. **New/Continuing Business**

- a. Spring events:
  - i. Family Movie Night - March 3 - items booked, promotion. May update – everything has been booked, screen, movie license (good for a whole year). Flyers to send home with children. Send list of movie options to Savio due to licensing options. Set up sitting area in pavilion, turn off emergency lights, ramp light. Rope off area to prevent running around, security needed (Cullen, Vu to finalize details work with May).
  - ii. Tuesday, March 7 – Jeremiah’s Spirit Night
  - iii. Tuesday, April 25 – Santa Catarina Spirit Night
  - iv. Father/Daughter Dance and Mother/Son Event - if we want to do this, need coordinators. Hold this idea for next year.
  - v. Run with the Angels – May 5

- vi. Leadership for 23-24 – Service Committee Chairs leadership will be reached out to in March, vote in April. PEC members for next year.
  - vii. Community partners wanted to look into getting a coffee social after drop off. Time for people to socialize – where would be the best location for that? Vu parent engagement group, one of the ideas they have had as well. Possibly offering on Friday to use space across from the library. Signing in would be helpful to know who is on campus. Maybe on Thursday mornings prior to mass.
  - b. Fill vacant parent rep position? No need to fill role since needs we are filling this role elsewhere and we are already in mid-February.
  - c. Updates from Advancement office. Testing and tours continue across grades; Tuesday April 18 new family welcome day. Chance for new students to come to campus.
  - d. Updates from Admissions office
  - e. **Next PA EC Meeting: Monday, March 6 at 8:05 am (one week early due to Spring Break)**
  - f. **New business initiated by meeting attendees, if applicable**
  - g. Wisdom Building update – certificate of occupancy pending; Vu coordinating with Mr. Silver for transition. Dads will be contacted to help as moving help is needed.
  - h. Open House that was originally scheduled during Catholic Schools week – rescheduling TBD
- VI. **Adjournment**



**Executive Committee Meeting Agenda  
January 9, 2023**

**Attendees:**

President: Alexis Dobson  
Vice President: May Nguyen Mitchell  
Treasurer: Val Walker  
Secretary:  
Parent Reps: Kristine Maulit, Katie Partida,  
and Charlotte Wise

Silver Angels:  
HF Staff: Gina Kerley, Evie  
Cascarano, Tim Cullen, Susan  
Laielli, Michele Nash and Grace  
Everett

- I. **Welcome/Prayer**
- II. **Approval of minutes from December meeting - Alexis motioned and Katie approved**
- III. **Silver Angels Report - Bea - brief update given by Alexis bc Bea is absent**
- IV. **Treasurer's Report - Val - not much has changed this month, waiting for an update from the school. BAB brought in \$265 in December. BAB has its one year anniversary this month. Room parents have submitted expenses-\$330.65**
- V. **Old Business**
  - a. Service Committee updates for December: Lunch, Morning Carline, Staff Appreciation, Front Office help, Blue Angel Boutique, Liturgy, Rosary, Room Parents - **Allen Christy from Blue Angel Dads may propose a parent/child event for the spring. We would like to request a workday for the storage unit.**
  - b. Recap:
    - i. Parent + Littles Christmas Social - **went well but was very cold! Truffle hot chocolate was well-received.**
    - ii. Schedule debrief meeting for Jingle & Mingle - will do brief discussion today; may schedule longer one later. (Jennifer Ryan present today.)
      1. **Trees were a hit but were a lot of work; perhaps need a committee just for the trees. Could use Blue Angel Dads help in loading and unloading.**
      2. **Next year, could use more help all around. Jennifer is interested in returning to do it next year but will want more help. This year the event was in transition from Advancement to PA so Jennifer had additional help.**
      3. **Will need likely additional funds from PA for next year's event.**
      4. **Do not yet have accurate expenses and data from the event. We do know the coffee bar was \$1200.**
      5. **Would still plan to have a longer debrief; want Mrs. Vu's input on how the effort required affected the teachers and school community as a whole.**
      6. **It was noted that overall, there is less parent volunteering than in years past. Also noted that policy changes have eliminated a lot of opportunities for parents to meet each other and thus, communicate with each other. Feedback**

from several attendees that this year in particular there is a lack of community-building and opportunities to be connected to the larger HF community and that parents are experiencing and discussing this, and this is likely also affecting volunteerism

**7. Alexis will suggest dates for a longer debrief for JIngle and MIngle.**

- c. Consolidated sign up page - set up meeting - **May recapped the meeting with consolidated Sign Up Genius people, but the cost is high. \$1300/year. Agreed that the features are appealing but the price is high for a small school.**

#### VI. New/Continuing Business

- a. January events:
  - i. Catholic Schools' Week hosted event - Jan. 31
    - 1. Breakfast event - **breakfast tacos are suggested, some dietary restrictions for staff who are gluten free. Could also do a small gift bag because we may have budget**
    - 2. Coordinated by Katie
- b. Spring events:
  - i. Gala - Feb. 11. Vote to sponsor - what to sponsor? **May suggested a signature drink or something that could be given to the guests when they arrive. Would like for it to be something special to help get awareness for the PA. Alexis moved to give \$1000 to the advancement office for a photo booth at the gala. Charlotte seconded it.**
  - ii. Family Movie Night - March 3 (book screen, decide on movie, create flier) **Popcorn is the only necessary concession.**
  - iii. **It was noted that the scoreboard in the gym has bulbs that are burned out and need replacing.**
  - iv. Father/Daughter Dance and Mother/Son Event - if we want to do this, need coordinators
- c. Updates from Advancement office - **Gala invitations are going home with the kids. Many volunteers are needed.**
- d. Updates from Admissions office
  - i. Tours: Jan. 13, Jan. 27 - **Grace noted the tours are full and beyond capacity. New family event will be April 18th for new accepted families. There are 56 testing slots scheduled for pre-K and K. Currently 80 applicants for all grade levels. 2nd-8th graders will get a modified MAP test as a screening assessment.**
  - ii. **Update from Mr Cullen on Facilities: 3rd visit with the Fire Marshall this week. If he is satisfied, approval will occur perhaps by Wednesday.**
- e. **Next PA EC Meeting: Monday, February 13 at 8:05 am**
- f. **New business initiated by meeting attendees, if applicable**

#### VI. Adjournment at 9.34 AM



## Executive Committee Minutes

June 6, 2022

### Attendees:

President: Alexis Dobson

Vice President: May Nguyen Mitchell

Treasurer: Val Walker

Secretary: Diana Coleman

Parent Reps: Kristine Maulit, Katie Partida, and Charlotte Wise

II. Approval of minutes from May meeting III.

Silver Angels Report - Bea

IV. Treasurer's Report - Val

V. Old/Unfinished Business

Silver Angels: Beatriz Rey HF Staff: Gina Kerley, Erin Vu, Katherine Mackowski, Tim Cullen, and Grace Everett

### I. Welcome/Prayer

a. Updates: Gift distribution, chair and staff social, New Family Orientation, EOY parent Party, Blue Angel Boutique Approval of May minutes. Silver angels helped clean up; parents were in attendance with students. Blue Angel Boutique was a success. Lots of leftover uniforms, raised over \$2,000. Lots of parents volunteer, of varying ages. Followed orientation for new families.

b. Breakfast with Santa proposal - update? Will not be a fundraising event. Jennifer Ryan to chair. Scheduled December 1, December 3 tentative.

c. Blue Angel Boutique - could use assistance

i. Tuesday, June 14 from 4:00-5:30 pm

ii. Saturday, July 30 from 9:00-10:30 am

iii. Saturday, August 13 from 9:00-10:30 am

d. Kickoff formally known as Orientation. Reviewed agenda for both the orientation and open house. Volunteers needed to help - leadership from student council, few members of PEC. Kickoff is located in gym, programs, caterer, etc. located in the pavilion. PEC to be present for both sessions.

i. Agenda

ii. Logistics - space, who to invite (chairs, caterer, spirit shop, BEE, afterschool programs)

iii. Treat - need quote Jeremiah's Italian ice cream, Bat City - possible options

e. Scheduling

i. Summer newsletter June 23, 2022 school wide newsletter, before the school is closed for the summer. PA newsletter (not separately) and kickoff information to be included.

ii. PA meetings for 2022-23 school year Remain as second Mondays at 8 moving forward

iii. Trainings: service chair and room parent Service committee typically prior to orientation; PA to be in attendance if possible, not required. Location on campus TBD, 7-8 pm. PEC meeting 6-7 pm. Training 7-8 pm. All subsequent meetings for PEC second Tuesdays of each month begin at 8:05 am.

First week of school, mass moving forward 10 am, Thursdays.

Coffee and Kleenex begins at 8:05 first day, mass first day at 10 am.

October 27 - Eat n Treat

Grandparents Day - November 18 (Friday), possible mass

Grace to send Alexis dates of information sessions for potential parents

## VI. New Business

a. Propose to increase PA dues Dues have not changed in 10 years; currently \$25. Proposal to increase dues to \$35, Savio similar funding. PA dues separate from tuition; billed at the beginning of the year; typically in August. PA dues subsidizes all committees, Eat n Treat, parent parties. Need to have the teacher included in the conversations. Motion to increase dues to \$35; with continued conversations. Approved, with one abstention (Charlotte Wise)

PA meeting with staff prior to orientation; Mrs. Vu to get dates TBD. Introduce ourselves, give gifts from PA. Week of 8th as teachers return; PA support to staff - represent in pie chart, info to the teachers.

i. Reasons to increase - fund room parents (so as not to ask for funds for parties and snacks for testing) {432x\$10=\$4320. 29 classes x 100=\$2900, 29 classes x\$150=\$4350}

b. Person to organize treat/gift for teachers week prior to school starting. When to deliver?

c. PA and Student Council to host first Mass - Monday, August 15

i. When to do Coffee and Kleenex?

d. Grants

i. Funds available? Gina knows of additional funds that are available. Val, Alexis reviewed budget. Ms. Vu moving forward would like teachers to talk to her prior to applying to ensure we haven't already allocated previously.

ii. Review applications and vote

Sr. Teresa Benedicta - pro life, approved; Nativity scene - approved

Lisa Dailey - headphones - approved

Michelle Pish - set of 3 drums - approved

Raquel Colom - Spanish easy readers - approved

Mary Jo Kilburn - pending approval of \$1000 full write of full input of Principal and maintenance by June 20.

Rita Griffin - dictionary - approved

Pam Otten - library cart - approved

Leticio books - approved

Kim Donohoe - classic novel set - approved

iii. Who to inform recipients?

VII. New business initiated by meeting attendees, if applicable

VIII. Adjournment Meeting adjourned 11:15 am



## Executive Committee Meeting Agenda March 6, 2023

### Attendees:

President: ~~Alexis Dobson~~  
Vice President: May Nguyen Mitchell  
Treasurer: Val Walker  
Secretary: ~~Diana Coleman~~  
Parent Reps: ~~Kristine Maulit~~ and Katie Partida

Silver Angels: Beatriz Rey  
HF Staff: Gina Kerley, ~~Evie Cascarano~~, Erin Vu, ~~Tim Cullen~~,  
~~Susan Laielli~~, ~~Michele Nash~~ and Grace Everett

- I. **Welcome/Prayer commencement 8:05am**
- II. **Approval of minutes from February meeting** **tabled due to quorum not met**
- III. **Silver Angels Report – Bea** narrowed guest list to grandparents that live in closer proximity to school, invites will go out this week
- IV. **Treasurer’s Report – Val** see finance report, ending balance \$11,586.06.
  - a. Jingle & Mingle profit to date was \$40+, pending coffee bar expense
  - b. Uniform Resale, pending payment receipt of \$4,175
- V. **Old Business**
  - a. Service Committee updates for February
    - i. It was suggested by Katie to create a regular standing half/full day of service opportunity for Blue Angel Dads to help during the school day. Possibly helping with lunch, PE, reading, etc. Katie will provide Mrs. Vu with an outline of how her previous school organized this opportunity
  - b. Recap/Update:
    - i. Debrief meeting for Jingle & Mingle scheduled for Friday, March 10<sup>th</sup> at 10am
    - ii. Movie Night positive feedback for popcorn distribution and security presence.
  - c. Consolidated sign up page - update from Susan will revisit if opportunity arises to join with SPA’s subscription. For the time being, we will continue with current signup sheet set up.
- VI. **New/Continuing Business**
  - a. Spring events:
    - i. Tuesday, March 7 - Jeremiah’s Spirit Night
    - ii. Friday, March 24 - Grandparents Social (La Madeleine) and Coffee & Community (7:30-8:30 am hosted by Community Partners)
    - iii. Monday, April 3 - next HFGPA executive meeting
    - iv. Tuesday, April 18, 4:30-6 pm - Admissions Open House
    - v. Friday, April 21 - Coffee & Community
    - vi. Tuesday, April 25 - Santa Catarina Spirit Night
    - vii. Wednesday, April 26 - Open elections for HFGPA executive committee. When to close?
      - Nominations accepted all of April, notice to be placed in March’s PA newsletter & April’s HF newsletters
      - **Voting April 24-May 28? TBD**
    - viii. Friday, May 5 - Run with the Angels. Vote to sponsor. **TBD**, Gina needs to know as soon as possible, in order to meet t-shirt ordering deadlines. Feedback was given that last

year's and this year's design was not as fun as years past.

- ix. Monday, May 8 - HFPA executive committee meeting with new members
  - x. Thursday, May 11 - Volunteer Appreciation Mass
  - xi. Friday, May 18 - Last 8th grade mass
  - xii. Friday, May 19 - Coffee & Community
  - xiii. Thursday, May 25 - 2nd grade communicants' recognition
  - xiv. Friday, May 26 - Last day of school/HFPA Social
- b. Start discussion about upcoming Spring events
- i. Thank-you activity for committee chairs & staff liaisons Decide on gifts: graduates, 1st communion reception, committee chairs, staff we work with
    - 8th grade graduation gifts, Gina is discussing with Sister Teresa Benedicta about gift options from the school and has confirmed that it will be in similar religious icons as last year. Gift options from PA to graduations TBD. PA already has prayer cards
    - 1<sup>st</sup> communicants celebration will stick to ice pops and juice, PA already has prayer cards
    - Chair and Staff support reception TBD, usually the same week as the Volunteer Appreciation Mass
  - ii. Parent-wide End of Year Social on May 26
- c. Which chairs/executive committee are returning, Leadership for 23-24 - May
- i. How to promote nominations **Host a HFPA Q&A session to answer questions about, dates TBD. An AM & PM session**
    - Several confirmed vacant chairs for 2023-2024: President, Vice President, Treasurer, Room Parent, Silver Angels, Blue Angels Dad. Committees with 1 confirmed Chair: Book Fair, Community Partners, Lunch, Staff Appreciation, Uniform, Health. Will post openings in March PA Newsletter
- d. Updates from Advancement office
- e. Updates from Admissions office acceptance deadline is this week. Some grades have waitlists and others have few openings. Overall, in good shape for Fall enrollment.
- f. **Next PA EC Meeting: Monday, April 3 at 8:05 am (one week early due to Easter Monday holiday)**
- g. **New business initiated by meeting attendees, if applicable**
- possible after school care on campus is being reviewed
  - obtaining buses or vans for future field trips is being reviewed
  - Thursday's Open House is still on schedule, with blessing of Wisdom to be at 4:45pm, with opportunity to tour campus

VI. **Adjournment** 9:05am



## Executive Committee Meeting Minutes

November 14, 2022

### Attendees:

President: Alexis Dobson

Vice President: May Nguyen Mitchell

Treasurer: Val Walker

Secretary: Diana Coleman

Parent Reps: Kristine Maulit, Katie Partida,  
and Charlotte Wise

Silver Angels: Beatriz Rey

HF Staff: Gina Kerley, Evie Cascarano, Erin Vu, Tim Cullen, Susan Laielli, Michele Nash and Grace Everett

### I. Welcome/Prayer

II. **Approval of minutes from October meeting** Motion to approve unanimously

### III. Silver Angels Report - Bea

Report from Alexis - grandparents assisted at the Eat N Treat, new grandparents helped

### IV. Treasurer's Report - Val

No official updated provided

### V. Old Business

#### a. Service Committees in October:

Blue Angel Boutique -

Carline, Liturgy

Prayer

Staff Appreciation-providing lunch for Grandparents Day

Lunch Volunteers

Lunch Monitors during cold/bad weather and outside lunch maybe send volunteer that volunteering would be canceled. Mrs. Walker point of contact for any changes

Office Volunteers - most days we have one person, sometimes two

Community Partners

Library

Health - screenings went well, many kids sick so retakes may be needed

b. Recap Eat-N-Treat - reviewed financials; have an extra grill at Savio; warming tray suggested for next year.

c. Consolidated sign up page? May reached out to contact, presentation to walk through different features. Customized quote based on our needs that will be an annual subscriptions. Sign-up genius on one page with different tabs. Everything is located on one page with their owner. Meeting TBD

### VI. New/Continuing Business

a. Grandparents' Day update - 278 registered, 24 attending Planned Giving seminar. Cut off

on Wednesday, November 16. Round robin system - start in classroom, 20 minute increments visiting classrooms, performances at various grade levels, book fair at gym where photo opportunity is available, Jingle and Mingle ornaments will be sold. Prayer service (classroom) starts at 8:15 ends at 11 am unless attending the planning session. Agenda to be emailed Monday, November 14. Gina confirming volunteer assistance to see if any help is needed. Snacks, coffee and water to be provided.

b. December events:

i. School consolidated St. Nick event? Tradition for classroom shoes with rock, candy cane, etc. Mrs. Vu received feedback from room parents - get messaging out about this event, last year seemed last minute. Suggestion to send homeroom parents that this is an event, reminder about what goes into the shoes, details, logistics. May to send out email to homeroom parents. Mrs. Vu consistency is key. Jennifer Ryan has candy canes that were purchased for Jingle & Mingle - will now be used for this event. Pk-4 will participate. 5-8 will receive candy cane.

ii. Jingle & Mingle update - Jennifer provided update. Will sell ornaments (\$10.83 online, \$11 cash) at book fair; 500 ordered. Volunteers will assist in the sale of the ornaments. Campus signs to be available soon. Tickets sold to date - 240, registration closes December 2. Suggestion to include picture of ornament - on the flier. You've been jingled - going out in folders, another way for people to get excited about Christmas. You get a treat to someone. Price point, participation voluntary. Grade level trees - grades are working on making ornaments, trees to be displayed on campus, up week after Thanksgiving, kids make ornaments to be displayed, then kids take them home. Trees to be displayed at Jingle & Mingle, then grade level, located in hallway. Rent a Uhaul to transport - need volunteers, Evie sent out need to Savio that will count towards their service hours.

iii. Themes/ideas for Parent Christmas party - Dec. 16

iv. Remind Room Parents - budgets for Christmas parties (maybe email to teachers and room parents?) \$150/classroom/year. End of the day, 2-3 pm, December 16.

c. January events:

i. Catholic Schools' Week hosted event - last year we did a Luna New Year meal; previously did off site events. Having the event at the same time/place made it convenient. Mrs. Vu suggests having on campus to capture more individuals. January 31 during regularly meeting Mrs. Vu has with the faculty. PEC to discuss via email to brainstorm.

d. Spring events:

i. Family Movie Night - March 3 (book screen, decide on movie).

Use the company that we used last year. Need a second popcorn machine.

ii. Father/Daughter Dance and Mother/Son event - TBD, depending on Spring schedule if this is possible. May to talk to Community partners to see if there are any vendors that would be available.

e. Updates from Advancement office - Gina provided update. Annual Fund has started - video forthcoming via electronically. Phoneathen taking place before Thanksgiving break to remind families to continue support. Annual Gala - February 11 at the Renaissance Hotel in the Arboretum. Block of rooms available. Rebranding to "Heart of Angels". PA consider

sponsorship or underwriting an item for the live auction (last year we did last minute dessert) - to be considered/voted on in the December meeting. Looking for items to be donated for the live auction i.e. ticket miles, vacation homes, art work - needs to be new.

f. Updates from Admissions office

i. Tours: Dec. 2, Jan. 13, Jan. 27

g. **Next PA EC Meeting: Monday, December 12 at 8:05 am**

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

**VI. Adjournment**



## Executive Committee Meeting Minutes September 12, 2022

### Attendees:

President: Alexis Dobson  
Vice President: May Nguyen Mitchell  
Treasurer: Val Walker  
Secretary: Diana Coleman  
Parent Reps: Kristine Maulit, Katie Partida, and Charlotte Wise  
Silver Angels: Beatriz Rey  
HF Staff: Gina Kerley, Evie Cascarano, Erin Vu, Tim Cullen, and Grace Everett, Susan Laielli, Michelle Nash

### I. Welcome/Prayer.

### II. Meeting minutes approved for Aug

### III. Silver Angels Report - Bea

### IV. Treasurer's Report - Val

### V. Old Business

a. Recap: Service Chair Training, Kickoff, Teacher/Staff Gifts, Blue Angel Boutique (uniform shirts need to have logos on them), first Spirit Night, first HFPA newsletter (one item raised - can we link old newsletter (weekly) for archive purposes; can the PA newsletter be archived somewhere. (Cullen to looking into this), Room Parent Training, All Parent Social

### VI. New Business

a. Committee updates:

i. Community Partners:

Jingle and Mingle St. Thomas More PAC, plenty of parking, Evie and Jennifer toured facilities. Christmas Bazaar the weekend before so space will already be decorated. Proposed date December 10, 9am-12pm, possibly two times depending on RSVP.

Price \$10 pp-\$50 family.

Next Spirit Night Sept. 27 at Mesa Rosa

(October 12, Tackle Football Game, Home game - 8th grade night - create a post to generate attendance, sell spirit wear). Spirit Morning - November 14 - Summer Moon coffee fundraiser; January proposal Little Caesars order kits-ship home, \$6 back to school, cost TBD. Val looking into this. March - Jeremiah's Ice, March 10, March 26 Tony C's - 20% back to school. April 26 4-9 Jason's Deli, 15% proceeds go back to school; Santa Catarina, Tuesday April 25 - Cedar Park; Baskin Robbins additional date TBD. Confirm dates on calendar.

ii. Health Screening dates - Oct. 25-26. Mr. Cullen to check if Lions Club can assist.

iii. Blue Angel Boutique: Tuesday, Sept. 13 from 4-5:30 pm and Saturday, Sept. 24 from 9-10:30 am.

iv. Staff Appreciation: Meal for Parent/Teacher conference on Sept. 16 (completely

full) and K-cup drive on Oct. 18.

v. New daily programs: Office Volunteers (Savio mentors also helping) and Lunch Monitors

vi. Blue Angel Dads: Ready to assist with move-in of Wisdom building. Cullen connecting with Allen to coordinate. Storage room needs new floor, possible work day to clean out. Daddy daughter dance, mother son day of fun - TBD.

b. Eat N Treat - Oct. 27, 5:30-6:30 pm, HF Pavilion. Discussion - should Savio SPA members help? Gina working with Cullen to have a fridge, freezer in concession area. Need to purchase additional cooler.

i. Review 2021 survey questions

ii. Committees to assist - Silver Angels, Blue Angel Dads and SPA?

iii. Continue from last year:

1. Photo Booth? sponsored? Gina to meet with her.

iv. Logistics & promotion

1. Review timeline

c. Preparations for Grandparents' Day - November 18.

i. Update from Gina and Bea

d. Updates from Advancement office

e. Confirm Executive Committee liaisons with Committee chairs

f. **Next PA EC Meeting: Monday, October 3 at 8:05 am**

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

- Admissions - seven information sessions, Sept 23 9-10:30, three parent volunteers to do tour, 23 parents. Open House - date TBD, November 6, for parents and children; looking into week day or possibly an early Saturday morning. Volunteers needed for tours.

## VI. Adjournment



**Executive Committee Meeting  
Minutes  
October 3, 2022**

**Attendees:**

Silver Angels: Beatriz Rey HF Staff: Gina Kerley,  
Evie Cascarano, Erin Vu, Tim Cullen, Susan Laielli  
and Grace Everett

**Jennifer Ryan**

President: Alexis Dobson

Vice President: May Nguyen Mitchell

Treasurer: Val Walker

Secretary: Diana Coleman

Parent Reps: Kristine Maulit, Katie Partida,  
and Charlotte Wise

**I. Welcome/Prayer**

**II. Approval of minutes from September meeting**

**III. Silver Angels Report - Bea**

**IV. Treasurer's Report - Val**

**V. Old Business**

a. Service Committees in Sept - Blue Angel Boutique donations still coming in, Carline signup full, vests good for volunteers and parents., Lunch going well, Liturgy, Prayer, Staff Appreciation instead of kcup drive in november will be in october, accepting tea bags, Lunch Volunteers not all filled, new names, Office Volunteers first thing in the morning most needed time slot , Community Partners event this month encourage people go to tackle football game, Library

**VI. New/Continuing Business**

a. Committees:

i. Health Screening dates: Oct. 25-26. Lions Club help?

ii. Blue Angel Dads: assist with Wisdom.

iii. Jingle and Mingle - Dec. 10. Save the Date sent out. Note to teachers for Christmas trees for every grade level to decorate as a team, they will choose a theme MRs. Quinn will help with projects that match their theme. Older grades to figure out how they will also participate with the tree. Kids will be able to take home their ornaments. Proposal to make commemorative ornaments, different every year for everyone to purchase (fundraising for PA). Friday, December 9 - will have a lot of work to do for decoration. Cost of ticket \$10/pp, family max of \$50.

b. Eat-N-Treat - Oct. 27, 5:30-6:30 pm, HF Pavilion So far 350 reservations; trunk or treat and food open simultaneously to avoid lines at each.

i. Committees to assist - Silver Angels, Blue Angel Dads and SPA?

ii. Continue from last year:

1. Photo Booth - booked
2. Fr. Brian - booked
- iii. Logistics & promotion **Need to start prep 3/3:30**
  1. Review timeline
- c. Preparations for Grandparents' Day
  - i. Update from Gina and Bea
- d. Updates from Advancement office
- e. Updates from Admissions office
  - i. Open House: Nov. 5, 11:30 am-1:30 pm
  - ii. Tours: Oct. 21, Nov. 11, Dec. 2, Jan. 13, Jan. 27
- f. Athletics Spirit Shop
- g. Ideas for End of Year Christmas Party for Parents - Dec. 16
- h. **Next PA EC Meeting: Monday, November 14 at 8:05 am**
- i. **New business initiated by meeting attendees, if applicable**

## **VI. Adjournment**