

**CC HSA BOARD MEETING  
SEPTEMBER 2, 2015**

**CALL TO ORDER**

The meeting was called to order at 7:45 am by HSA President, Ed Wilcox, and Fr. Mark led the group in prayer. In attendance were Fr. Mark Zacker, Mrs. Schindler, Ed Wilcox, Molly Homec, Michele Ihlefeldt, Laurie Ghiglieri, Al Chromy (advisor), Sheryl Ortiz (faculty rep), Evan Sopczak, Christie McGee, Eugenia Johnson, Kristin Zimmer, Amanda Larsen, Erin Luna, Lu Wilson, and Greg Rodriguez.

Al reviewed the HSA umbrella organization concept with the group. The HSA is working hard to get folks involved and build community. Ed and Karen Wilcox are in last year at Corpus and we need someone/several "someones" to step into their roles.

**APPROVAL OF LAST MONTH'S MINUTES & POSTING ON WEBSITE**

It was noted that the date of Grandparent's Day in the July minutes needs to be updated to September 23<sup>rd</sup>. Laurie will make this change and send the updated minutes to Ed and Al so that they can be posted on the CC website.

**TREASURER'S REPORT**

Mr. Wilcox reported that there is a balance of \$ 2,641.48 in the checking account and a balance of \$ 8,833.03 in the Games account for a total of \$11,474.51. The decrease in the account balances is from expenditures for teacher grants.

**OLD BUSINESS**

- **REVIEW OF EVENTS HELD**

The group discussed the New Family Picnic, Ice Cream Social and Volunteer Round-Up events. There was concern that the Ice cream social and Back To School Night are difficult to manage if both are held the same night. It was agreed that the event needs revision and need to consider issues with multiple nights/trips to school. Maybe hold the Ice Cream Social with the Volunteer Round Up and do Back To School Night separately. The question was raised: How do we address having kids at back to school night- can we provide babysitting so there are not noise concerns when in the gym and to help parents who might have to "hit" several classes?

It was felt that the New Family Picnic went well. This event is just for new families, HSA, and staff.

- **REVIEW TEACHER'S WISH LIST AND PURCHASING PROGRESS**

Need to do a good "information campaign" to let community know what the fundraisers are for. What is the objective for the Jog-a-Thon, for the raffle, for the auction, etc.? For example, "The Jog A Thon goal is to raise x amount of \$ for x purpose.

Ed reviewed \$50/teacher for supplies and the approximately \$750 per team for items (i.e. maps, globes, etc.)

The funds spent on the Music program were designated funds raised at the Spring Fling.

Molly is coordinating the purchasing/price checking and will get an update list to Ed for the HSA records. Ed and Molly are working on getting the lists from the teaching teams. Mrs. Schindler answered some questions about how items the teachers are requesting stay with the classroom and don't travel with the students - they are not "student owned".

## NEW BUSINESS

- **SCHOOL DIRECTORY UPDATE**

AI noted that the directory will be out by September 10<sup>th</sup>.

- **BOX TOP UPDATE**

Erin Luna is the coordinator for the Box Tops program this year. She noted the need to get program info out to our families. It was suggested that Erin's info be scanned into a PDF file and sent to AI so that it can be sent out via Teacherease and posted on the website (link to info).

There was discussion about how the funds raise should be used. Fr. Mark noted that the School Strategic Improvement Plan is on the school website suggested that whatever competition is decided upon the item where the money raised goes is one of the items on the School Strategic Improvement Plan.

- **NEW FAMILY COORDINATOR**

Michelle is doing a newsletter – *The Corpus Post* – designed to get information out to new families, highlight a specific upcoming event, and “what you need to know”. It was suggested that the HSA should also incorporate mentoring military families into this process as there are some needs that military families have that are unique.

The concern was raised that families need a master calendar in June/July so they can get dates on their radar. The school and the HSA need to work on continuity over the summer – website, FB page, printed materials, e-blasts, etc.

There was discussion about how to update HSA and volunteer opportunity information on the CCCS website. The flow of information needs to be coordinated with Christie McGee and Ed. Christie is assisting with website management.

- **REVIEW 2014-2015 REVENUE & EXPENSES**

It was requested that each committee come to the next meeting with a itemized budget to be approved. Moved by Lu Wilson. Seconded by Laurie Ghigleri.

Lu will provide Ed with a simple budget template that every committee lead can use and bring to the HSA. This will help the HSA plan and stay organized and provide fiscal responsibility and transparency to the community at large. It was noted that these budgets do not have to be complicated. Just a basic idea of revenue and expenses. This will also help whoever plans the event in the future. Ed can assist folks in this aspect and Laurie has a basic budget she created for Room Parents.

Ed noted that \$5000 is needed to be kept in the budget for the raffle at the spring fling. The Dinner Auction is coordinated and run by the HSA, but the money raised from the Dinner Auction goes directly to the school and no dollars come into the HSA account. The 2 big fundraisers for the HSA are the Jog A Thon and the raffle.

- **TEACHER APPRECIATION**

Kristin updated the group on efforts thus far.

A motion to budget \$500 for Teacher Appreciation activities was approved.

Moved by Ed Wilcox, seconded by Laurie Ghigleri.

The HSA will allocate \$250 now and Kristin will coordinate with Ed for when the other \$250 is needed.

The committee will coordinate Teacher birthdays. The HSA has done \$25 scrip certificates for their birthdays in the past and this will continue. Megan Donohue has the gift certificates ready to go.

- **DR. ELLIS MUSIC NEEDS**

It was noted that Dr. Ellis has requested:

- Riser Rails at a cost of \$1,144. Molly will research costs and purchasing with Dr. Ellis and Ed. A comment was made that perhaps these could be made at less cost, but this is concern with if they will fit correctly into the existing risers and, if not, will it be a safety issue. The rails requested are the ones that are manufactured specifically to fit the existing risers.

-8<sup>th</sup> Grade Melodrama Scripts at a cost of \$165. The scripts have been purchased.

There was discussion about combining the Melodrama and Spaghetti Dinner. Mrs. Schindler stated that the 8<sup>th</sup> grade class this year has decided not to use the melodrama as a fundraiser. The garage sale and fall festival cake walk fundraisers are what they will use to support their class trip.

The Spaghetti Dinner is typically a community building event + the HSA does the Class Raffle Baskets. We need to think strategically about how the fundraising pieces fit together. Is it logistically possible to use the gym for all of it (dinner & play)? How do we handle kids running around in the gym? Do we have it right after mass – dinner 6pm – 6:45 and then play 7 - 7:45pm? There were concerns voiced that it is too long for little kids and if we do babysitting we move away from the concept of community building.

It was decided to do the Melodrama as a school day presentation and everyone is invited to come and there is no night time presentation. It will be held during Catholic Schools Week as one of the events, but not at the spaghetti dinner.

- **JOG-A-THON**

Fr. Mark provided a Playground Update and use of 2015 funds raised:

- Drainage system 3 years ago over 20K + preK area 3 years ago was funded.
- Phase 2 Track funded by Penrose foundation
- Phase 3 is a turf field with water line

He stated that after crunching numbers and the project is about \$11,000 short of finishing. Want to try to finish is by this fall/winter. The scope of work is done and W9 is done, some other paper work is being finished by Penrose, contractors. He asked if the Jog-A-Thon money can be used to finish the playground?

A motion to use the first \$11,000 raised from the Jog-A-Thon be allocated to the completion of the playground.

Moved by Lu Wilson. Seconded by Laurie Ghigleri.

All the marketing info and forms for the Jog-A-Thon convey this info.

Evan Sopczak is going to research how to do online donations for the Jog-A-Thon and other fundraising events. We have the ability to do online payments via the church so we should be able to do it for school events and this would broaden the reach of our efforts. Especially since many families have more out of town relatives/contacts than in town.

Al will coordinate design of the t shirts and we are looking at something that incorporates the Pope's visit to the US. We will have the t-shirts to the kids by the week of the 18<sup>th</sup> so they can wear them the 18<sup>th</sup> and 25<sup>th</sup>.

The Jog-A-Thon will be at Boddington Park. There was discussion that we need to look at the amount of run/walk time we give students based on age/ability. If a lot of kids are getting pledge per laps and we limit their time we limit our income. Ed will work with Kim to get the time slots finalized so all info can go out this Friday. The Pre-School and Jr. K children do their run here at school so they are "safe".

- **FALL FESTIVAL**

Karen Wilcox will provide an update at next meeting

It was brought up that Karen and Ed not be the leads on events this year as they will be leaving next year. They should be the mentor to a new lead person so that there is continuity for next year and there on. Ideally the president should never be the lead of a committee...they lead the organization. This will be discussed further at the next meetings.

- **DINNER AUCTION**

Al and Bonnie will provide an update at the next meeting.

- **CHRISTMAS PROGRAM & HSA MEETING 12/10/15**

Ed will provide an update at the next meeting

### **QUESTIONS & COMMENTS/OTHER**

Ed will push out the Jog-A-Thon information re: times, news to know and volunteer opportunities. Lu stated that she would work with Ed to learn the lead role for this.

It was noted that the next HSA meeting is Wednesday, October 7<sup>th</sup> @ 7:45 am.

Concerns were raised about Lunch Duty. People are not signing up or they don't show up when they do sign up. Al is trying to encourage participation and emphasizing how important it is. There is confusion about what the volunteers are responsible for. Mrs. Schindler noted that a teacher/staff person has to be there and that the teacher has to manage the rules and ensure there is not chaos. That is not the job of the volunteer. She will have a discussion with teachers/staff about Lunch Duty expectations.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:30 am.

### **Prayer for Corpus Christi Church & School**

Almighty God.

This place is composed of people like me.

I help make it what it is.

It will be friendly if I am friendly.

It will be filled if I help fill it.

It will do great work if I work.

It will make generous gifts if I am a generous giver.

Therefore, with your help

I dedicate myself to the task of being all the things that I want this place to be.

Bless my Journey, Lord God that I might build up Corpus Christi through Corpus Christi

Jesus Christ Our Lord! Amen!