

**CC HSA BOARD MEETING**  
**Minutes**  
**July 8, 2016**

**PRAYER AND CALL TO ORDER**

Laurie Ghigleri called the meeting to order at 8:10 am. In attendance were Laurie Ghigleri, Kristin Zimmer, Michelle Ihlefeldt, Molly Homec, Humberto Rodriquez, Fr. Mark, and Mr. Kraus

Fr. Mark led the group in prayer.

Laurie reported that the HSA is in need of a Secretary. She would like to expand the breadth of the Board so asked that Board members think about whom they know, outside of their own families, that might be willing to serve. Mr. Kraus will also put an announcement in the newsletter.

**TREASURER'S REPORT**

Michelle reported that there is a balance of \$3,532.51 in the Checking account and \$7,172.11 in the Games account, for a total of \$10,704.62.

**OLD BUSINESS**

**HSA BYLAWS REVIEW**

Laurie reported that the review has taken longer than the sub-committee anticipated. However, they have made good progress on key items and she presented the group with the draft Organizational Chart, Mission Statement, and Budget Allocation Chart. Mr. Kraus explained the concept of a school endowment and how that is separate from the HSA operating budget.

After discussion all items were approved. The Organizational and Budget Allocation charts will be placed in the front of the HSA Procedures manual.

It was noted that the Procedures Manual document will grow out of procedural/checklist items that are currently in the Bylaws but will be placed into the new Procedures Manual as the sub-committee continues its work.

The next items that the sub-committee will be reviewing are the objectives in the Bylaws. The consensus is that some of the current objectives do not align with the Strategic Plan and are not items that are within the purview of the HSA Board. They should address finances/fundraising and the parish-parent-school relationships detailed in the Strategic Plan, Organizational Chart, and Budget Allocation Chart.

**EVENT CALENDAR**

The Board reviewed the current Event Calendar. After discussion it was decided to:

- Change the New Family Picnic to an Ice Cream Social/Welcome to CC "meet and greet" event. It will take place on the playground after Mass on Saturday, August 20<sup>th</sup>. The staff and HSA Board members will attend. Mr. Kraus will check with Mrs. Dusbabek on the availability of her husband's ice cream truck.

- Mr. Kraus is working on the agenda for the Back To School Nights on August 17/18<sup>th</sup> and will contact HSA if any assistance is required
- The Ice Cream Social and Volunteer Round-up on September 1<sup>st</sup> are cancelled. It was decided that the call for volunteers will be done via a “check the box” form sent out in the School Family Envelope the first Wednesday of the school year. Kristin Zimmer will draft the list of opportunities, brief descriptions, etc. that will go on the form and present to the group at the August meeting. The form will also include a reminder of the 30 hours per family volunteer commitment.
- Jog-A-Thon will take place on September 23<sup>rd</sup>. Laurie will get existing forms to Kristin for review and revision. There was discussion about encouraging folks to seek pledges outside of their immediate family. Kristin will work with Mr. Kraus on this. The Jog-A-Thon forms will be posted on TeacherEase as soon as possible to provide maximum opportunity for students to seek pledges. They will also go home in the first Family Envelope. A “T-shirt Size Form” will also go home then so that Kristin gets accurate information from each family regarding the sizes needed.
- The Fall Festival is October 28<sup>th</sup> and the lead is Diane Krum. Laurie will contact her and invite her to attend the September, October, and November HSA Board meetings so that she can keep the Board apprised of the plans for the event and provide a wrap-up report after the event.
- The CCCS Gala, formerly Dinner Auction, will be November 12<sup>th</sup> at the Doubletree Hotel. Mr. Kraus will provide more details at the August meeting.
- Mr. Kraus will contact Jennifer Morris regarding the Scholastic Book Fair held in November to coordinate efforts and make sure she is aware that the Book Fair will not need to be open November 12<sup>th</sup> as the Gala is being held off-site this year.
- The remaining Event Calendar items will be discussed at the August meeting.

## **NEW BUSINESS**

### **CCCS FAMILY ENVELOPE**

After discussion, it was agreed that a CCCS Family Envelope will go home each Wednesday. The guideline will be that it be returned by Friday. One envelope per family.

The envelope will contain items that everyone in the school needs such as: lunch menu, Jog-a-Thon forms, school calendar/upcoming events information. Mr. Kraus will be the point of contact for approval of items that go into the envelopes.

Volunteers will be solicited to stuff the envelopes and the completed envelopes will be given to the teachers to hand out (i.e. students put in backpack to take home).

Class specific items will be distributed by the teachers to the students in their classrooms (i.e. in their students take home folders).

## **T-SHIRTS**

Student event t-shirt design and number were discussed. These have been paid for via sponsor donations in the past. It was suggested that the number of t-shirts be reduced; possible to 2 – 1 in the fall and 1 in the spring- and be more generic in their design versus event-specific.

It was agreed that the Pope Francis t-shirt for last year's Jog-A-Thon was a big hit and the shirts should be similar to that to reflect our Catholic faith.

Mr. Kraus will look into this and provide an update at the August meeting.

## **SCHOOL DIRECTORY**

Mr. Kraus will be coordinating the production of the Directory with a volunteer.

## **ROOM PARENT COORDINATOR**

Molly Homec has agreed to take this position and will work with Laurie and Mr. Kraus to update the budget, grade lists, and Room Parent manual.

## **2016-17 HSA BOARD MEETINGS**

HSA Board meetings will be the first Thursday of each month from 7:45 -9:15 am.

August 4<sup>th</sup>

September 1<sup>st</sup>

October 6<sup>th</sup>

November 3<sup>rd</sup>

December 1<sup>st</sup>

January 12<sup>th</sup> \*

February 2<sup>nd</sup>

March 2<sup>nd</sup>

April 6<sup>th</sup>

May 4<sup>th</sup>

June 1<sup>st</sup>

\*January meeting will be the 2<sup>nd</sup> Thursday due to Christmas Break

\*\*June meeting will be the HSA end-of-year wrap up and planning for 2017-18 meeting. Time and length to be announced.

## **QUESTIONS & COMMENTS/OTHER**

After discussion it was agreed that Mr. Kraus will do some research and report back to the Board how he would suggest the PLC Teacher Lunches and the HSA School Supply gift to each teacher be handled. In the past the HSA gave each teacher a check for \$50 at the beginning of the school year to help purchase supplies for their rooms.

It was noted that the HSA portion of the school website needs to be updated to include the new Board members and the raffle ticket sign up link needs to be taken off.

## **ADJOURNMENT**

There being no other business to come before the Board, the meeting was adjourned at 10:15 am