

CC HSA BOARD MEETING
Minutes
September 1, 2016

PRAYER AND CALL TO ORDER

Laurie Ghigleri called the meeting to order at 7:45 am. In attendance were Laurie Ghigleri, Jake Rose, Molly Homec, Kristin Zimmer, Diane Crumb, Gloria Martinez, and Mr. Kraus.

Mr. Kraus led the group in prayer.

The minutes from the August meeting were approved via email and have been posted on the CCCS website.

FALL FESTIVAL

Diane Crumb, Chair, provided an update of plans for the event. She was also given the printout of the event budget, food purchase list, past schedule for her planning purposes. Diane has worked with local firefighters who donated time and materials to build game booths for the Fall Festival. Her vision is to create more of a Festival atmosphere for the event. She is planning on a variety of prizes for games and is focusing on non-candy prizes since the event is close to Halloween.

Following discussion about how different cultural groups in our CCCS community view Halloween it was decided that the emphasis for the Fall Festival needs to be on the festival atmosphere and community building vs. Halloween and costumes.

It was noted that a thank you needs to go from the school to the firefighters for their donations.

TREASURER'S REPORT

Michelle was unable to attend the meeting but did note via email to Laurie that the amounts in the proposed budget had not changed since the last meeting.

Laurie provided the Board with the proposed 2016-17 HSA Budget that is based on input from all Board members and Mr. Kraus. After discussion, the 2016-17 Budget was adopted as proposed.

It was agreed that while the budget is available for any HSA member to see (i.e. parents, teachers, staff) at our general meetings it will not be posted on the website. Laurie and Michelle will work on finishing the pie chart that reflects the budget areas and that will be posted in the HSA section of the website after review by the Board.

OLD BUSINESS

HSA BYLAWS OBJECTIVES

Based on Board input received by the August 9th deadline, Laurie presented the group with a draft of objectives. Previously, the Board had agreed that there should be 2 objectives regarding community building efforts; 1 should address the relationship between the teachers-parents-HSA and 1 should address the relationships between the school-parish-diocese-neighborhood-other parishes.

After discussion the Board approved the following Objectives for the Bylaws:

OBJECTIVES

Establish and facilitate events that broaden the Corpus Christi Catholic School (CCCS) community while:

- Integrating new families and deepening participation of existing families in HSA sponsored activities
- Raising funds to support school programs, HSA initiatives, and the CCCS Strategic Improvement Plan
- Strengthening partnerships between teachers and parents in an effort to leverage these critical relationships in the development of our children
- Providing opportunities for parents, teachers, and students to be “Missionary Disciples” to the parish, the diocese, and the Colorado Springs community at large

The Board also approved a slight revision of the Mission Statement:

MISSION STATEMENT

The mission of the Corpus Christi Home and School Association (HSA) is to foster a community that supports the Core Values identified in the Corpus Christi Catholic School Strategic Improvement Plan.

Laurie will finalize the revision of these items and send them to Ms. Gloria so that they can be translated into Spanish. Both the English and Spanish will be posted on the website.

It was agreed that, now that the hard work of laying the foundation for the HSA is done, Laurie will work on separating the rest of the existing Bylaws document into true Bylaws and a separate Procedures document. This draft will go to the Board for review. The target is for final approval by the end of the semester.

JOG A THON

Kristin provided the Board with an update on preparations. She will be working with Mr. Kraus and Ms. Martinez to finalize the T-Shirt size list so that the shirts can be ordered. T-shirts will be ordered for the students, entire staff, and HSA Board members. Mr. Kraus is getting bids from two printers for the shirts and hopes to have final information by the end of the week. Based on his input dates will be set for sorting and distribution of the t-shirts. It is hoped to be able to have them sorted and distributed no later than Tuesday, September 20th.

The class “running” schedule was reviewed and slight modifications were made. Kristin will contact Jen Gutschick to finalize the schedule for the Pre-School, Jr. K 4’s, and Jr. K 5’s who will all run on their own track in the Pre-school playground.

Kristin has a good list of volunteers and will coordinate with Ms. Gloria if she needs more help.

OPEN HSA BOARD POSITIONS

Laurie let the Board know that Humberto Rodriguez-Martinez is unable to continue participation in the HSA and encouraged Board members and staff present to seek out participants to fill the positions of HSA Vice President and Secretary. There is also a great need for a new Games Manager.

After discussion it was agreed that a brief description (paragraph) of each of the three positions should be written, printed, and sent out in both the Wednesday Family Envelope and in the CCCS section of the parish bulletin. The Games Manager could be either a CCCS parent/guardian or someone from the parish. The HSA Board positions of VP and Secretary must be CCCS parent/guardian.

Laurie will draft an announcement and send it to the Board for input. Once it is done it will go to Ms. Gloria to be translated into Spanish and then both language versions will be distributed.

REVIEW OF ACTION ITEMS

Based on action taken during the meeting HSA members are assigned the following action items:

Laurie

- Provide Board with final versions of Budget, Mission Statement, and Objectives
- Provide Ms. Gloria the Mission Statement, Objectives, and the job descriptions to be translated into Spanish
- Work with Michelle to finish the Budget Pie Chart and distribute to Board for review
- Finish draft of separate Bylaws and Procedures and distribute to Board for review
- Maintain contact with Diane Crumb for Fall Festival planning
- Obtain copies of Volunteer Sign Up sheets from Ms. Gloria, enter information into Family Volunteer database and provide copy of database to Mr. Kraus and Ms. Gloria

Michelle

- Work with Laurie to finish the Budget Pie Chart and distribute to Board for review

Molly

- Coordinate Thank you "card" from the students to the firefighters for their Fall Festival booth-building

Jake

Kristin

- Work with Mr. Kraus and Ms. Gloria to finish T-shirt size list
- Update and distribute to the Board the "running" schedule for the Jog-a-Thon
- Finalize Pre-School/Jr K "running" schedule with Jen Gutschick
- Coordinate with Mr. Kraus to determine dates for t-shirt sorting and distribution
- Contact all volunteers for Jog-a-Thon and assign duties

Mr. Kraus

- Select printer for t-shirts
- Assist Kristin and Ms. Gloria in getting the t-shirt order finished
- Send Laurie updated list of staff so that Budget line item can be accurate

Ms. Gloria

- Assist Kristin and Mr. Kraus to finish T-shirt size list
- Translate documents to Spanish and return to Laurie for distribution
- Provide Laurie with copies of yellow Volunteer Sign Up forms so that the information can be entered into the spreadsheet Laurie has (list of all families and volunteer opportunities)

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 9:23 am.