

**CCCS HSA BOARD MEETING
MINUTES
December 14, 2017**

PRAYER AND CALL TO ORDER

Laurie Ghigleri called the meeting to order at 7:45 a.m. In attendance were Laurie Ghigleri, Christel Saindon, Molly Homec (Room Parent Coordinator), Jackie Bini, Diane Crumb (Games Manager), Thursday Malec, Rebecca Allen (guest), Mrs. Shannahan, and Mrs. Degenhart.

Molly Homec led the group in opening prayer. Laurie thanked everyone for their flexibility in moving the meeting back a week due to her illness.

TREASURER'S REPORT

Michelle provided the Board with a budget update. There is \$17,143.10 in the General Checking Account, which includes \$5,000.00 in reserves resulting in a total of 12,143.10 and \$14,964.91 in the Games Account, which includes \$2,500.00 in reserves, \$2000 allocated for Security updates, \$2800 allocated for Curriculum updates; and results in a total of \$7664.91 available.

OLD BUSINESS

JOG A THON

Due to being sick for a couple weeks, Laurie is working on the final data and will have it for the Board in January.

ST NICHOLAS DAY

Jackie reported that overall things went alright for St. Nicholas Day. She recommended that:

- The lead person stay in constant contact with Mr. Kraus and Ms. Gloria – this will help avoid confusion and conflicting information being distributed both verbally and electronically
- The lead confirm the timeline with Mr. Kraus
- The Mom's Coffee Social occur first from 7:45 – 8:30am and then start distribution of goodies – this gives the teachers and students time to get to class and get shoes out in the hallway
- That distribution first be done for the MS/JH & start during 2nd period (approx.. 8:40) – this allows for it to occur after they have moved through the hallway – then move to the younger grades

DART WARZ

Rebecca Allen, who served as the lead, reported that the event went well. Feedback that she and other Board members received was that people were excited about the event and enjoyed it. The pizza, soda, cookies went over well and the income from food sales covered the food expenses. It was noted that the tentative February date for the next Dart Warz is at the start of Winter Conferences and a long, holiday weekend. It was decided to cancel this date and focus efforts on the April 14th Dart Warz date.

Recommendations for Dart Warz in April:

- The event should run from 6-7:30 pm – this is enough time to have fun, but not run out of “war” ideas. Laurie will notify Nichole Munoz of this slight time change for the calendar.
- There should be more promotion of the event both via a flier that can go home in English and Spanish and the eblast.
- Rebecca agreed to lead the April event.
- Use up the leftover soda and also offer bottled water.
- Purchase pizza at Louie's to get a better price.

- Be sure to obtain a cash box with change from the Treasurer – Michelle I.
- Budget is \$100.

NEW BUSINESS

SCHOOL UPDATE

Mrs. Shannahan provided the Board with an update on registration for the 2018-19 school year. Re-registration for current families will start in mid-January. Financial aid applications will be available February 1st and there will be an Open House during Catholic Schools Week. Planning has started for these items and she will be sending out more information via the weekly eblast.

SPAGHETTI DINNER

Laurie has confirmed that Julie Hudak will lead this event which occurs on Saturday, February 3rd.

HSA ELECTIONS

After discussion is was decide that:

- Laurie will create & send to Mrs. Shannahan a post for the eblast announcing the open position of Secretary for the remainder of the 2017-18 school year.
- The HSA 2017-18 General Meeting will take place at the beginning of the regular March Board meeting: 7:45 – 8:15 am on March 1, 2018.
- After the General Meeting the Board will hold a brief Board meeting from 8:15 – 9:15 am.
- Laurie will coordinate with Mr. Kraus and Mrs. Shannahan to get information re: the meeting, a call for candidates, and position descriptions into the weekly eblast and sent home in January and February
- Candidates can submit their names via the HSA President email address
- Elections for 2018-19 HSA Board members will occur on April 12th (the April Board meeting date) via electronic voting (google) and printed ballot.
- Laurie will coordinate the electronic voting with Mr. Kraus and Mrs. Degenhart.
- Board members will be in attendance on April 12th to distribute and collect printed ballots, help encourage parents to vote, and help tally the ballots to be added to the electronic totals.
- Election results will be announced April 13th
- The May Board meeting will be a joint meeting of the current and incoming HSA Board members
- All information regarding elections will go out in both English and Spanish.

*Note: Because Laurie will not be running for an HSA office and, thus, has no conflict of interest, she will coordinate the election information and voting process with Mr. Kraus and Mrs. Degenhart.

REVIEW OF ACTION ITEMS

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

Laurie:

- Coordinate the activities for the HSA 2018-19 Board elections
- Update calendar with Mrs. Munoz

Christel:

- Coordinate movie night with Michelle

All Board Members:

- Assist with promotion and coordination of General Meeting and elections

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 8:40 a.m.