

St. Mary Home & School Meeting Minutes

9/11/2024 6:15-7:45pm. 1st floor Conference Room | hsa@saintmarylancaster.org

1. **Call Meeting to Order**
2. **Attendance:** Trixie Weber, Lydia Cardi, Kristin Shuman, Alicia Grilliot, Rhonda Hillis, Kayla Elrich, Andrea Taylor, Jill Hampshire, Crissa Felkner, Mary Ellen Sims, Jenna Crist, Valerie Tripp, Quinn, Cavinee, Jessica Hernandez, Elizabeth Barrons
3. **Opening Prayer** - Kayla
4. **Introductions**
 1. Officers
 - i. President: Rhonda Hillis
 - ii. Vice President: Quinn Cavinee
 - iii. Secretary: Alicia Grilliot
 - iv. Treasurer: Kristin Shuman
5. **Approval of Minutes**
 1. May minutes for review-Approved
6. **Principal / Faculty Report** – Kayla/Marie
 1. **Enrollment**
 - i. K-8: 220 for this school year
 - ii. Preschool: 56
 2. **Gymnasium renovation**
 - i. Finishing touches in the next few weeks
 - ii. AV system upgrade
 - iii. Clear Coat will be applied during the Fair Break
 - iv. Acoustic panels will need added to the ceiling
 1. Estimate pending
 - v. Tables/Chairs
 3. **Air Conditioning Has Arrived**
 4. **Thomas Edison Award (only 40 schools in the state were awarded this honor)**
 5. **Math tutoring K-5 (Mrs. Kenny) 2 days a week**
 6. **School Counselor (Ms. Grubb)**
 7. **Lock down/Reverse Evac 9/12/24**
 - i. **Please alert the staff if you don't get an alert**
 - ii. **Mr. Callahan has retired. David Spires is during the day.**
 1. **Working on securing a cleaning service for the primary building.**
7. **Treasurer's Report** – Kristin
 1. Operating Fund: \$20,496.47
 2. SCRIP: \$30,706.98
 3. Outstanding Bills : Approved Mike to pay \$1200 Greater Giving yearly fee on 9.3.24, due 9.30.24
 4. Incoming Requests
 - i. Classroom field trips
 1. Can we change the additional 8th grade to the Library.
 2. Library Summer Reading Program (44 students participated)
 3. Professional Development Days
 - a. HSA will sponsor meals (\$750 to GFS and \$300 Olive Garden)
 5. 22 teachers (HSA provides assistance with classroom needs)
 - i. \$75 per classroom

8. **SCRIP report – Tenessa/Crissa**
 1. Need an official policy for NSF incidents
 2. Will send out a flier for Raise Right and Community Rewards
 3. Raise Right: Doubled Activity with Raise Right
 4. Kroger Rewards
 5. Scrip
 - i. Can we use some SCRIP Cards for gift cards
9. **New Business:**
 1. Funding Request :
 - i. Teacher/Classroom start up money
 1. H&S gives each teacher money at the start of the school year. \$1,650.
(Total teacher/classrooms:\$75 each @ 22 teachers, including specials and preschool.)
 - ii. Agenda Books - \$762.97 paid for 3-8 planners SY24-25
 2. Directory Cover Contest
 - i. Winner of the cover contest will receive a \$10 gift card.
 3. Holiday Happening 2024-See below
 4. Quick Reference Sheet Review
 5. Process for logging Volunteer Hours, Discussion and suggestions
 - i. Google Form, Event Chair to log hours
 6. Event Coordinators (Should we create a google sign-up form for these positions?) 96
Volunteer forms received 9.10.24. Rhonda to sort into an excel spreadsheet to share with main office.
 - Staff Appreciation
 - Uniform Exchange
 - Room Parent Coordinator
 - Mother/Son
 - Father/Daughter
 - Home & School PR
 - Spirit Store
 - Parent Mixers
 7. Spring Parent Mixers, Pay your own way, H&S chooses the location for parents night out gathering
 - i. New goal is to start a Family Involvement Committee (Crissa is the chair)
 1. Getting new families involved
 8. Middle School and Bidy Sports
 - i. Bidy Sports helps to unite St. Mary and St. Bernadette
 - ii. Invite a representative from Bidy Sports to discuss options
 9. Increase back to school coffee/donuts budget to \$100
 10. Budget Adjustment
 11. Reimbursement Process
 - i. Receipts will need to be submitted to HSA (hsa@saintmarylancaster.org)
 - ii. Will create a google form to have each request logged
10. **Old Business:**
 1. Gym Renovation Funding
11. **Holiday Happening 2024 11/9/2024**
 1. Event Coordinator: HSA
 2. Auction Coordinator: Christina McGill
 - i. Auctioneer: Gracee Poorman verified, \$500

3. Volunteer Coordinator:
 - i. Set up, clean up (LOADS per sign up sheets, covered, re-date last year sign up genius)
4. Ticket Sales website : Live as of Summer 2024.
5. Raffle Tickets: Erin Schorr, Proof due friday 9.13, Arrive on TBD, anticipating 30k tickets.
 - i. Volunteers needed to count/staple/sort (LOADS per sign up sheets, covered)
 - ii. Target date to send home Wed Oct 2? first turn in day Monday Oct 7.
 - iii. Increased student incentive this year for top seller to \$250, \$100, \$50
 - iv. Discussions on Teacher incentives to get them involved to sell.
 - v. Goal is 100% student participation, keeping \$17,000 monetary goal.
 - vi. Award for Pajama Day: **Dec 19, 2024**
 - vii. Week of casual dress for 100% participation: Week of December 2nd
6. Auction items/donation letters have been mailed - Just shy of **400!** letters sent out, Christina mailed Friday 9.6.24
7. Returning and new sponsors - Have 3 sponsors as of Today, 9.11
8. Classroom creations - Jen Donnell, Whitney Bowers, Trixie Weber
 - i. Household Creations
 1. Theme suggestion: **Food/Hostess/Serving**, plates, measuring cups, mugs, bowls, pitchers, jars, serving tray.
 2. Theme suggestion: **Family Game Night**, Jenga, Guess who, checkers, scrabble, deck of cards,
 3. Theme suggestion: **Celebrate the year**, Winter, Spring, Summer, Fall, Easter, 4th of July, Halloween, Thanksgiving, Christmas.
9. Classroom Baskets- Hold off this year
10. Staff Basket- Staff members are creating a basket
11. Fall theme this year
 - i. Decorations: Have leaves from last year.
 1. Could use dimmable twinkle lights for silent auction items.
 - ii. Bri Middaugh: Centerpieces, Rhonda verified yes 9.10, \$500 budget to sell
 - iii. Tables and Chairs now owned by the school. Have enough 6' round tables to seat 300 people. 300 chairs.
8. Food/Drink: Lancaster Culinary School: Kevin Crabtree to coordinate
 - i. Budget (Last year for all food plus servers, costs \$3k including tip)
 - ii. Liquor license application, Judy Wohrer volunteering for bar set up/coordination.. Applying for a license today, about 1 month turnaround. Good for single event.
 - iii. Kristin reaching out for slushie machine
9. Entertainment provided by: Rhonda has reached out to band (Anticipating \$800)
 - i. Creek Don't Rise (unavailable). Could use back up options.
 - ii. Forsythia
10. Printed Invitations
 - i. Can we add an invite to the Church Bulletin
12. **Highlights for newsletter:**
 1. **Holiday Happening 2024 11/9/24**
 2. **Raffle tickets will start next month**
 3. **Look for information from room parent(s) for classroom creations**
13. **Next Meeting: 10/16/2024 for Holiday Happening Planning**
14. **Close Meeting**

