

Minutes for CSAC Meeting

April 10, 2017

I. Welcome/Opening Prayer

Present at the meeting: Patrick McIntosh, Laura Walcott, Matt Wells, Fr. Hebda, Rosemary DeGregorio, Maggie Burgos, Monica Williams, Jennifer Ferrara, Jane Dolcini, David Pellegrini, and guest parents: Molly Pollock, Heather Gordon, Kristina Alvarez

Not Present: Michael Stovall

Prayer said by Principal McIntosh at 6:00 p.m. and meeting called to order.

- II. Approval of previous meeting minutes- Motion to approve made by Maggie Burgos; Second motion made by Matt.

III. Open Session – All

Heather Gordon came to discuss the raffle, Mid-night Madness type Basketball Sports rally, possibly December 8, 2017- no charge to participate, all grade levels are invited little dribblers and middle school students, if there are funds, we could provide pizza, suggested that it would be estimated cost is \$1,500.00, Steve Buzzard (Buzzardball Founder and DJ), lights, announcer, etc. We would promote it like a sports rally. Everyone likes the idea and Patrick suggested that we form a committee to start planning. The idea is that the raffle to promote the Gold Tournament (each student sells tickets) and money would go towards funding the December Midnight Madness Event and all other funds go towards the athletic program. Committee to include: Sean Wong, Sean Kinlock, Heather Gordon, Laura Walcott, and other parent volunteers who would be interested in helping to plan/organize.

- IV. **Pastor Report-** Octoberfest will be in September, 2017, date TBD. Stations of the cross have been going very well, 4th graders did very well and he is very proud that we are involving more students, children from both Catholic and non- Catholic schools, all levels of students participating, very exciting! Upcoming Celebrations: 7:00pm on Thurs and Fri, 8:15am Stations of the Cross at 12:00 p.m. and 3:00 p.m.,. Re: Parish Finance Council, looking for new members and will be selecting not electing. Michael Stovall will no longer be coming to CSAC as a regular attendee, he would come periodically to report out. HSPS is unique in having a finance person attending their CSAC regularly. Laura and Patrick will talk with Michael and decide how to best proceed. It seems a better fit to have Michael attend the Finance Council Committee.

- V. **Principal Report-** WASC is complete and everyone learned a lot by the process. The writing process really helped HSPS to define their goals and future plans. Patrick wants to present a

calendar to review. There are a few staff changes coming in 2017-18; Rene Malaki will not be returning and an interview committee is set to interview on Thursday, April 13, 2017. Renee Malaki, Andrea Michon, Monica Gonzalez- Williams, Principal McIntosh, and Father Hebda will be on the committee as well as Renee. There are viable candidates ready to interview this Thursday.

We will be using the WASC report to guide our strategic plan for the school (over the next 5-6 years). We are already developing new and tighter processes in such things like the auction. One idea for next year, two volunteer hours for all parents will be designated for the Auction. However, Patrick noted that the wording and general idea will need to be clarified to help all understand that all families need to participate at some level (does not need to be done at the auction but rather in prior preparation for the auction). A better explanation will be coming out soon from Patrick.

Development Report-

Breakfast with Santa generated \$908.00 & Crab Feed generated \$14,310.11. Tea for the Arts is scheduled for May 6, 2017. The new location is the Convent Garden (or inside the gym based on the weather); the event will hold 20 tables with 8 seats per table. The committee is meeting regularly. With no vendors this year, the raffle is the best way to raise money, the goal is \$10,000. Tickets are on sale now. There is also a fashion show scheduled at the event. The committee will be selling Raffle tickets to win a basket which are being designed by each grade level.

The Golf Tournament is almost sold out to capacity; Todd Ferrara and Laura Walcott are co-chairing the event this year. There are very few slots left and an email was sent out to let the HSPS community know the status. Dinner will be provided by Kelly's Catering and Laura also talking with **Sampinos** for support as well.

Auction is still reconciling final numbers.

Facility Report-

David has obtained 2nd round of estimates for the HVAC repairs, prices vary between \$6,000.00 and \$8,000. To replace Kinder- 8th grade the total costs are about \$55-60,000. However, once installed, that could last another 20 plus years, the newer models are lighter and much more energy efficient. We need to make a decision before the domino effect of repairs for the HVAC starts.

Summer- need to plan for the repairs, Johnny Wynn suggested to David that we get parents involved in the summer to help do repairs, such as painting, cleaning, etc. Father reminded us that volunteers cannot be on ladders and that there are strict diocesan rules re: liability if someone gets injured while on school campus.

Security issues- as a school, we need to repair the fence and perhaps ask the city to help trim trees around the perimeter of the fence. A priority of safety needs to be addressed as well especially with T-K on sight, drainage issues, etc. in a few months.

Enrichment Report-

The last session is upon us– it's going well considering Spring break. Some classes were cancelled due to golf tournament. May 19, 2017 is the last date of enrichment for the year.

Parent Guild-

On April 25, 2017 at 6:00 p.m. will be the last meeting. Give parents a chance to volunteer, still not up and completely running. The goal is to get parents committed to certain tasks, key positions, etc. to get the Parent Guild fully up and running, he will do more. Working through the volunteer wrangling is Matt's priority, he wants to get a better idea of how to get parents organized to volunteer and commit because there is still a lot of confusion. Moving to an online system will help a lot – goal is next school year. In addition Matt requests that the school include a group of folks to help, plan, and calendar events IN ADVANCE of the next school year to discuss when events take place so that we can better collaborate as a school community. There was discussion about how to better communicate with regular donors. Fundraiser Chairs need to meet all together at the beginning of a school year to talk about who they go to for what amount of money and what events – we need to be more strategic and integrated on how we approach fundraising in general. A golden ticket sponsor program option was discussed as a potential option. This will help them commit to what they will donate in the year and for what amount. Sponsors can also be posted on the website.

Patrick agreed to help coordinate a meeting of all the Chairs to organize and discuss how to better organize/plan events, sponsorships, etc.

Service Club Report-

The two entities that will be served by the HSPS community are the Shriners Foundation and the Helping Heart Ministries (via the HS Parish). There will be a Walk for Love in June, the goal is to bring the service back to working with the parish, all grade levels can partake, young students can make cards, older students can do other activities, Some ideas to raise money for the Shriners Foundation would to do a garage sale, to raise funds for a donation.

We are also still participating in the Parish Christmas Adopt A Family program as well as Mustard Seed Lunches.

VI. New Business - All

- a. Writing is a big need at HSPS- PD is needed and that is built into the 2017-18 calendar.
- b. Calendar for 2017-2018 was shared and reviewed/approved to post on the website.
- c. Full Report of Findings- was shared at CSAC – it was suggested that a shorter version of report be reviewed, in particular the Action Plan will be shared at the next Parent Guild Meeting on April 25, 2017 at 6:00 p.m.

VII. Adjourn & Closing Prayer