Per the By-Laws, the purposes of the HSA shall be:

1. To promote a spirit of cooperation and understanding between parents and the faculty/administration of the school;
2. To strengthen and improve the school by initiating, organizing, and carrying out fundraising projects, subject to approval by the principal of The Madeleine Choir School;
3. To encourage and assist with communication between faculty/administration and parents in school affairs other than instructional or disciplinary matters.

Welcome/Call to Order ~ Cerah Nordhoff

Opening Prayer ~ Cerah Nordhoff

Review of Minutes from September 10, 2019. Motion to approve.

- MOTION to approve minutes from September 10th meeting: PASSED

Treasurer's Report ~ prepared by Paige Witt

- Balance available as of October 1, 2019: $12,222.82 (LSGD expenses not included).
- Paige has prepared the 2019-20 HSA Projected Budget and HSA Officers will be reviewing it and voting on it this month.
- HSA Officers are currently looking into establishing a Venmo account.
- HSA Officers are still discussing guidelines for Class Funds accounting.

Principal’s Minutes ~ shared by Cerah Nordhoff

- Parent/Teacher Conferences - the schedules were a little crazy. Upper School was supposed to have two nights, but one night was accidentally omitted from the school calendar. Administration will work on the schedule to ensure that signup times are better communicated with parents.
  - Lower School Feedback
    - Having the sign-ups being standardized is desired (not all teachers used the same method to request sign-ups)
    - Sign-up method used should allow parents to see what slots are already reserved and also send a confirmation once a timeslot is selected
  - Upper School Feedback
    - A minimum of two nights is required to ensure families can meet with all teachers in a timely manner
      - Should review if three nights may be required starting next year as the seventh grade class will be very large
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- There was a proposal to see if the timeslots should be reserved for only students that had some feedback needed...others would just be sent home with the standard communication
  - Majority felt like there is still a benefit of meeting with teachers regardless of “need”. It is a good experience for the student and it is one of the only times when parents get to interact with the teachers one on one.
- Suggestion was made that having a list outside on the door of the rooms listing out the schedule and family assignments may help parents figure out if there is an open slot or not without having to interrupt the current conference
- Community Nursing Flu Shot was a success - about 100 shots were administered. Next year, they will ask for additional nurses during high peak time (immediately at school dismissal).
  - Suggestion was made to look at the potential to offer the shots throughout the day to allow parents to come in and get them (over lunch time?)
  - Looking at adding a potential second day to allow for more opportunities to partake
  - School will receive ~$200.00 in funds from this program.
- School Families/Home Base - these are going well. The next activity will be on October 30th, where the families will make wreaths out of handprints from each family member. They will write things they are grateful for on their handprints. The wreaths will be hung in the school. Volunteers are needed to donate fall-colored construction paper. Donations are to be turned in to the office no later than October 25th.
  - Feedback is good for the initial school family activities. Many students are sharing with parents when they recognize other students that are in their “families”
  - HSA will setup a Sign-Up for the construction paper donations
- Parking/Drop-off/Pick-up Procedures - School Admin is working with Univ of Utah graduate students to help monitor the current system and provide insight and suggestions.
  - Multiple Comments/Suggestions were discussed:
    - As the street has changed for pick-up Avenue A still remains as a 3 minute time limit. Three minute limit can be difficult if parents are parking to walk in and get children that don’t necessarily get out on time
    - Is there any option to have police presence during pick-up to help? People get impatient and dart around waiting cars.
    - The school does not have a “school zone” flashing sign or speed restriction – Can we look into this with the city to review options?
    - Are crossing guards an option? Specifically at the southeast corner?
    - There is a new HSA safety officer position that is under consideration.
At a Glance ~ Review of recent HSA-sponsored activities/upcoming events

- Reminder: HSA By Laws and Minutes are posted on the HSA page of utmcs.org. By Laws indicate that there should be a faculty member present to represent the Upper and the Lower Schools. Andrea Sline has agreed to be a faculty representative.
- October Faculty Luncheon: 7th Grade, October 24th
- October Lunch/Yard Duty: 1st Grade/7th Grade
- November Faculty Luncheon: 6th Grade, Date?
  - No date yet.
- November Lunch/Yard Duty: Kindergarten/6th Grade
- Lower School Grandparents’ Day, Friday, October 4th
  - Feedback overall was positive. The program was enjoyed.
  - In general there was some feedback regarding the lack of structure and communication for after the program.
  - Families and teachers were confused regarding where the students and grandparents were supposed to go.
    - Some teachers stayed in the classes, some came out to the quad.
    - Teachers were not sure if students could be released early (the program was done by 3:00), some teachers kept students until 3:30 which meant Grandparents had to wait around to take the kids home
    - Potentially start the program later (2:15)
  - No Live-Stream this year or full videos as there are numerous students that are not allowed to have their pictures shared on social media, making videos tough. There are some short clips from each of the grade levels on Instagram with “smiley” faces over students without picture release
  - Communication regarding parent attendance needs to be strengthened
    - A large number of parents attended
      - Some parents were there as “special” guests to stand in for grandparents that could not make it, others were there in addition to grandparents
    - Multiple reports of parents sitting up front while grandparents stood in the back,
      - Ushers for the event should help ensure grandparents receive priority seating
    - All of the new chairs (100) purchased by HSA were used for this event in addition to the existing chairs. The new chairs looked and worked great!
- Chili Cook-off/Family BINGO Night - Friday, October 11th @ 6pm.
  - A school-wide reminder was sent out this week.
The RSVP system is very time consuming. It is requested that individuals email MCSHApres@gmail.com directly and include a head count for adults and children. Room reps should help spread this information.

The class (both upper and lower) that have the most people in attendance will receive a free dress day.

A suggestion was made to provide some basic coloring crayons/coloring papers for younger children that may get bored during the event.

- There will be no babysitting services and children will not be allowed to wander through the school.

MCS School Family Fall Wreath activity - October 30th
Volunteers needed to donate fall-colored construction paper, due by October 25th.

All Hallows Eve Parade, October 31st @ 2:45pm on the Quad
A volunteer is needed to put together a Halloween/Dance Party playlist.

- It is requested that the playlist NOT include Thriller by Michael Jackson due to current controversy
- Megan will be sending out specific information regarding costumes but no blood, no masks, no weapons.
  - It is requested that guidance be given for younger students that may have trouble changing into costumes. Will teachers be able to help?
- Costumes will only be allowed for the parade and are not to be worn all day.

Parent & Student Forum on November 7th @ 6:30pm in Skaggs Hall
HSA to provide popcorn/drink. Screening of “The Like” movie, a documentary about the impact of social media on our lives.

- Confirmation regarding attendance age is requested (latest school newsletter had age 10 listed). In addition there was some confusion regarding the age for the last movie as school communications had different ages listed.

Family Advent Day - November 30th
Update by Event Chair, Carissa Workman

- Supplies are ALL taken care of either through direct donations of materials or money to purchase materials.
  - Appreciation signs for the businesses that donated will be placed at the event
- Candles still need to be ordered.
- Question regarding tables:
  - Which tables will be used?
  - Are table cloths needed for dinner only or both dinner and the wreath activity? Cloth? Disposable?
- Need to check with Shaun on the power capability to run multiple glue guns.
  - Could setup a glue gun station
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● Glue guns are not needed for many steps

Food

● Sign-ups are needed for food volunteers
  ○ Either Kristel or Katie can walk Carissa through the process of setting up the sign-ups.
● Ideas for food include lasagna, French bread, salad, and some sort of basic pasta for kids (another option for kids may be hotdogs in a crockpot)
  ○ Issues that still need to be worked out is how to keep everything warm
  ○ Amber has chaffing dishes but no Sterno fuel

News from Advancement ~ Violet Maw

● GALA update
● Class Projects updates/changes
  ○ Additional details regarding the car donation:
    ■ 24 month lease from Jerry Seiner, approximate value $300/month
    ○ Potential take home for the school 22,800 (300 tickets @ 100 each)
  ○ A second donation item is under consideration. A 10,000 travel voucher
    ■ Some options would be a 7 day Disney World trip for 4 with airfare, a trip to 2 to Tahiti with lodging in an overwater bungalow, a river cruise for two on the Rhine River
    ○ Additional details are needed. Can the 10,000 voucher be used for ANY travel or would it have to be from selected packages?
    ■ Potential take home for the school 20,000
  ○ The consensus was that the car lease would be a bit harder to “create a buzz” around. The travel option would build excitement and would likely sell more tickets.
  ○ No final decision was made.

New Business

● Class/Parent Socials
  ○ 1st grade postponed their function due to conflicts with Grandparents Day, will reschedule for a later date
  ○ 7th grade held a social which was fun (and wine!) filled
  ○ 2nd grade is holding a social Wednesday the 9th
● Update on compostables - HSA has reached out to the Choir Board and is discussing ways to invite parents to use eco-friendly options when serving choir snack. Room Reps have also been invited to do the same.
  ○ Research was done into cost of compostable paper products; they are very expensive.
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- Some people are beginning to use the dishes that are available for choir
  snack. The dishwasher is available, the cycle is quick (4 minutes), and it is
easy to use.
- Jamie and Cerah will work to provide some instructions and tips for using
  the dishwasher, including requirements for pre-rinsing, how to load, and
  how to run the cycle. These guidelines will be attached and included in the
  choir snack guidelines.
  - Still awaiting more information on Spirit Gear window display needs.
    - Spirit shirts, provided by the school, are still coming. There was a delay in
      the printing.
    - Additional spirit shirts and other items (hat, scarf) are also available for
      purchase (information was sent out in the school newsletter last week).
- Other

Those in attendance: Cerah Nordhoff, Kristel Borsos, Andrea Sline, Josette Formosa, Violet
Maw, Karina Larkin, Megan Garrett, Kym, Coudreaut, Patrick Flynn, Anne Mackey, Monica Allen,
Jessica Peterson, Amy Price, Sarah Collins, Jaimee Trewitt, Carissa Workman.

Next HSA meeting is scheduled for November 12, 2019 at 8:35 a.m. in the Erbin Hall
Boardroom.