HSA Meeting – Erbin Hall Boardroom
August 28th, 2019 at 8:30 am

Be Hospitable ~ Be Responsible ~ Be Respectful

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

Treasurer's Report

- HSA gift for 2018-2019 school year, $1800.00 for laminator
- HSA paid $350 towards the sandwiches for Back2School Picnic
- HSA is covering the cost ($650) to Show “Angst” at the September School Forum
- HAS fund balance – around $16,000 (there is a meeting scheduled with Andrea this afternoon to reconcile the books)
- All grades need to provide a class fund report to Paige (Treasurer), some have already been submitted (Thank you!)

At a Glance ~ Review of recent HSA-sponsored activities since the last meeting

- Used Uniform Sale
  - Need to increase advertising
  - Too close to the start of school (many had already purchased uniform pieces)
    - Additional Used Uniform sale to be held in conjunction with the Family Advent Activity in November (will allow people to “refresh” wardrobes as kids outgrow through the year)
  - Uniform sale will be moved to TWO Weeks After School Ends. Will allow for people to clean out closets after school is done and still allow for time before school starts to purchase additional pieces if needed.
  - Some of the items were very soiled. Kat will be screening items that are dropped off at the office. Those that are not in school wearable condition will be donated to shelters.
  - Suggestion was made to look into bringing back a used uniform “rack.” Some used uniform items would be available year round for swap/purchase. Could help those that need a replacement piece or two throughout the year.
  - Suggestion was made to dress mannequins in examples of casual and formal wear and display by the front office. Families have a ton of questions regarding uniforms and having something visual would be helpful.
• Back-to-school/New Family Picnic
  o LARGE number of new families attended!!!
    ▪ Need to encourage participation from existing parents
    ▪ Sandwiches were well received. Feedback is that having the main taken care of by HSA funds is preferable to having parents responsible for providing those potluck style.
    ▪ Looking at moving the picnic to 4:00-6:00. This may allow additional families to attend.

• Room Rep meeting prior to picnic
  o Positive feedback received, Katie Thomas provided “hands-on” instruction for using the Sign-up system

• HSA Volunteer Fair
  o First time using the Chromebooks for direct Sign-up
    ▪ Feedback? Did this make the process easier?
    ▪ Participation in the sign-up was very high with some events/opportunities already filled.
    ▪ Working in the Sign-up system can be frustrating due to the number of times some people had to log in. Some of this was due to issues with the wifi connection.
    ▪ Suggestion was made that the setup information for the Sign-up could be added to the school’s technology guide

• Room Rep talks as part of Back 2 School Night
  o Comments, concerns?
  o Suggestions:
    ▪ Need to set time expectations for the room rep portion of the talks. For the younger classes that need to explain the concept/duties of the room reps it requires too much time and takes away from the teacher’s presentation
    ▪ Encourage the room reps to go after the teacher has completed their presentations
    ▪ For future years it would be helpful to encourage room reps to have a handout and work together on their grade specific talking point prior to back2school night. In order to facilitate this the HSA communication on talking points needs to be sent out much earlier.
    ▪ New classes (Pre-K, Kindergarten) struggle to get all of the class fund work done in time prior to Back2School night. Clear communication on how to set these accounts up needs to be provided earlier.
    ▪ There is a large amount of information that would be helpful for new families at the beginning of the year. Potentially this information could be provided in the form of a handout that would be given to new families when they come in for their financial conference with Andrea.
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- HSA continues to review processes and communications in order to streamline things for room reps and provide key information and assistance to the MCS parent community. It is a work in process and all feedback and suggestions are encouraged.

Principal’s Minute ~ Megan Randazzo

- Cafeteria/campus renovation update
  - The renovations are nearing completion. Tile, bleacher stands, lights, blinds, paint, kitchen upgrades are complete. Tables are delayed but the students will be moving to “café” style eating at round top tables beginning today. The projection screen will be installed soon. 4th grade classrooms received some much needed attention and received new ceiling tiles and air-conditioning.

- Campus Security Update
  - The Cathedral has a new employee that is dedicated to security. They will sweep areas (bathrooms, halls, pews) prior to students entering and will be onsite and patrol/walking around for the duration of the mass/activity. This individual will serve as a direct point of contact for the school on these matters.
  - In addition the school will be hiring Premiere security (same firm that St. Vincent’s uses). They have been trained on de-escalation. Principal Randazzo will be part of the training of this individual and will focus on kindness and thoughtfulness when interacting with members of the community that seek shelter at the Cathedral. Security officers will not be carrying guns. They will carry Tasers. Funding for this security officer is coming from the school but is significantly less than the off-duty police officer.
  - September will be used to evaluate these new measures. Additional actions may be taken if results are not satisfactory.
  - The Bishop has notified the school that he is moving the Good Samaritan program. It will be relocating closer to St. Vincent in order to expand food offerings by leveraging St. Vincent’s facilities. This relocation also moves the Good Samaritan closer to the Road Home. The last day meals will be served out of the current Good Samaritan will be Sept. 30th. Meals will resume in the new location on October 1st.

Upcoming Events

- September Faculty Luncheon – 8th Grade
  - Date?
  - Date has been set for Sept. 19th. Taco bar!!!
  - Note: Room Reps/Parent Volunteers that set the menu for the luncheons can take into consideration that faculty/staff have a wide range of dietary restrictions. Consider including salad(s) with gluten-free dressing options.

- Lower School Grandparents Day
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- October 4th
- 2nd Grade, Event Chair?
- Status update on invites (Children are hand-making invites this year)
  - "Save the date" information will be coming out in the school weekly newsletter.

New Business
- Room Rep Expectations
  - Role assignments (community liaison, treasurer, communications)
  - Parent Socials – grades are encouraged to arrange a parent social
- Family Bingo Night, no longer Bacon Bingo
  - Chili Cook Off – sign up to bring your best pot of chili to share!
  - October 11th, Friday Night – no cost to attend
  - Raffle tickets will be sold for prizes
  - Bacon will likely still be given as a raffle prize.

Adjourn with Prayer ~ Megan Randazzo

Next HSA meeting is scheduled for September 10, 2019 at 7:00 pm in the Erbin Hall Boardroom.

Additional Topics/Discussions/Actions:

Upcoming Uniform Policy Changes
- Younger Grades (1-4) will not be required to wear the cardigan on Formal days during warm weather. The students get too hot and have difficulty keeping track of cardigans once they have been removed. Other pieces of formal uniform are still required.
  
  Note: Cardigans ARE REQUIRED for class picture day on Sept. 18th and for lower school Grandparent Day on Oct. 4th.
- Girls in ALL grade will be allowed to wear uniform khaki pants in place of skirts/jumpers on formal days. All other pieces of the formal uniform are still required. Note: The khaki skort is not acceptable on formal days.
- Principal Randazzo is aware of the lady/girl cut oxford that is being offered on the Dennis website. It is not button down. She is reviewing this shirt to see if it will be acceptable and work with the formal ties that are required in the upper grades.

First Parent/Student Session will be on Sept. 12th @ 6:30 PM. “Angst” will be shown on the new projection screen. HAS will popcorn and water will be served. Ms. Randazzo will review the subject matter and decide what grades would be invited to attend.

A review of the hand off of new families between admissions and HSA is desired. Currently the handoff is the Back2School picnic which may not allow enough time for room reps/HSA to reach out to new families before school begins. The HSA president does attend the Spring orientation to provide a basic overview of the role of HSA.
As a reminder class funds are not to be used for teacher gifts. Families are encouraged to donate to the HSA bonus drive around Christmas as ALL students at MCS have multiple teachers. Families may provide gifts to teachers as they see fit and parents can coordinate teacher gifts amongst themselves but room reps do not need to coordinate these efforts.

Volunteers for Lunch/Yard duty will notice new signage in the remodeled cafeteria. Signs make it clear the expectations for each grade level. There is a new “sign” system where students can hold up different numbers of fingers signaling different things (ex. help needed). Volunteers are asked to remember to help enforce good behavior.

Proposed change to the start time of the morning HSA meetings from 8:30 to 8:35 to allow parents to join in on Morning Prayer and announcements before joining the meeting.

Those in attendance:
- Cerah Nordhoff
- Kristel Borsos
- Megan Randazzo
- Jaimee Trewitt
- Karina Larkin
- Megan Garrett
- Carissa Workman
- Josette Ryan
- Kym Coudreaut
- Patrick Flynn
- Patricia Hansen
- Jessica Peterson
- Janida Emerson
- Sarah Collins
- Lisa Gabbert