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 ~ Megan Randazzo

Review of Minutes from August 28th. Motion to approve.

- **MOTION to approve minutes from August 28th meeting: PASSED**

Treasurer’s Report ~ Paige Witt

- Balance available as of August 27, 2019 $14,082.11.
- Andrea Steenburg wants HSA to look into getting an HSA-Venmo account, which would be used in lieu of credit card payments. Each credit card transaction has fees.
  - Venmo requires a cell phone number for setup which can be difficult. A suggestion was made to look into setting up a Google Number. Paige will look into this.
- Paige is working to confirm the 2019-20 HSA Projected Budget
- Report on Class Funds. Confirm that all have forwarded an account balance.
  - 2 grades still need to provide a budget update. Paige will reach out to these classes.
  - Most class funds appear to be in good shape. Paige will contact grades that are a bit low.

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. Check with School Admin to determine who those representatives will be for 2019-20.
  - Everyone is encouraged to review the By Laws. In addition Room Reps are encouraged to promote the use of the school home page as the first review for all school questions. Many of the frequently asked questions are easily located on the school page. If questions cannot be answered continue to reach out to HSA as needed. Megan will consider asking a specialty
teachers to attend the morning meetings to represent the upper and lower schools.

- **Thursday, September 12th - Parent/Student Forum, “Angst” @ 6pm**
  - As a reminder this presentation is recommended/encouraged for student grades 4 and up. All parents regardless of student grade are welcome and encouraged to attend.
  - Popcorn and Brazilian lemonade will be provided as refreshments, courtesy of Sofia Brophy.
  - No babysitting will be available and it is asked that attendees be able to sit through the presentation and discussion without distraction.

- **September Faculty Luncheon: 8th Grade, September 19th**
- **September Lunch/Yard Duty: 2nd Grade, 8th Grade**
- **October Faculty Luncheon: 7th Grade, Date?**
- **October Lunch/Yard Duty: 1st Grade/7th Grade**
- **Lower School Grandparents’ Day, Friday, October 4th @ 2-3:30pm**
  - Update on invitations, volunteer signup and additional chairs
    - Invitations are being finished up in classes this week and will be going home with students no later than this Friday.
    - Each student will come home with two invitations. It is up to the family to send out/deliver the invitations.
    - The Lower School Grandparents’ Day committee has been very active and have all details and volunteers covered.
    - Crackers, cookies, iced-tea, and water will be provided to attendees.
    - Grandparents and special attendees will proceed straight down into the Cafeteria. In past years there has been a “reception” period prior to the performance. Based on feedback and to allow Grandparents more time with grandchildren to tour classrooms, the reception period has been removed.
    - At the conclusion of the performance Grandparents are encouraged to meet their grandchildren on the quad and tour the lower school classrooms and yard areas.
    - 4th grade students will be allowed to tour their classrooms in Erbin Hall, but it is asked that others remain in McCarthy as there will still be active classes ongoing in Erbin for the Upper grades.
    - Update on chairs provided in the “New Business” section.

- **Chili Cook-off/Family BINGO Night - Friday, October 11th @ 6pm - Signups are online.** Come join the fun - No cost to attend. **Bring your smart phone to play BINGO.** Raffle tickets will be sold. RSVP requested. The volunteer signup and invite with the RSVP link should be included in the newsletter this week. [https://bit.ly/2kEogfw](https://bit.ly/2kEogfw)
  - Correction noted above. Smart phones are not required to play. The Bingo calling will be done via a smart phone application. Play will remain paper card based.
HSA Meeting – Erbin Hall Boardroom
September 10, 2019 at 7:00 p.m.

- Sign-ups for Chili are live on the MCS website, parent volunteer tab/sign up.
- HSA will be providing cornbread and salad for sides.
- In an effort to reduce plastic waste HSA will NOT be providing cups for this event. Beverages are BYOB and attendees are encouraged to bring their own reusable cup or bottle.
- Ideas for Raffle baskets and prizes are requested. Donation opportunities to support the baskets and prizes may be listed on the sign-up at a later date.
- Advancement is reaching out to Daily’s Meats for bacon prizes.
- HSA Officers will be meeting to finalize details for this event.

Principal’s Minute ~ Megan Randazzo

- School Families/Home Base
  - To enrich and strengthen our community across all of the grade levels students will be sorted into “School Families”
  - Each school family will have members from each grade represented.
  - School families will meet together once a month (exceptions are Dec, Feb) during the Home Base period to work together on an activity
  - First “family” project will be September where the students will make a Family Crest art project.
  - Upcoming themes/activities: Halloween, Fleece blankets, Catholic Schools Week, Bus decorations for the St. Patrick’s Day Parade.
  - For the November School Family project of fleece blankets HSA officers will be setting up some sign-ups for donations of fleece and potentially for some volunteer opportunities to help prep materials for the students.
  - Suggestions for donation locations for the completed fleece blanket projects are needed.

- Community Nursing Center - flu shots on October 3rd from 3:30-7pm on campus
  - Insurance will be accepted.
  - For each paid flu shot $2.00 will be donated back to the school
  - This is a new opportunity being made available to our school community, and convenient!

- Parent Coffees this week
  - First coffee was held today and went well. Attendees are encouraged to provide feedback.

- Other

News from Advancement ~ Violet Maw

- GALA update
- Class Projects updates/changes
  - A new car has been offered as a donation to the school to use in fundraising efforts...details not yet revealed.
  - An opportunity drawing for the car is being PROPOSED.
Proposal: Tickets would be sold for $100.00 each. The expectation would be that each CLASS would need to be able to sell 10 tickets (20 tickets per grade). If this goal is met it would translate to $19,000.00.

If adopted, this opportunity drawing would replace the Golden Ticket effort as well as class projects.

Student opportunity drawing would still remain in place to offer students a chance to get involved in fundraising as well as offer options for smaller donation sizes.

Car opportunity tickets would also be offered for sale at other events such as concerts.

Drawing would take place at the GALA.

The make and model of the car are unknown at this time.

Additional information is required:

- How would taxes be handled? Would the winner pay taxes or would those be included in the prize/covered by the school?
- Would the number of tickets that could be sold be limited? Maximum number?
- Questions remain regarding existing class sponsored easel parties and activities. Successful events would likely continue. All funds generated from these events will still feed into the GALA fundraising efforts. These events would no longer need to be grade specific which could help increase the volunteer and donation pool for these events.

  MOTION to pursue the proposal of a car opportunity ticket sale in lieu of individual grade projects: PASSED

New Business

- Community Liaisons
  - In order to reduce the number of communications new families are receiving community liaison activities will be limited to grade liaisons. “Mature” families that had been reaching out to different grades will no longer fill this role. Cerah will followup with the individuals she had asked to help welcome these families.
  - Feedback from the community liaisons is varied. Some families are very engaged while many did not respond.

- Class/Parent Socials
  - Kindergarten has already held a social at a local park. This was a family friendly event and the feedback was very positive with ~80 people in attendance! 1st and 7th grades are also planning their grade socials.

- Class Funds
  - Notes on the overall status of the class funds are listed in the Treasurer’s report section.
Question was posed as to the level of detail and how to report/record transactions made from class funds. Decision was to provide periodic reports to Paige so that the overall class fund report can be updated.

Clarification and guidelines have been requested for limits of single transactions from class funds. Is there a limit that can be removed at a time? Do we need to set these types of limits? HSA officers will review and report back at later date.

Compostables - discuss HSA plan to discourage the use of plastic and non-compostable paper products at all HSA events. Discuss.

- HSA is committed to reviewing and adopting initiatives that will reduce this waste.
- Currently HSA has an inventory of paper and plastic items that have already been purchased. The remaining inventory of these items will be used to support events until they are exhausted.
- Initial price review of compostable/biodegradable items is not cost effective. HSA is soliciting advice and information on potential donations or contacts that may be able to provide these materials at a reduced cost.
- For the faculty luncheons we will be reviewing options to use either dishes provided by the faculty or purchasing dishes that would remain at the school and be available for use for these events.
  - Additional information is needing regarding the capabilities of the school dishwasher. What types of plates, bowls, etc. would we be able to wash in the equipment?
- Additional feedback and proposals were requested. This discussion item will remain on the agenda for the next meeting.
- Cerah will touch base with Amber about existing ceramic/melamine plates and bowls.

HSA morning meeting time change proposal - move to 8:35 a.m.

- Moving meeting time back 5 minutes would allow attendees to remain on the quad for the morning announcements and prayer.
  - **MOTION to move the morning meeting time from 8:30 to 8:35: PASSED**

Spirit Gear mannequins, pom-poms and banners - School Admin would like HSA to cover the expenses for two youth mannequins and decor (pom poms and banners) for Spirit Window display case in the front foyer of Erbin Hall. Ask for someone to research cost of mannequins - possible volunteer signup to donate the pom poms and banner decor. Further information needed prior to voting at this time.

- Review options for mannequins. Torso type was suggested. There is a potential for a contact that may be able to get us a reduced price.
- Another potential option is to just hang the outfits on hangers and not use a mannequin.
- Carissa Workman volunteered to gather some more information on mannequins.
○ HSA will post sign-ups for donation opportunities to provide pom-poms and banners for the display case.
○ **MOTION to gather additional cost information in preparation for a formal proposal and future vote: PASSED**
○ Cost information will be reviewed at next HSA meeting.
○ New spirit shirts are coming. This year’s shirts will be long sleeved and are expected within the next couple of weeks.
○ Many individuals expressed a desire to make used spirit wear easily available to those that may need items. New families in lower grades do not have a lot of items. Potentially a box containing donated spirit wear items could be located in the office.
○ Principal Randazzo proposed that a potential theme for a “hype week” could be Vintage MCS were students would be encouraged to wear their old spirit wear!
● School Admin has asked that HSA cover the recording fees for the St. Therese, Hildegard and Nicholas choirs to sing Irish music to play alongside of the school bus in the St. Patrick’s Day parade on March 14, 2020. Costs are estimated at less than $200. Vote to approve.
  ○ **MOTION to use HSA funds for the recording of the Irish music to be used for the St. Patrick’s Day parade: PASSED**
  ○ A proposal was made to look into potentially offering the recording for sale to parents and those interested.
    ▪ How many songs would we be able to record for the estimated $200.00 fee?
    ▪ Logistics of the sale of the recording was not explored and will require additional review and information.
● School Admin has also requested that HSA cover expenses to purchase 100 additional chairs that will be stored underneath to stage to use a large events that require additional seating. Discuss the cost. Amazon quote 10 chairs=$140.00. Diamond Rental fee to rent 100 chairs=$218.75. Discuss. Vote to approve.
  ○ The rental of chairs can be a significant expense overtime and does require additional planning and coordination for events.
  ○ Each event that requires over 200 chairs requires additional chair rental.
  ○ Estimated total cost will be ~$1400.00. The school’s account will be used so taxes may be waived.
  ○ **MOTION to use HSA funds to purchase 100 additional chairs: PASSED**
    ▪ This will be reviewed to determine if this purchase will be listed as the HSA yearly gift to the school.
● Other
  ○ The potential of purchasing walkie/talkies for use in communication across the school (events, yard duty, etc.) was brought up again. Initially this request had been reviewed and rejected due to the potential cost of upkeep to the batteries. There is a potential that the number of units
could be reduced which would reduce cost. There is also the potential that the use of cell phones could provide a similar result.

- Sarah Collins reminded everyone to look at the Easel Party options online. There are a few upcoming opportunities that still have spots available:
  - Raclette Food Truck and Tailgating party. Would you please send along this link to the communication reps for each grade and ask them to distribute to their grades. It will be a really fun party!

  Time TBD when they announce game time.
  https://madeleinechoirschool.ejoinme.org/2019EaselParties

Those in attendance: Cerah Nordhoff, Sarah Collins, Heather Beale, Paige Witt, Kristel Borsos, Violet Maw, Megan Randazzo, Janida Emerson, Sofia Brophy, Patricia Hanson, Emily Kaufmann, Jessica Vanisi, Lea Hulstrom, Anne Mackey, Carissa Workman

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