

**St. Francis School HSA**  
**Meeting Minutes**  
**Tuesday, October 11, 2016**  
**7 PM – St. Francis School Cafeteria**

Attendance: Jane Gregory, Becky Reed, Martha Kovachevich, Sandy Cann, Jennie McDermott, Maureen Makarewicz, Nikki Albright, Jennifer Arens, Karla Fesler, Tabitha Surowiec, Barb Truitt, Amy Wiewel, Heather Bryan, Bryn Peters, Diana Real, Nancy Walker

Meeting called to order by Heather Bryan. Opening prayer at 7:04 PM.

**Principal's Report:** given by Heather Bryan

- Drills-Fire Drill: Firemen will be here for Official Drill on Thursday, October 13 at 9:00 am and then will have the Smoke House for grades 3 & 5.
- Quincy Conference: Teachers recently attended and found many worthwhile topics that were motivating.
- K-3 Reading with QND students will be Thursday, October 13<sup>th</sup> at 1:30-2:00 pm. We appreciate their support of our school and their willingness to read to our students.
- Parent Teacher Conferences will be held on October 26, 27, & 28. We hope all can attend.
- Grandparents' Day will be Thursday, October 27<sup>th</sup> with 11:30 am dismissal. This should be another wonderful event.
- Parking Lot: City of Quincy observed drop off & pick up. There were a few suggestions, but may have large impact. We hope to have these pieces in place very soon. A letter will be sent out as soon as Lori receives a diagram from the city.
- Donation: Memorial to school, in memory of fire years ago, called "12 Little Angels" will be introduced very soon. Everyone is invited to add to it for children in need of tuition assistance. The original donation will be for \$1,000 dollars.
- Tracy Grant: This has been completed, and Lori will meet with Terry Jenkins, Dot Foods employee, to review before submitting. Meeting will be Friday, October 14 at 10:00 am. The grant is for \$30,000.
- Walk-Through Evaluations: 5 minute visits, longer evaluations later in year for teachers.

**Father Don's Report:** Fr. could not attend. Conflicting meeting times.

**Treasurer's Report:** given by Heather Bryan

- Incoming:
  - Trash Bags: \$1,000
  - Book Fair: \$2,091
- Outgoing:
  - Library: \$1,000
  - Teacher Gifts: \$2,000
  - Buzz Books: \$258

**Secretary's Report:** Approval of September 13, 2016 minutes: motion Tabitha Surowiec, 2<sup>nd</sup> Jane Gregory. Unanimous approval.

**Old Business:**

Student Activities Committee: given by Jane Gregory

- Trunk or Treat will be Sunday, October 30<sup>th</sup>. Arrive at 5:30 pm to decorate vehicle. Trunk or Treating to begin at 6:00 pm. "Best Decorated" vehicle prize (\$25 gift certificate to Gene Grawe Fund) winner announced at 6:30 pm. Hope to see you all there.

Fundraising: given by Heather Bryan

- Shakespeare Pizza Fundraiser. Sales begin October 20<sup>th</sup>. End November 7<sup>th</sup> with delivery November 22<sup>nd</sup>.
  - Families that sell 20-39 pizzas, children will earn a jean day.
  - Families that sell 40 or more, children will earn non-dress code day (clothing needs to be school appropriate).
  - Jean day & non-dress code day will take place on pizza delivery day, November 22<sup>nd</sup>.

Suggestion Box: given by Heather Bryan

- Trash Bags: have been moved to Parish Office
- Box Tops: please keep sending these in. We are still collecting. Sorry for any confusion.
- Gym Scheduling & "Taking Care of Business": suggestions have been forwarded to appropriate persons. Will report back when there is an update.

## **New Business:**

### Committee Sign-up: given by Heather Bryan

- If you are interested in joining a committee, please contact a member of the Executive Board. You do not have to attend HSA meetings to be on a committee. You are free to choose where you would like to serve your volunteer hours.

### Request for Funds: given by Heather Bryan

- New form for teachers or parents to request funds from HSA has been created. IE: field trips, supplies, technology, etc. Please contact a member of the Executive Board if you need a form. Funds will be approved through a vote during general HSA meetings.

### Christmas Seat Raffle: given by Heather Bryan

- Open discussion as to whether we would like to continue this fundraiser. General consensus, yes.
  - 2 separate raffles this year: 1 for reserved seating, 1 for reserved parking
  - Information will be sent out at a later date.

### General Information:

- The Executive Board invites all parents/guardians to participate in HSA. We welcome any & all feedback.
- Tentative HSA Calendar of Events: see below.
- Next meeting will be Tuesday, November 8, 2016.

Closing prayer at 7:37 PM.

Minutes compiled by Karla Fesler, Recording Secretary

## HSA Calendar of Events 2016-17

### **August**

Teacher Gifts

Back to School Event, Aug 27th

### **September**

General Meeting Sept. 13th

### **October**

Scotties Skate Night Oct 4<sup>th</sup> 6:00-8:00PM

General Meeting Oct. 11<sup>th</sup> 7:00PM

Trunk or Treat Oct. 30<sup>th</sup> 5:30PM set up, begin 6:00PM

### **November**

General Meeting Nov. 8<sup>th</sup>, 7PM

Pizza Fundraiser (Pizza Sales Oct. 20-Nov. 7, Delivery Nov. 22<sup>nd</sup>)

### **December**

Christmas Program Seat Raffle

### **January**

General Meeting Jan. 10<sup>th</sup>, 7:00PM

Scotties Skate Night Jan. 26<sup>th</sup>, 6:00-8:00PM

Winter Carnival (tentative-Feb 3-closing Catholic Schools Week)

### **February**

General Meeting (Executive Board Election Nominations) Feb. 21<sup>st</sup>, 7:00PM

### **March**

Scotties Skate Night Mar. 9<sup>th</sup>, 6:00 PM-8:00PM

General Meeting (Executive Board Election) March 14<sup>th</sup>, 7:00PM

Spring Large Fundraiser

### **April**

General Meeting April 11<sup>th</sup> (Committee Chair Nominations)

Parents Prom

### **May**

General Meeting May 9<sup>th</sup>, 7:00PM

School Picnic