

St. John Vianney Catholic School
HSA Committee Meeting
December 1, 2009 ~ 6:00 PM ~ Teachers' Lounge

Agenda

Opening Prayer	Rose Nield
Old Business: ~Did Room Parents contact all parents to sign up for Instant Alert (many parents didn't know about this)	All Cindy Pelrine
Treasurer's Report	Cruz Armendariz
Fundraising Report ~Bashas' cards not previously registered – corrected? ~Box Tops contest ~Fry's Rechargeable Card Program ~Fry's Program – only 20 cards linked?	Lisa Churchill
Room Parents	Cindy Pelrine
SJV Staff Birthdays: January Birthdays ~January Birthday Basket & Poster ~Birthday Bars ~Birthday Calendar ~SJV Student Birthdays	Rose Nield SJV Office/Ms. Mary
Calendar – Upcoming Events: ~12/8 – 6:00pm Immaculate Conception Mass 7:00pm HSA Parent Meeting ~12/11 – Our Lady of Guadalupe Celebration ~12/13 – SJV School Mass & Bake Sale ~12/15 – SJV Christmas Village/Concert, Courtyard 6-8pm ~12/18 – Cancer Treatment Centers of America Concert ~1/5/10 – HSA Committee Meeting ~1/12 – HSA Parent Meeting ~1/15 – Family Movie Night, 6-8pm (indoors) ~1/31 – School Mass & Bake Sale ~1/31 – Catholic Schools Week Begins	All Laura Sakakibara & Monica Vargas
Roundtable: ~Buck-a-jean day	All Laura Sakakibara
Closing Prayer	Sr. Ignacia
HSA Committee: Sr. Ignacia Carrillo; Rose Nield, President; Monica Vargas, Vice President; Cruz Armendariz, Treasurer; Laura Sakakibara, Secretary; Lisa Churchill, Fundraising; Cindy Pelrine and Olga Rincon, Room Parent Coordinators.	

HSA Meeting

**12/1/09
6:00 PM
Teachers' Lounge**

Minutes

Opening Prayer		Rose	
Treasurer's Report:		Cruz Armendariz – not present, but provided written report	
Income: \$3,509.41 Expenses: \$ 799.47 Net Profit: \$2,709.94			
Action items:		Person responsible:	Deadline:
Under income, there are two miscellaneous items: \$ 50.00 – 11/13/09 \$754.35 – 11/19/09 Cruz to provide description of income		Cruz	1/5/10
Regarding Bake Sales did we have an income after expending \$200?		Cruz	1/5/10
Fundraising:		Lisa Churchill	
<p>~Box Top Contest ended 11/30/09, Lisa will count all the box tops and have the winning class by the next parent meeting.</p> <p>~Rechargeable Fry's card: the application was completed today. We will have 10 cards in the amount of \$5 each to sell at the next parent meeting. We will have special envelopes made up for the next parent meeting where parents can prepay and order the cards.</p> <p>~Fry's link cards will be passed out at next parent meeting.</p> <p>~Lisa will create a business card that will have the three SJV numbers for the following stores: Fry's, Target & Bashas'. They will be passed out at the next parent meeting.</p> <p>~Food City – website was down, Lisa will get number and provide them later.</p> <p>~Fry's – 23 cards linked to date, \$5,000 for the month of November, YTD \$11,000</p> <p>~Bashas' – not one card registered as of today's date.</p>			
Action items:		Person responsible:	Deadline:
Follow up on various items listed above		Lisa Churchill	12/8/09
Room Parents:		Cindy Pelrine & Olga Rincon - not present	
<p>~Instant Alert – it is still unclear if all SJV parents have signed up to receive instant alert messages. Cindy has emailed all the room parents inquiring about this, no response back. Cindy will follow up with another email to the room parents. She will also get a roster of each class and highlight the names of families who are not registered.</p> <p>A flyer will be sent out next week to remind people to sign up with a cover letter in bold writing the attached document must be completed.</p> <p>Sr. Igancia will call Honeywell to see if we can get a list of exactly who is signed up.</p> <p>Discussion held on how to avoid this next year, it was decided on Super Friday and Super Saturday parents will be directed into the computer lab to have them sign up before they can leave.</p> <p>~6 people attended the last room parent meeting (this is out of approx 28 room parents)</p> <p>Discussion held on how to get better participation. Suggested to assign a task to each parent to discuss at the meeting. If lack of childcare is the reason for poor attendance, it will be announced children are welcome, they can bring coloring books, crayons, etc, to keep them busy.</p> <p>Idea for next year – connect curriculum into parent meeting to show case each class and what they are</p>			

working on.

It was discussed some classes have their own newsletters. Cindy will advise Sr. Ignacia which classes have these letters and she will get a sample letter from the second grade room mother. The goal is to have all classrooms have a newsletter.

Regarding next HSA Parent meeting on 12/8/09 – offer free dress pass to increase attendance at these meetings from now on.

12/8/09 there is Mass at 6:00 p.m. for Immaculate Conception – Holy Day of Obligation, parent meeting to follow.

Action items:	Person responsible:	Deadline:
Follow up on various items listed above	Cindy Pelrine & Sr. Ignacia	Not stated
SJV Staff Birthdays:	Rose Nield	1/4/10
<p>Rose graciously volunteered to make the January Birthday Basket. Each basket usually runs about \$30 to \$40 (\$50 max). Basket consists of breakfast goodies, chocolate bar with personalized label. Person making the basket will purchase items and get reimbursed. Birthday Basket is to be delivered on the 1st of each Birthday month. Rose will put Poster on the refrigerator in the teachers' lounge. Rose will then email the poster to the next HSA volunteer for the following month. Mary Hernandez handles student birthdays.</p>		
Action items:	Person responsible:	Deadline:
Deliver Birthday basket	Rose	1/4/10
Deliver Birthday Bars	Rose	1/4/10
Post birthdays to calendar	Rose	1/4/10
Email birthdays lists to Sr. Ignacia, Mary	Rose	1/4/10
Calendar	Sr. Ignacia	
<p>Calendar</p> <p><u>~12/8 – 6:00 pm Immaculate Conception Mass followed by 7:00 pm HSA Parent Meeting:</u> Sr. Ignacia to do flyer and instant alert request to Ms. Mary to advise of Mass and that parents can earn free dress pass for their children for their attendance at the meeting.</p> <p><u>~12/11 – Celebration of Our Lady of Guadalupe – Event in the courtyard,</u> Sr. Ignacia will tell the story of Lady of Guadalupe, there will be a liturgical dance. After mass Mexican bread and juice boxes will be provided for the students. We will need two parents to be there @ 7:00 a.m. to help set up. Monica Vargas volunteered to order and pick up the bread (350 breads) and to help set up. Rose volunteered to get the juice boxes (300 juice boxes)</p> <p><u>~12/13 – SJV School Mass & Bake Sale</u></p> <p><u>~12/15 – SJV Christmas Village/Concert, Courtyard 6-8pm</u> (Laura & Monica chairing event) – there will be 9 sections of the Nativity Story. Children will be on risers and will sing. Sr. Ignacia will coordinate setting up the Nativity Scene with maintenance. HSA responsible for decorations and one food booth. HSA food booth will consist of: 2 pots of hot chocolate (made w/milk), 2 pots of coffee, churros, Mexican sweet bread, Christmas cookies. Monica will order & pick up the Mexican bread & churros. Laura will get all other items at Sam's Club. There will be another food booth for The Arballo family, they are making tamales and will work the booth, they will split the proceeds 50/50 with SJV.</p> <p>Decorations: we will ask families for Christmas donations, Laura will send an instant alert message to Ms. Mary to be read 12/3.</p> <p>Set Up: Sr. Ignacia will start setting up at 1:30 p.m. Monica will be there early afternoon to help with decorations as well as several parents. We have set up volunteers to work two shifts: 1st shift 3:30 to 6:00 p.m. for set up; 2nd shift 5:45 to approx 9:00 p.m. to sell and clean up.</p> <p><u>~12/18 – Cancer Treatment Centers of America Concert</u> – a group of students will take a field trip to the Center to perform with a Bell Ceremony and pass out candy canes. Teachers will make individual</p>		

holders for the candy canes. Laura will get approx 100 regular size candy canes from Sam's Club.

~1/5/10 – HSA Committee Meeting

~1/12 – HSA Parent Meeting – instant message alert will announce free dress pass for students of parents who attend the meeting.

~1/15 – Family Movie Night, 6-8pm (indoors): movie **UP!** will be shown.

~1/31 – School Mass & Bake Sale

~1/31 – Catholic Schools Week Begins – Theme Dividends for Life!

Sunday: we will have a SJV table outside mass with a few teachers in lieu of an Open House at the school

Monday: Open House from 8:00 a.m. to 11:00 a.m.

Tuesday: Theme Day – bring back students who've graduated from SJV for speakers, we will have approximately 5 speakers.

Wednesday: Mass and Grandparents Day Lunch – students will bring sack lunch and sit w/their grandparents. Popsicles will be provided to the students for a treat.

Thursday: Gratitude Day – Breakfast, Lunch or Brunch for Teachers

Friday – Field Day

** the students writing prompt will be “How has catholic school/education changed your life?”

Action items:	Person responsible:	Deadline:
<p>Sr. Ignacia to provide the phone number of the baker for the Mexican Sweet Bread to Monica</p> <p>Order and deliver Mexican Sweet Bread for 12/11 Lady of Guadalupe Celebration</p> <p>Christmas Village Concert Event – purchase food items from Sam’s Club and create instant message alert for Ms. Mary</p> <p>Order and deliver Mexican Sweet Bread for Christmas Village Concert Event</p> <p>Purchase Candy Canes for Cancer Center Field Trip</p> <p>Contact speakers for Catholic School Week</p>	<p>Sr. Ignacia</p> <p>Monica</p> <p>Laura</p> <p>Monica</p> <p>Laura</p> <p>Sr. Ignacia</p>	<p>12/4/09</p> <p>12/8/09</p> <p>ASAP</p> <p>No stated</p> <p>ASAP</p> <p>Not stated</p>
Roundtable:	All	
<p>~Buck-a-jean day: discussion held. Sr. Ignacia will present to Father John our request for buck-a-jean every Friday in order to raise funds for the school. Laura will contact Ms. Mary to find out how much money this brings in for the school .</p> <p>~Accreditation Process – this team is collecting data on how our school runs. Sr. Ignacia needs input from HSA committee to complete questionnaires, she would need the first sheet completed by 12/16. She would also like someone from the HSA to attend the next Advisory Board meeting on 12/16 @ 7:00 p.m. for a discussion on this topic. No one present at tonight’s meeting can make it, we are hoping perhaps Cruz or Olga can go. If not, Sr. Ignacia said it would be okay. Sr. Ignacia to make a copy of the questionnaire in order to send home with our children.</p> <p>~Family Night Out Dinners: Gala Committee would like to take over these events for the rest of the year for Gala Funds for next year. Discussion held, Gala can take over these events, however, HSA reserves the right to participate if the need arises, (ie a special event) if the HSA participates in the coordination and planning, then we would share the proceeds 50/50 with the Gala. Lisa will inform the Gala of this decision.</p>		
<p>Action items:</p> <p>Contact Ms. Mary for dollar amount buck-a-jean day brings in</p> <p>Sr. Ignacia to copy Accreditation questionnaire and to send home with our children</p> <p>Sr. Ignacia needs speakers at each mass this weekend to talk about CTODP, it can be HSA parents or their children. Sr. will prepare the statement and will email it to us.</p> <p>Contact Gala Committee re status of Family Night Out Dinners</p>	<p>Person responsible:</p> <p>Laura</p> <p>Sr. Ignacia</p> <p>Sr. Ignacia</p> <p>Lisa</p>	<p>Deadline:</p> <p>Asap</p> <p>12/2/09</p> <p>12/2/09</p> <p>Not stated</p>
Closing Prayer:	Sr. Ignacia	