

St. John Vianney Catholic School

HSA Meeting

January 8, 2008

7:00 PM

Sr. Ignacia's Office

Agenda

Opening prayer	Sr. Ignacia
Confirmation/Communion Mass	Sr. Ignacia
Rock-N-Roll Marathon	Sr. Ignacia
ACE Students	Sr. Ignacia
Christmas Program Evaluation/Input	Sr. Ignacia
Treasurer's Report	Kerri
Catholic Schools Week	Kelly
Strategic Planning Update	Kelly
Father/Daughter Dance	Kelly
Upcoming Parent Meeting	Kelly

Additional Information

Special notes: Present at the meeting: Sr. Ignacia; Kelly Miller, President; Renee Ashlock, Vice President; Rose Nield, Secretary; Kerri Cox, Treasurer; Joanne Davidson, Family Events Coordinator; Gerianne Granrath, Committee Member; Mariana Sandoval, Committee Member

HSA Meeting

1/8/2008
7:00 PM
Sister Ignacia's Office

Minutes

Opening Prayer

Confirmation/Communion Mass Sr. Ignacia

Discussion: Sr. Ignacia stated that Ms. Mary is working hard to process the blue folders; though, a lot have not yet been turned in. They started practicing the ceremony this week with the unconsecrated host. Certificates have been ordered to present to the children. Sr. asked if anyone could help welcome the parents and everyone attending the ceremony and be a presence. Sr. Ignacia stressed that they want to keep the ceremony simple and solemn - no flash photos. The dress code should be simple and nice. Sr. Ignacia indicated that a memo would be sent home with the students tomorrow with bullet points on the dress code – simple and nice. If the child's sponsor is not able to attend the ceremony, Sr. Ignacia indicated that the parents could stand in and just fill in the sponsor's name on the documentation. Some parents voiced their concern that they felt their kids weren't ready. Sr. stated that the children come to Catholic school, they have religion every day, monthly confessions, and good parents teaching the faith; we have to trust in the power of the Spirit, that the Spirit will fill in where we can't. As in the past, by waiting for confirmation until later in the child's life, we were leaving our children vulnerable to sin and temptation. Our world is a much more dangerous place now, and if we wait until jr. high, we are leaving them exposed and vulnerable to sins, etc.

Practice for the mass is next Thursday night, 1/17/08, at 7pm. The actual mass will be held Friday, 1/18/08, at 7pm in the church. Bishop Olmsted will not attend, but he grants the power to another priest to conduct to ceremony. Seating is first-come, first-serve, seats cannot be saved/reserved. Approximately 125 kids will be confirmed and receive their First Holy Communion. The mass will last approximately 2-2.5 hours.

Conclusions:

Action items:

Greeters at Mass

Person responsible:

HSA Members

Deadline:

1/17/08

Rock 'N Roll Marathon

Sr. Ignacia

Discussion: Rock 'N Roll Marathon - sponsor sheets will go out with students tomorrow. Sr. Ignacia asked that we keep her and Fr. John in our prayers. She also indicated that Veronica DeJong and possibly other parish members would be running the marathon.

Conclusions:

Action items:

Person responsible:

Deadline:

ACE Students**Sr. Ignacia**

Discussion: ACE Students are here; there are eight students and two leaders. Sr. indicated they were introduced today in morning assembly. They are enjoying their experience here. ACE stands for Alliance for Catholic School Education.

Conclusions:

Action items:

Person responsible:

Deadline:

Christmas Program**Sr. Ignacia**

Discussion: Christmas Program Evaluation. An evaluation was completed by the staff for feedback and it indicated that some changes were needed to simplify the program so as to not lose the message. Some discussion has taken place of the possibility of having each class do their own performance, with performances here at the school.

Conclusions:

Action items:

Person responsible:

Deadline:

Treasurer's Report**Kerri**

Discussion: Treasurer's Report - Kerri. Kelly asked if anyone had any questions from last month's report. There were questions on textbook charges/reimbursement for math books for \$713.95. It was decided Kerri would go back to Tricia for additional research - maybe it should come out of a different account (tuition, or technology). The current report is going forward from the last report. We have had some income and donations coming in. Sr. indicated sometimes she might get a small check in the mail (target, matching gifts), and she puts them in the HSA account. There was also a question regarding the reimbursement to Claudia Gutierrez. Sr. Ignacia said she it was for the purchase of a learning tool in Ms. Ayalin's class that Ms. Ayalin approved for Ms. Gutierrez to purchase. The polo shirts were charged to the HSA account (\$244.60) because it was for the betterment of the community. Sr. Ignacia will clarify with Tricia if there is one account or various accounts for the Advisory Board and the HSA. Some money came in from donations, bake sales, and tips from the Cardinals football games. The Cardinals account is separate, except for tips (which go into the HSA account). The ending balance is \$3,726, but should not be considered fully available. Kelly asked what is fully available. Kerri, said we have to make the clarifications of the Advisory Board accounts, etc. Advisory Board income is to offset bagels and coffee - it's just an offset. Tricia does a hard close each quarter and only a soft close monthly. She still hasn't finished the quarter closing for December 2007, because we're requesting the report before she gets all the final data. Also, we need to talk about what we can carry over and not carry over.

Conclusions:

Action items:

Person responsible:

Deadline:

Clarify accounts (one vs. various) with Tricia

Sr. Ignacia

2/11/08

Catholic Schools Week

Kelly

Discussion: Catholic Schools Week – Monday, 1/28/08 Open House. We need to publicize that in the Catholic Sun, West Valley View, SJV Bulletin – maybe we can ask Veronica Ramirez and Terry Gadow to publicize the open houses - they did it last year. We need to highlight the theme “Light the Way.” Possibly on a poster board with light bulb cutouts asking the students, “how does Jesus light your life?” or “how do you bring light to others?” The essays will be due 1/28/08, so we need to distribute the assignment on 1/22/08. The essay would ask the question, “what would you do to change the world?” Tuesday 1/29/08 - Religious Vocations Day. Sr. will touch base with our priests, deacons and brothers for this day. Wednesday, 1/30/08 - Career Day. We need to get career visitors (paramedic, military, pilot, police, restaurant manager, baker, banker, doctor, nurse) in to speak to the students about their career, possibly in their uniforms. It would be a good idea to split the career visitors to work in appropriate age groups, with a rubric so they deliver the same message. The career visitors will visit the classrooms in the morning, first period, for one hour. This works well, since there will be no mass on Wednesday; mass will be on Thursday, 1/31/08. Thursday, 1/31/08 Spirit Rally. Rose and Mariana have volunteered to create a rubric for the teachers and a flyer to publicize the theme for the Rally. Sr. Ignacia will email the Red Ribbon Week rubric and flyer to Rose and Mariana, as a sample. Kelly will check Oriental Trading to get plastic bracelets (like the Live Strong bracelets) that say “Light the Way” or something related to the theme like a light bulb. Also discussed was the possibility of a hat theme for the Spirit Rally (Add this info to the flyer). Friday, 1/31/08, is also the feast of St. John Bosco. Sr. Ignacia is planning on having a few girls do a dance in celebration. Friday, 2/1/08 – Gratitude Day and the 100-Year Anniversary of the Salesian Sisters - Kelly and Renee will draft a letter to the teachers and Provincial Sister Sandra about what to might be done for the sisters in recognition of their contributions in our lives. Gratitude Day is also a day the students celebrate their grandparents (or other significant person in their lives, if grandparents have died or are otherwise unavailable to attend). It was also discussed to set out a small table with SJV items for sale. Kelly will get yellow plastic table cloths to cover the tables that will be set outside for eating lunch and also get some Hershey’s kisses to set out at the tables. Lunch with the grandparents will begin at 10:30am, during the students’ normal lunch schedule. Sister will publish the Catholic Schools Agenda in the SJV newsletter.

Open House is on Monday, 1/28/08. Sr. Ignacia asked if we could volunteers who could welcome people to our school. Also, a table would be set up with interest cards to be filled out by visitors. The Jr. High students will give tours of our school – they did a great job last year. Each of HSA member will call one person to volunteer to be a greeter at the Open House. Renee stated that some school teachers were asking about the Catholic Schools Week agenda. Sr. Ignacia said she would send that out to them early.

Conclusions:

Action items:	Person responsible:	Deadline:
Create rubric and flyer for Rally	Rose & Mariana	1/17/08
Email sample rubric & flyer to Rose & Mariana	Sr. Ignacia	1/14/08
Check Oriental Trading for bracelets	Kelly	
Draft letter to teachers re: Salesian Sister’s 100-Year Celebration	Kelly and Renee	
Table cloths & Hershey’s kisses	Kelly	
Distribute agenda for Catholic Schools Week to teachers	Sr. Ignacia	
Call one volunteer to be a greeter at Open House	All HSA Members	

Strategic Planning			Kelly		
Discussion: Strategic Planning Meeting, Kelly attended the first meeting, which was December 15, 2007. At the first meeting they did a SWOT Analysis where they identified strengths, weaknesses, opportunities and threats. The meeting was very productive and went very well. The next meeting, is scheduled for January 5, 2008, where they will begin Step 2, which is identifying steps to accomplish the goals. Kelly indicated that a lot of good ideas were discussed and opportunities for improvement, including communication between the organizations in the school.					
Conclusions:					
Action items:		Person responsible:		Deadline:	
Parents' Meeting			Kelly		
Discussion: Upcoming Parents Meeting – Tuesday, 1/15/08. HSA will arrive at 6:30pm to set up.					
Conclusions:					
Action items:		Person responsible:		Deadline:	
Arrive at 6:30pm to set up		All HSA Members			
Spelling Bee			Sr. Ignacia		
Discussion: Sr. Ignacia indicated that SJV entered into the Scripps Spelling Bee, which is a national spelling bee. It was suggested that all participants should receive a certificate for participating in the spelling bee, and that trophies should be given out for 1 st , 2 nd , and 3 rd place. Kerri will contact Veronica Ramirez to ask about the trophy shop.					
Conclusions:					
Action items:		Person responsible:		Deadline:	
Contact trophy Shop		Kerri			
Jog-A-Thon			Kelly		
Discussion: Jog-a-Thon – 2/14/08 “Run with all Your Heart for SJV”. Kelly, Mariana, and Gerriann will call their respective room parent coordinators to coordinate volunteers for this event.					
Conclusions:					
Action items:		Person responsible:		Deadline:	
Contact room parent coordinators to coordinate volunteers		Kelly, Mariana, Geriann		1/25/08	

Father/Daughter Dance**Kelly**

Discussion: Father/Daughter Dance - 2/16/08. Saturday mass will be 5:00pm-6:00pm and the dance will follow from 6:00pm-9:00pm. The menu will consist of finger foods (small sandwiches/cheese/crackers/etc.) and drinks, including sugar-free drinks (diet soda, Crystal Lite, water). Instead of selling tickets, we will take reservations to get an accurate count. The charge will be nominal - \$10 per family. Reservation deadline is Tuesday, 2/12/08. It's a Father/Daughter Dance, but if the father is unavailable, a grandfather, uncle, godfather, or other father figure can attend. Kelly suggested making the reservation form similar to the Movie Night reservation form, since that worked out well. Kelly suggested having a meeting with the volunteers who signed up on Super Saturday to plan the event, including decorations, food, set up, etc. Mariana will co-chair with Kelly. Sr. Ignacia discussed the possibility of having a professional dancer give dance lessons at the Father/Daughter dance, Sr. Ignacia will coordinate this. Kelly will schedule a meeting to plan quickly.

Conclusions:

Action items:

Schedule Father/Daughter Subcommittee Meeting

Contact dance instructor

Person responsible:

Kelly

Sr. Ignacia

Deadline:

Family Nights**Joanne**

Discussion: Joanne will contact Buffalo Wings & Rings about doing a family night event the week of 1/21/08. If possible, distribute the information at the next Parent Meeting and also publish it in the SJV Church Bulletin to invite the SJV Parish Community. Also, Family Movie Night was a big success. There's a possibility of another Family Movie Night in May, when it can be done outside.

Conclusions:

Action items:

Contact Buffalo Wing & Rings

Person responsible:

Joanne

Deadline:

1/14/08

Special Visit**Sr. Ignacia**

Discussion: Sr. Mary Dominique will visit our school and our community around the third week in February. She will come to visit us all the way from Africa. Sr. Ignacia will present her to the students during assembly.

Conclusions:

Action items:

Person responsible:

Deadline: