

**HFA School Council Executive Meeting  
Minutes from Wednesday, October 14<sup>th</sup>, 2020  
@ 6:30 p.m. via Zoom**

**Mission Statement:**

*The mission of Holy Family Academy School Council is to foster communication between school, home, and parish to enhance student learning.*

Attendance: Lorraine S., Keeley C., Stephanie H., Jeralee C., Adrienne B., Robyn D., Ashleigh D., and Andrew L.

**1. Call to order**

- ❖ Chair Keeley called the meeting to order at 6:36 p.m.

**2. Opening Prayer:**

- ❖ Prayer was led by Keeley

**3. Approval of Minutes**

- ❖ Stephanie/Ashleigh

**4. Correspondence**

- ❖ There is a statement and fundraising information in the mailbox to be picked up.

**5. Additions to Agenda**

- ❖ None

**6. Old Business**

- ❖ None

**7. New Business**

- ❖ Teacher Appreciation Dinner – Parent Teacher Interviews will be held at the school on Thurs Nov. 26. The Teacher Appreciation Dinner is normally held buffet style in the staff room during interviews. There was discussion regarding ways to continue the dinner while adhering to current Covid guidelines. Individual meals would be best this year. Last year the budget was only \$100 as the meal was potluck, this year the budget will have to be raised to pay for all the meals (approx. 24 teachers).
  - **Motion made by Stephanie to raise the budget for the 2020 Teacher Appreciation Dinner to \$300. -2<sup>nd</sup> by Andrew.**
- ❖ Amazon Wish List – Stephanie has created a private Wish List for the Parent Council for things that teachers would like for the classroom that there is not room in the budget for. There is a list that is for Books only that some teachers have submitted ideas to. Lorraine pointed out that for other items there are guidelines that must be followed, and those items would need to be approved before being placed on any lists. For now, only a book wish list will be started to see how receptive parents are to the idea. Ashleigh will be the teacher who collects the wish lists.
- ❖ Teacher Requests – Each year the council allocates money towards paying for things for the teachers for the classroom that they request. Requests for this year includes home reading books and the Squiggle Park app for the grade 1s. Home reading, a phonics program, and

readers workshop chairs for the grade 2s. The grade 3s would like to start a home reading program. There was discussion about the items, Squiggle Park is a highly recommended reading app. It costs \$99 US/year/30 students. We would need at least 7 licenses to cover the kids who would need it. Home reading books and programs are great, but due to Covid regulations it is more complicated due to needing to “quarantine” the books between each student. The Phonics program only costs \$47 for a license and all students will be able to use. The school just put Reader chairs into storage, and more are not needed. There was concern that money was not being allocated to all grades evenly but should also not be spent all at once since it is just the beginning of the year.

- **Motion by Stephanie to spend \$700.00 US for 7 Squiggle Park licenses. 2<sup>nd</sup> by Adrienne.**
- **Motion by Robyn to spend \$200.00 on each grade 2 class for home reading books. 2<sup>nd</sup> by Stephanie.**
- **Motion by Stephanie to spend \$47 on the license for the phonics program. 2<sup>nd</sup> by Lorraine.**
- ❖ Council would like to give past members Keri and Gina gifts of appreciation for their work on the board in the past.
  - **Motion by Stephanie for council to purchase \$20.00 gifts cards from Steaming Cup for Keri and Gina. 2<sup>nd</sup> by Andrew.**
  - **Motion by Adrienne for council to spend up to \$10 on cards to accompany the gifts for Keri and Gina. 2<sup>nd</sup> by Ashleigh.**
- ❖ Speaker/Presenter at future meetings – due to current time and Covid regulation restraints this will be tabled until a later date.
- ❖ ASCA Parent Engagement Survey – a survey will be sent out to gauge how involved parents more, get more interest, and have a better voice in their child’s schools. The Parent Council was not meant to be just a fundraising body, but also to advocate. Stephanie and Jerralee will set up an online survey to send out, it will be sent to Council first for approval. The question “where did you hear about this survey?” should be in the survey to see where people are getting their information from. It will be distributed to parents viz the Newsletter, Facebook, and website.
- ❖ Signing Authority – With past members Keri A. and Gina R. leaving the Parent Council, we must appoint 2 new council members to be signing authorities on the accounts to accompany Jeralee.
  - **Motion by Stephanie to remove Keri A. and Gina R. as signing authorities with the Parent Council accounts. 2<sup>nd</sup> by Ashleigh.**
  - **Motion by Adrienne to add Chair Keeley C., and Co-Chair Stephanie H. as signing authorities on our Credit Union bank accounts, as well as give them online access to the accounts. 2<sup>nd</sup> by Robyn.**
- ❖ Newsletter additions: Add book wish list info to newsletter by week of the 25<sup>th</sup>. Note to parents to watch for the upcoming Parent Engagement Survey.
- ❖ Classroom Reps – Should set up a meeting with all the classroom reps in the school to give task lists, contact info, etc. Each teacher has their own needs and expectations for their rep, but they should also be given a basic list, so they know what the job is about and what to expect. Robyn will make a google doc for teachers to add their classroom rep’s info to. They will be emailed an invite to the next meeting. This will be revisited next month.
- ❖ Hot Lunch – This year prepackaged/individual meals will be better due to regulations. The first hot lunch will likely be in November. There was discussion regarding whether it would be possible to have online payments for Hot Lunch. Jeralee will discuss with Tracy to see if it is a possibility and what would need to be done.

- ❖ Shed – The shed is intended to be used for storing of outside toys/items etc. throughout the year as storage space inside the school is already at a premium. It will probably be placed somewhere on/by the field. Quotes were obtained from 2 different places, Excel for a preassembled 392 sq. foot shed was \$10,447.50 and Lutes for materials to build a 320 square foot shed was \$9570.88. Due to current high fluctuating lumber prices that number may change. A call for volunteers was put out to gauge interest from parents to help assemble/build the shed but no one responded. There was discussion on ways to pay for the shed. There was talk of holding special dress up days that kids could pay \$2 to participate in which would give them a sense of ownership in the shed. It was also discussed that this unfairly leaves out children who cannot bring in the \$2 and would therefore not get to participate in fun days with their classmates. There was also discussion of the rather large reserve funds currently held by the Council that had been found in a lost account years ago. There is over approximately \$30,000 in reserves which is almost triple what most councils have. It was recommended that some needs to be spent. Parents will not appreciate always having to fundraise if the money is never spent while their children attend the school, therefore never benefiting them. There was also discussion of an upcoming 25-year Anniversary and that the shed could be used to commemorate this anniversary with a plaque. Because we would be using money that current and past students fundraised, it could commemorate all of those who have contributed in the past 25 years. If money does get fundraised for the shed, it can go towards the final balance, but it will mainly be funded by the council. If the shed is ordered now, we can expect it to be delivered around the 3<sup>rd</sup> week of November.
  - **Motion by Adrienne to spend up to \$10,500 on a prebuilt shed from Excel using funds currently held in reserve to be used as a 25-year commemorative gift. 2<sup>nd</sup> by Ashleigh.**
- ❖ Fundraising Ideas – Keeley looked into setting up an account at the Bottle Depot for people to donate the proceeds of their recycling to. We can make a poster to hang in the Bottle Depot as well as advertise in our newsletter and online. When there are funds to collect the Bottle Depot will contact Jeralee/Stephanie to be picked up. Adrienne will make a poster. Discussion regarding other types on fundraising ideas. Frontier Signworks has a fundraising program that is held online and after being set up is completely passive and there is no need to handle inventory. Items include school clothing, spirit gear, and practical items. Previously HFA used a business in Bassano to obtain school clothing, but it was not a fundraising program. Contact will be made with them first before exploring other options. Purdy's Chocolate sales were also suggested. There is a 25% return and a \$1000 minimum sell. The items can all be ordered online but still need to be physically sorted and distributed. The Winter deadline for orders is Nov. 26. They also have an East chocolate Fundraiser. There was concern that the Council is asking for too much fundraising this year. Other school councils have chosen to hold back from fundraising activities for the year. We are losing our main fundraiser this year (Trick or Trivia) but still have plenty in our reserves, even after purchasing a shed. Additional fundraising will be tabled until the spring and then the situation will be revisited.

## 8. Next Meeting

- ❖ November 18, 2020 via Zoom ID 409-855-3613

## 9. Meeting adjourned at 8:20 p.m.