

Executive Committee Meeting Agenda

January 13th, 2022

<p>Welcome & Prayer</p>	<p><u>Opening Prayer – A New Year’s Prayer:</u></p> <p>Lord, You make all things new, You bring hope alive in our hearts and cause our Spirits to be born again. Thank you for this new year and for all the potential it holds. Come and kindle in us a mighty flame so that in our time, many will see the wonders of God and live forever to praise Your glorious name.</p> <p>Amen</p> <p>Saint Clare, Pray for Us.</p>
<p>Mr. Flaherty</p>	<ul style="list-style-type: none"> • Mask Optional potential • Thoughts on how to enlist more family involvement / service hours

Notes:

- Masks – most want to be able to choose for self – most not worried about variants
 - When going optional/“highly encouraged”? – Jan 18
- Family involvement
 - Raise certain fee, volunteer time/points will subtract from fee totals
 - Points are dependent on task
 - What fee should we raise and how much? Around \$500
 - What will we do with the extra money from this fee? HAS will decide? Special project?
 - Person and point amount assigned for each volunteer opportunity
 - Need to finalize fee and vote within 2 weeks (before CSW)
- Meetings
 - Need more structure
 - Move towards using Parliamentary Procedures
- By laws template needs to be finalized within 2 weeks (CSW)
- Linh’s celebrations
 - 1/13/22 afternoon – need chips/dips or other like foods – Katie Hanson and Roslynn Kelley volunteered to pick some things up
 - Friday 1/14/22 morning celebration – Kenna, Candace and Andie will split the cost – Starbucks coffee, donut holes and mini kolaches
- Family Mass will start up again – CSW mass 01/30/2022 – all other Family mass will be held on the 2nd Sunday of the month following CSW
- Misc. dates
 - 1/18 – Mask optional/highly recommended
 - 1/19 – NET Retreat
 - 1/21 – Archdiocesan Spelling Bee
 - 1/21 – Knights of Columbus March for Life
 - 1/28 – Blood drive
 - 1/28 – Knights of Columbus – Free Throw Contest
 - 1/28 – NWEA testing ends

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	<ul style="list-style-type: none"> ○ 1/29 – Knights of Columbus Casino night ○ 2/1 – 2/4 – Camp Kappe for 5th and 6th grade ○ 2/11 – Mid-quarter ○ 2/11 – Possible date for Dr. Al mass ○ 2/12 – Steps for Students ○ 3/11 – Early release ○ 3/23 – End quarter
<p>Miscellaneous requests, changes and notes – may or may not be obligations of HSA</p>	<ul style="list-style-type: none"> • Mr. Flaherty mentioned last week that in a meeting with church and school, all have agreed to Family Masses again. He has a schedule and was going to reach out to Lisa Maki regarding this schedule so she could fill us all in at today's meeting. • Linh's farewell: <ul style="list-style-type: none"> ○ individual donors will provide some light refreshments for the staff this afternoon between 3-4pm so that they may have snacks during their trivia games before dinner. ○ HSA will provide coffee and donuts on Friday morning between 7:15-7:55am in the narthex (similar to Tears and Cheers) so families may come and say their goodbyes to Ms. Linh. Any volunteers to help ensure there are coffee cups out and put any leftover coffee and donuts up afterwards are openly welcomed. We shouldn't need many and this will be more of a self-serve type event. • More popcorn and containers were requested to be ordered. • Lunch Monitors: <ul style="list-style-type: none"> ○ Need more lunch monitors daily! ○ Reminders: Be there for the whole class, not just to eat with your child. Allow teachers to handle discipline issues. • Candace: Remember HSA volunteer program. We don't have to volunteer, we want to volunteer. Just because we are on HSA or a room mom, doesn't mean we can make everything. We are all getting used to volunteering and been involved again. It is not a requirement for room moms to make copies for their teacher, change out bulletin boards or sign up for lunch monitor. If the room mom can't do those things, then the teacher or room mom should ask for help from other parents.
<p>Notes:</p> <ul style="list-style-type: none"> • Lunch Monitors Program is being revamped by K. Hanson. 	
<p>General Chairs Kenna Spozio and Candace Bearden</p>	<ul style="list-style-type: none"> • Email pictures for the year to yearbook@stclarehouston.org • Bumper Stickers from School Board - .80 cents each, came to \$400 paid by HSA • We need to assemble an Ad-Hoc Committee (An Ad Hoc Committee is defined as a committee gathered to address a particular issue. It can be best considered as a task force, which is supposed to deal with a particular topic at hand). Today to move forward in re-writing and amending our By-laws.

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	<ul style="list-style-type: none"> • First meeting of Ad-Hoc Committee to be discussed but within the next 10 days. Next phase takes time and we need to get all amendments ready for consideration asap • Restructuring (rather, going back to the roots of) HSA's rules, guidelines, procedures... Putting everything into black and white to leave no room for error and adding formalities to meetings and any HSA related decisions. • New delegation of responsibilities to be discussed along with By-Law updates • Jan. 17 – No school • All meeting dates and zoom info for the rest of 2022 school year will be on the document at the end of this agenda, along with status of fund meetings (x2, one for the end of year / any excess funds distribution and one for after the year is complete to discuss) and the HSA yearly dinner • Field Day shirt design? If we are going to have shirts made as in past years, we need to have design soon so we can order shirts (Roslyn can help?) • Catholic Schools week – need to order the St. Clare cookies for the open house • Early Registration will begin at the start of Catholic Schools Week • What date for Family Mass for CSW • Need to find out if talent show will be happening • Opera To Go is back! Working on getting that scheduled – Donor reached out wanting to do an opera that Mr. Flaherty also agrees with.
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Notes:

- Going forward board members should try to make all meetings in person even if it is an evening meeting
- Field Day shirts – One Color design per Mr. Flaherty
 - Could possibly use handkerchiefs of different colors for each class
- CSW – Cookies to be ordered – get with Mrs. Revia, she is coordinating CSW
 - Family Mass Date? – 01/29 & 01/30 – all masses
 - Looking for families to give testimony at each mass
- Talent show is happening 01/31 – parents are invited to attend
- Request was made to have Wednesdays be the day that parents can come to morning assembly to be able to participate in the rosary prayers. Mr. Flaherty said that he will consider.

Finance Andie Riley	<ul style="list-style-type: none"> • Keep turning in receipts within 7 days of event. • New Accountant? Any new info or procedures she needs from us?
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Notes:

- Marya Landry is the new school accountant. Please go through Finance chair instead of contacting her directly.

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<ul style="list-style-type: none"> If you have never done a reimbursement request or advance check request, please get with me to ask how to do it. I am getting some requests that have used the wrong form. May need someone to start shadowing and learning finance to be able to take over in the next year or so. 	
Spirit Items Roslyn Kelly	<ul style="list-style-type: none"> Yard signs – Each chairperson will receive a St. Clare yard sign courtesy of Kenna Spozio and Candace Bearden as Epiphany Gifts. <i>For to us a child is born, to us a son is given and the government will be upon his shoulder, and his name will be called "Wonderful Counselor, Mighty God, Everlasting Father, Prince of Peace." -Isaiah 9:6</i> Any other awesome spirit item ideas?
Notes: <ul style="list-style-type: none"> Yard signs are still available Customs can be done on the side New designs are in the works 	
Student Activities Cecilia Lalicata Lisa Sanchez	<ul style="list-style-type: none"> Parents should have received updated calendar with correct Popcorn on the Plaza date, which is Jan. 19, 2022 (Monica Cervantes offered to help with this Popcorn on the Plaza) Parish and School Picnic still not finalized if or when we will have? What's coming up in February?
Notes:	
Spirituality Aydee Ramos Lisa Maki	<ul style="list-style-type: none"> Do you have the schedule for the rest of the year family masses? What's coming up in February? March 1st is Shrove Tuesday this year
Notes:	
Teacher Appreciation /Room Moms Katie Hanson Donna Donathan	<ul style="list-style-type: none"> Remaining January Birthdays <ul style="list-style-type: none"> Mrs. Naughton--January 19 February Birthdays <ul style="list-style-type: none"> Mr. Tom--February 7 Mrs. Kempf--February 16 January 27--100th Day of School Feb.3--Catholic Schools Week Mr. Flaherty would like all Room Parents to serve as lunch monitors and relieve the staff for lunch. One school personnel will macro supervise with the parents. December/January past events: <ul style="list-style-type: none"> Advent Lunch (Pappasitos) before the break. Teachers received their gift cards in increments of \$80/\$50 accordingly. Epiphany Lunch (Angelos) happened last week.
Notes: <ul style="list-style-type: none"> Mr. Flaherty would like all lunches covered for teachers on Feb 3 so that teachers get a break during CSW. Will need 2-3 volunteers each lunch \$1800 raised for gift cards 	

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Extra-Curricular Maria Mitchell	
Notes: <ul style="list-style-type: none"> • Mr. Flaherty will check w/the Mitchells • Will someone take over for then? • Mr. Flaherty is interested in starting an archery club. 	
Steps for Students Mrs. Naughton	<ul style="list-style-type: none"> • What (if anything) do we need to do at this stage?
Notes: <ul style="list-style-type: none"> • Fundraising is going well – Close to out \$8,000 goal • 1 more fundraising event – Little Caesar's Pizza Kits • HAS chairs/co-chairs will handle food 	
Washington DC Mrs. Shutack	<ul style="list-style-type: none"> • Moved to Spring Break 2022 per the diocese. • Any other news? • Information on the new mandate out there that all children 12+ now must be vaccinated. Will they still get to go to all of the places as a full trip? Should we postpone until next year?
Notes: <ul style="list-style-type: none"> • Trip will not be postponed • Mrs. Shutack sent email out to all those going on the trip to confirm. • Mandatory meeting on Feb 26 at 6PM in Mrs. Shutack's room. 	
General Meeting Notes: <ul style="list-style-type: none"> • Kenna and Candace both need to know HSA related items before they roll out to the whole school. This includes ideas that were mentioned at previous meetings turned into actual responsibilities. There should be an informational email or text chain just so that we are in the loop. • Next HSA meeting will be Thursday, February 3rd at 7:00pm. The information for the February meeting is as follows: Topic: February 3, 2022 HSA Meeting 7pm https://us02web.zoom.us/j/85411691092?pwd=OGErWW5JRXP0a3ZJNHU3cDVVU2FZZz09 Meeting ID: 854 1169 1092 Passcode: 741950 	
Notes: <ul style="list-style-type: none"> • Need a track coach volunteer • Please use the secretary email secretary@stclarehouston.org 	



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Miscellaneous notes and/or Information to carryover to next month's meeting:

Closing Prayer – Thankfulness Prayer

Father, we want to thank you for being with us throughout this meeting. Your presence has been in this place from the start to the end, and we want to say thank you. Lord, as we leave this place, let us go out there and be the salt and light. May we put into practice what we have discussed and learned. Help us to make a difference in this world for the glory of your name. Lord, where we drifted and said things that do not bring glory to your name we ask you to forgive us. In Jesus' name, we believe and pray,

Amen.

Saint Clare, Pray for us. Saint Elizabeth Ann Seton, Pray for us.



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2022 Remaining dates/times and zoom info

February 3, 2022 at 7pm HSA Meeting

Topic: February 3, 2022 HSA Meeting 7pm - Time: Feb 3, 2022 07:00 PM Central Time (US and Canada)

<https://us02web.zoom.us/j/85411691092?pwd=OGErWW5JRXP0a3ZJNHU3cDVVU2FZZz09>

Meeting ID: 854 1169 1092

Passcode: 741950

March 3, 2022 at 8:15am HSA Meeting

Topic: March 3, 2022 HSA Meeting 8:15am - Time: Mar 3, 2022 08:15 AM Central Time (US and Canada)

<https://us02web.zoom.us/j/85005199497?pwd=RjZ0UklIREczaVo0QkZDNGdQL0xaZz09>

Meeting ID: 850 0519 9497

Passcode: 223698

April 7, 2022 at 7pm HSA Meeting

Topic: April 7, 2022 HSA Meeting 7pm - Time: Apr 7, 2022 07:00 PM Central Time (US and Canada)

<https://us02web.zoom.us/j/82025379961?pwd=ZC9QdEtQR25ua1l4M3Q2M0xzb2q0UT09>

Meeting ID: 820 2537 9961

Passcode: 724667

May 3, 2022 at 8:15am HSA Meeting

Topic: May 3, 2022 HSA Status of Funds Year End - Time: May 3, 2022 08:15 AM Central Time (US and Canada)

<https://us02web.zoom.us/j/84621276027?pwd=NzZLbTNleHdgdDdENS9lMDFORFBIZz09>

Meeting ID: 846 2127 6027

Passcode: 507643

May 5, 2022 at 8:15am End of year Status of Funds and final distribution

Topic: May 5, 2020 HSA Meeting 8:15am - Time: May 5, 2022 08:15 AM Central Time (US and Canada)

<https://us02web.zoom.us/j/89531709586?pwd=Z0Y3cUxhNmIrcy9DNFpGMXRUTVd4UT09>

Meeting ID: 895 3170 9586

Passcode: 050336

June 13, 2022 at 8:15am Final End of year Status of Funds

Topic: June 13, 2022 HSA Final Status of Funds 2022 - Time: Jun 14, 2022 01:00 PM Central Time (US and Canada)

<https://us02web.zoom.us/j/85931415766?pwd=dnIrd0hiaIpVYVJOYVJoTmJHakV3UT09>

Meeting ID: 859 3141 5766

Passcode: 479926



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