



Immaculate Heart of Mary Home and School Board Meeting

Meeting Date: 10/10/2019

Time: 6:25 PM

Location: IHM Teachers' Room

Board Members Present: Sabrina Nansteel-Bunt, Mara Harrington, Leigh Anne Rainford, Alison Ritchie, Wanda Thomas, and Andrew Lowry. Karen Naughton as a guest

Meeting Purpose: Home and School Association Board Meeting

Materials included in Board Packet: Agenda, Water system handouts

Agenda Item	Discussion	Action Taken/Follow up
Call to Order	The meeting was called to order by Sabrina Nansteel-Bunt.	
Blue Ribbon (Karen Naughton)	<ul style="list-style-type: none"> ● Father Casey on board. He will be hosting a meeting with Mr. Lowry, Emily, Karen and the accountant to review the financial requirements for the process. The school needs to have a stand alone budget and will not share that information. Fr. Casey, has concerns about how much the parish is putting into the school and sees Blue Ribbon as a way to make the school more self sufficient. School has separate balance sheet in Quickbooks ● Committees needed for Blue Ribbon: <ul style="list-style-type: none"> ○ Curriculum Committee: teachers, principal, parent representative, maybe a student ○ Financial and Budgeting: Treasurer, Principal, Emily, and parent(s) Do we have any parents in finance? ○ Marketing and Enrollment: Traci, Leigh Anne, Bridget, teacher, student council, parent in marketing or development (adding to existing H&S Marketing Committee) 	<i>Karen will handle all action needed at this time.</i>



	<ul style="list-style-type: none"> ○ Communication: Community development, Wanda, student, teacher, Traci (social media) ● How can H&S help? Karen will meet w/ Mr. Lowry 1x month, request volunteers for committees via Option C, ask Traci to post on social media and put something in the newsletter ● Previous principal had a strategy that seemed to work: 15 min Terra Nova prep every day year round, do account for learning differences, teach strategies. Do we test Kindergarten? ● Target date is next November (dependent on March scores), then it would be the following year. 	
Houston Debrief (All)	<ul style="list-style-type: none"> ● What went well: 50/50 Raffle, soda, candy, capris and water were big sellers. ● Lessons learned: Lights on the tables for counting cash, more change, 50/50 Announce the raffles louder. Seltzer water was not popular and look for a better way to display Doritos. ● Look into getting a wagon 	
Home and School Meeting Debrief (All)	<ul style="list-style-type: none"> ● Really positive feedback from parents ● Call In: Sabrina thinks the connector may have been an issue. Will try again for the next meeting. We have not been contacted by most of the parents that tried to call in. 	
Sound System Update (Mr. Lowry)	<ul style="list-style-type: none"> ● Mr. Lowry said he gave the quote to Emily who said that they will pay the bill. It is something the school needs so they want to move forward and hopefully before the Bazaar. ● They checked the speakers and they made adjustments to. Touch screen panel! The company will provide training once it is installed. There will be a jack to play music from a phone. 	
Drinking Station (Mara)	<ul style="list-style-type: none"> ● Mara provided two options: Brita Hydration Station (\$1,600 per unit) and Elkay Enhanced Bottle Filling Station and Single ADA Cooler (\$1,800 per unit) 	<i>Mara look into this as a possibility for the new year.</i>



	<ul style="list-style-type: none"> ● Mara recommended the Elkay because they chill the water, have a drinking fountain and bottle filler. They also base product recommendations around our specifications. ● Elkay has a fundraising option: sell water bottles, the company provides posters, flyers, you design the eco vessel bottles, sell and then place an order after 60 days. They also provide lesson plans regarding water. ● Filters are about \$40, we are not sure how often they would need to be changed. ● This may not work for the gym (maybe bottleless water cooler for them) 	
Treasurer Update (Leigh Anne)	<ul style="list-style-type: none"> ● All checks have cleared ● \$200 in donations for STREAM and teacher supplies, Mrs. Sullivan is working with teachers on wish list ● Capital Campaign to renovate the convent: Bridget and she met with Traci, Bridget is researching the grants, looking for foundations. Maybe building/maintenance committee? Find parents with expertise in these areas. 	Monica to provide list
Halloween Gifts for students (Leigh Anne)	<ul style="list-style-type: none"> ● Will older kids use glow sticks? This seems to be the best option for all ages so move forward with glow sticks. ● Mara confirmed (via email) we can use her truck for Trunk or Treat 	Leigh Anne will order
Gently Used Communion Attire Sale (Leigh Anne)	<ul style="list-style-type: none"> ● Include: dresses, suits, veils and shoes ● All funds raised will go to a charity: homeless shelter, soup kitchen etc. ● Sunday in February for Catholic School weeks--this is the flapjack breakfast. Need another day. 	Leigh Anne to talk to Prep director All research charity and bring suggestions to the next meeting Need a date
Bazaar Update (Alison)	<ul style="list-style-type: none"> ● We have Airpods ● Mara will talk to SIL about AGD as they are having a sale until 10/14 	Mara to talk to SIL
Yankee Candle (Alison)	<ul style="list-style-type: none"> ● We have made approximately \$6,600 in catalog sales 	



	<ul style="list-style-type: none"> ● Online sales will be open until 1/8/20 	
Logo Contest (Alison)	<ul style="list-style-type: none"> ● We have no entries so far. ● Wanda suggested sites to help build logos: Canva, Pic Monkey, Google Draw, 	<i>Alison include sites in newsletter</i>
Breast Cancer Awareness Event (Sabrina)	<ul style="list-style-type: none"> ● Eventbrite set up but not sent out to parents yet. Will include in the newsletter, send to Traci to be added to social media and ask Mr.Lowry send via OptionC 	
Hot Lunch (Sabrina)	<ul style="list-style-type: none"> ● Colonial has been hard to deal with. They just gave us November calendar today. Looking for alternatives that will still do reduced and free lunch. ● Looking at Philadelphia SD, will look into dietary restrictions on events if free lunch is taken. ● Gina is not being paid, can we get per paid at least for a few hours a week and make sure she gets reimbursed for supplies she is using. 	<i>Sabrina and Gina researching options</i>
Shoe Drive (Sabrina)	<ul style="list-style-type: none"> ● Since we only have a 60 day window and plenty of storage in the convent, Sabrina would like to start collecting gently used shoes now. Put 1 collection box in FSH and one at the church 	<i>Need a flyer and boxes</i>
Dress Down Days (Sabrina and Mara)	<ul style="list-style-type: none"> ● Pink Dress Down day in October-Mr. Lowry to determine date ● CHOP Pajama Dress Down Day: a parent has asked if IHM would participate in this event on 12/6/19. We are all in favor, will need to share information with Mr. Lowry. 	
Homecoming Weekend (Wanda)	<ul style="list-style-type: none"> ● Inspired by Philadelphia SD, IHM would host an event for alumni. ● Sunday March 22, 2020: ask Fr. Casey to host an alumni mass, serve brunch, give tours. ● Ask alumni to nominate notable IHM alumni 	<i>Alison to reserve FSH Wanda to coordinate event with Traci and church</i>
Family Directory (Wanda)	<ul style="list-style-type: none"> ● Given how our website works, digital is not an option. ● We need to work on a directory of families and businesses with skills to help the school. 	



	<ul style="list-style-type: none"> • Homeroom parents will help with ability for parents to get contact information for other parents. 	
Next Meeting	Not Scheduled	
Adjournment		<i>The meeting was adjourned at 8:15 pm</i>

Next Steps:

Task:	Owner:	Due:
Reserve FSH for March 22 for Homecoming	Alison	

Respectfully Submitted by,

Alison Ritchie/Secretary