



Immaculate Heart of Mary Home and School Board Meeting

Meeting Date: 02/20/2020	Time: 6:30 PM	Location: Faculty Lounge
Board Members Present: Sabrina, Mara, Leigh Anne, Alison, and Monica		
Meeting Purpose: Planning and Updates		
Materials included in Board Packet: Hot lunch financials, donation request letter		
Agenda Item	Discussion	Action Taken/Follow up
Call to Order (Sabrina)	6:29pm	
Spending/Current Budget Update (Leigh Anne)	<ul style="list-style-type: none"> ● Hot lunch payment checks have cleared (except for January). ● Catholic Schools Week \$767.60. Panera canceled on us less than 24 hours before the event. Moon bounce was not done this year. ● Funds donated for faculty to use for STREAM (\$230) and supplies (\$25) <ul style="list-style-type: none"> ○ Need: Disinfecting Wipes and Tissues--Leigh Anne will order ● Suggestion: Put \$5K in a CD or something so it is available for next year per our bylaws. ● Final payment for signs: HSA to pay full amount and CYO will reimburse for their portion. Parish is not contributing. 	<p><i>Leigh Anne to order tissues & disinfecting wipes</i></p> <p><i>Leigh Anne to research</i></p> <p><i>Leigh Anne to process payment</i></p>
Hot Lunch Discussion (All)	<ul style="list-style-type: none"> ● Alternate Options: <ul style="list-style-type: none"> ○ Lunch through AOPS: National School Lunch program, includes breakfast. Our school likely does not qualify for the program 	<i>The identification of a food safety certified staff member should remain as a standing</i>



	<ul style="list-style-type: none"> ○ Still contacting other vendors for alternate options ● Option C doesn't show their balance or their credits. Can that be upgraded? ● Internal processing to change: Treasurer will collect and receive all payments and document them. Hot lunch parent will track and place orders. ● Chick Fil A: All students should pay, not free lunch eligible. Plain potato chips need to be included w/ Chick Fil A meals. ● Someone on campus should be food safety certified. 	<p><i>agenda item until it is resolved</i></p>
<p>Drinking Fountain Update (Mara)</p>	<ul style="list-style-type: none"> ● Current water fountains are not ADA compliant ● Proposing: Single station that has a bottle fill and drinking fountain <ul style="list-style-type: none"> ○ \$1,800 per unit (includes install) ○ How many units? 6 units in school (and FSH) and 1 for the gym ○ Filters approx. \$60 and purchase from Home Depot ○ Fundraiser: sell water bottle w/ school logo. The water bottles come in two sizes... 20oz cost \$17 and SRP \$25 and smaller is \$10 and SRP \$15 ○ Two options: Pre-sell, can purchase through website includes credit card payment, or pre-order bottles ○ Mara will follow-up on colors and if we can do a mix. ● Home and School voted to move forward with 3 water fountains, 1 on 1st flr., 1 on 2nd flr. and in FSH 	<p><i>Mara to finalize details and get fundraiser started</i></p>
<p>Blue Ribbon Building Committee Update (Mara)</p>	<ul style="list-style-type: none"> ● We received a list of expenses from Emily, no funds for school improvements. ● Expenses for the maintenance of the building. Custodial/maintenance staff 1 FT and 1 PT. ● Short Term Goals: estimates will be provided <ul style="list-style-type: none"> ○ Repaint, consistent colors throughout ○ Carpet Square on the floors ○ Improve landscaping: easy to maintain but nice ○ Windows are inefficient, looking into estimates to replace windows ○ Walkway, bricks and use as a fundraiser 	



	<ul style="list-style-type: none"> ○ Security consultant to give recommendations ● Long Term <ul style="list-style-type: none"> ○ Bathrooms: remodel and gutt ○ Convent refurb ○ Increase space for labs and other uses 	
<p>Grants (Alison)</p>	<ul style="list-style-type: none"> ● Grants in process <ul style="list-style-type: none"> ○ McCloud (\$250K for operating budget) grant request ○ Koch Foundation (\$250K) letter of inquiry for Convent ○ Wells Fargo (3) grant request (\$10K each) technology focus ○ Fujifilm grant for camera equipment ● Other grants have been shared with teachers ● All grant submissions should be reviewed by Mr. Lowry and the board prior to submission. 	
<p>Family Bingo Update (Sabrina & Mara)</p>	<ul style="list-style-type: none"> ● Details for the event were reviewed. ● Will ensure we capture the value of the prizes/baskets for future budgeting. 	
<p>Spring Event Update (Alison)</p>	<ul style="list-style-type: none"> ● Food trucks are not an option: Sabrina to transition to food/kitchen. <ul style="list-style-type: none"> ○ Not good response from food truck: need 6-9 months lead time ○ Try donations: Hatfield, Dietz and Watson, Bimbo ○ Menu: Pretzel, tomato pie, hot dogs, chips, candy, drinks ● Budget will need to be increased to incorporate purchasing food. ● Sponsor: We have submitted requests to both Target and Aldi to sponsor the event but no word. Will work on some local companies to try to get some sponsors. ● Basket Goal: 10-11 (themes in Spring Event Document) ● Donation Requests: Around 280 requests made, 9 yeses thus far <ul style="list-style-type: none"> ○ List of locations that need to be solicited in person...letters available and signup list ● Games: trying to keep costs down <ul style="list-style-type: none"> ○ Use the courtyard 	



	<ul style="list-style-type: none"> ○ Craft: Marbles, look like little ladybugs ○ Games: Noodle Car Race (match box car race), Sponge Bomb Toss, Batting Practice ● Marketing: community calendars and FB event created <ul style="list-style-type: none"> ○ Leg work needed: Flyers to be hung in local stores 	
April Home & School General Meeting	<ul style="list-style-type: none"> ● Think about ideas for the meeting. 	
Upcoming Events	<ul style="list-style-type: none"> ● Adult Trivia ● Boys Fun in the Sun and Girls Beach Party Dance Updates <ul style="list-style-type: none"> ○ Catering: T'Dori was too expensive, Chick Fil A catering menu, mini sandwiches, nugget trays, mac & cheese, fruit trays. Desserts: cookies, ice cream, pops (BJs), Water: Nestle will donate ○ Decorations: Beach ball arch: maybe for girls dance and not boys, beach balls, buckets, backdrops ○ DJ had fun ideas: Limbo, Dance Offs, Freeze Dance, musical chairs ● Easter Egg Hunt (Contacted Karen Cortese): Christina F. and Alison have offered to assist and Karen will let us know when we will be shopping for candy and such. ● NAMI (National Alliance on Mental Illness) event for May centered around mental health and handling stress. 	
Next Meeting	TBD	

Next Steps:

Task:	Owner:	Due:
Review and approve meeting minutes from 1-6-2020	All	



Order Tissues and Disinfecting Wipes	Leigh Anne	2/29/20
Water fountains: find out if install costs on units we purchase, do we need to select colors of bottles, can we sell both sizes, can we preorder most bottles but purchase some to sell at events?	Mara	2/29/20
Schedule next dance meeting	Sabrina	2/24/20

Respectfully submitted by
Alison Ritchie/Secretary