

**Holy Spirit Catholic School
Home and School Association
Meeting Minutes
September 11, 2019**

Board Members Present:

- Dr. Luciano, Principal
- Esther Ramsahai, President
- Navin Ramsahai, Vice President
- Michele Lavelle, 2nd Vice President
- Heather Duran, Secretary
- Scott Turner, Treasurer
- Kimberly Warfield, Teacher Representative

Dr. Luciano opened the meeting at 6:03 p.m. with a prayer.

Minutes from April 2019 meeting were reviewed and adopted.

Treasurer's Report was given by Scott. A balance sheet and income statement as of June 30, 2019 were distributed to members in attendance. The ending cash balance as of June 30, 2019 was \$308.03. A balance of \$4,758.65 was transferred from the H.S.A. account to the school account in June. A small balance remained in the H.S.A. account to cover the Welcome Back Breakfast for teachers in August. H.S.A. membership dues will be deposited in September.

Principal's Report was given by Dr. L.

- School Safety.
 - Dr. L is writing a grant to purchase removable traffic bollards for our parking lot.
 - A school lockdown is scheduled for September 25, 2019. JSO and Life Safety Solutions will be on site to monitor. During a fire alarm, students are being trained to listen first to ensure there are no gun shots before evacuating the building.
 - A safety guide has been posted in every classroom.
- Marketing. HSCS will be hiring a professional to create a marketing video for the school. This video will be displayed on the website and You Tube. The best marketing tool is still word of mouth so please continue to share your personal experiences at HSCS.
- Enrollment. HSCS would like to welcome the 12 new students for the 2019-2020 school year.

President's Report was given by Esther Ramsahai. Esther wanted to remind parents about the guidelines for drop off and pick up of students. It was recommended that a map be shared as a reminder to parents where to enter parking lot during drop off and pick up. Cones will now be placed at the entrance from Harbour Cove to block drivers from entering. Cars should always stay in a single file line. Cars must always be loaded on one side. Teachers, staff, or students cannot go between car bumpers. Vehicles should pull its bumper to touch the cone.

Fall Festival Report was given by Michele Lavelle.

- Tentative for Friday, October 25.
- Michele is looking for volunteers to help with Fall Festival.
- Costs will remain at \$5/person or \$20/family. This includes 2 slices of pizza, unlimited soda, unlimited games, cake walk and costume contest.
- The school has 12-15 games in storage. If there are any ideas for new games, please contact Michele.
- It was recommended that we skip the pumpkin carving/decorating contest again this year.
- K-2nd will bring Little Debbie's. 3rd-5th will bring a bag of candy. Middle school will bring a 2-liter bottle of soda.
- 7th/8th graders can volunteer for service hours for set-up and games. Volunteers must be accompanied by parent.
- Set-up will begin Friday morning.

Teacher's Report. Kimberly Warfield would like to thank H.S.A. for the wonderful Welcome Back Breakfast.

Volunteer Hours.

- Families are responsible for 15 volunteer hours per year.
- There is an option to purchase your volunteer hours for \$250.
- Volunteer hours include helping the Church, cleaning school grounds and inside buildings, helping in the classroom, helping the Booster Club, etc.
- Families must sign the red binder at the office to get credit for the hours.
- Esther Ramsahai will review the red binder on a quarterly basis and prepare a report for Dr. L who will send a reminder to parents every quarter.
- Rhonda will review Renweb to see if there is a way to enter volunteer hours and pull a parent report without an additional cost.

Hurricane Dorian Make-Up Day. The Diocese has determined the school will need to make up one day for Hurricane Dorian. This date is February 14, 2020.

H.S.A. Board Meetings will be changed to the 2nd Wednesday of every month at 6 p.m. in the school cafeteria. Please sign-in to receive one volunteer hour and ice cream for your child at the beginning of the meeting.

With there being no further items to discuss, the meeting closed with a prayer at 6:43 p.m. Next meeting is scheduled for October 9, 2019 at 6 p.m.