

January 9, 2019

HSEB meeting

Call to Order: 8 pm

Absent: Heidi Gruhot; Theresa Barczy; Marsha Riggio; Angel Ranero

Guests: Diana Cobo; Megan Clark

Mrs. Whelan

- Non-Public Aging School Grant textbook purchase approved; allotment TBD (~\$8000-9000)
- MD State Security Grant approved for approximately \$25,000 (reimbursed by the state) – going towards walkie talkies, buzzer system for extended day care; bullet-resistant interior/exterior film; cameras; Next phase of teacher security training Jan 10 with Mr. Phelps and Mrs. Probos; Faculty meeting Jan 11
- Title IV Grant Student Support and Academic Award \$4000 projected – will go towards an Olney Theatre-sponsored monologue class for 4th graders and playwriting for 5th graders
- HSPT scores above last year's (rose from 79 to 85% overall); Mrs. Schaefer to review and share with faculty

Mrs. Randles

- Extended a 'Thank You' on behalf of teachers and staff for Christmas gifts. New system for gift-giving was approved by archdiocese and well-received; recommended the process begin sooner and end earlier next year
- *Events*: Feast of the Epiphany celebrated; Open House Tuesday; Breakfast with Champions Friday; Baptism Day Jan 16; Right To Life Day mass Jan 18; Awards Ceremony Jan 25
- Mrs. Ransom is interim director for Extended Day Care; working on sign-in software; will remain Mr. Tremblay's room
- **Catholic Schools Week** (Jan 27 – Feb 2) – Have a faculty representative for each grade
- Schedule to date
 - >*Sunday*: Mass & Choir followed by Open House in Parish Hall from 10-11 am
 - >*Monday*: Celebrating Country and Community; letter writing to wounded soldiers, doctors, and nurses at Bethesda Naval Medical ; Student Council and Ambassadors to prepare packets for parents and volunteers
 - >*Wednesday*: Student Appreciation Day; CIGNA pharmaceutical company coming in with materials and volunteers to perform bioluminescence experiments for middle school students; similar projects for lower grades; Film Festival of PIXAR shorts with buddies at 2:15 pm; no homework; tag day
 - >*Thursday*: Celebrate Vocations; seek out ways to serve by way of illustrating vocations in other areas
 - >*Friday*: Teacher Appreciation Day with 12:30 dismissal

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SAB update - no December meeting

School Services/Hospitality

- Jan 18 a 'Grab and Go' staff luncheon; for Teacher Appreciation Day Feb 1, Mrs. Mercado will transform teacher's lounge into a farmers market; can shop for dinner ingredients, soaps, napkins, etc with tote bag; estimated budget \$1000; only a few volunteers needed

Buildings & Grounds

- Jan 26 School clean-up day; nice to have notice out early: 15 volunteers already; no Parish Hall-Drama Club building sets
- Asbestos tiles being removed this Summer; new flooring and tile to be installed
- Mrs. Donodeo to email Mrs. Whelan re: gym-friendly flooring for Parish Hall

Enrichment Programs

- 3rd Quarter deadline Jan 11

Volunteers

- Family Letters to go out soon; Mrs. Davidson is working with Mrs. Chicas on operating system and report generation; Mrs. Randles will notify families that Jan 11 is the deadline for logging hours

School Programs/Events

- Father/Daughter Dance on sign up genius; Co-chairs Mrs. Weinberg and Mrs. Keefe are looking for someone to chair event next year
- Mother/Son Dance Co-chaired by Mrs. Byrdy, Mrs. Mercado, and Mrs. McDonald; will have a futuristic theme
- No Disco this year

Fundraising

- First *Taste of the Season* at GrillMarx raised \$250; Flyer for Café Rio Jan 17 goes in newsletter this week - need to confirm with management if it will be entire night and OK to have flyer on smart phones; forward flyer to teachers for their home page and to room parents
- Meeting of Chairs and Staff was held to discuss relative success of Gala, giftwrap, and raffle; gala attendance is in decline; decision is needed by March for 2019-2020 calendar; HSEB discussion was held on the following:

Future Fundraising Recommendations made:

>Continue with Charleston giftwrap sales; yields \$10-12,000/year; easy to share with family and friends

>Change raffle to October and increase from \$12 to \$15/ticket; raised \$33,000 last year before prizes were awarded

>Hold a golf or tennis tournament with banquet event in the Spring; less costly for decorations; country club venue; no open bar; revenue would be lower but sell merchandise and sponsorships; perhaps a small silent auction and/or a 'fund a need' aka 'raise the paddle'

Budget

- Waiting on Gala income & expense numbers from Fundraising Chair
- Projected income & expense numbers must be submitted within two weeks in order to be submitted at SAB meeting next month

Publicity

- Four articles have been drafted by Mrs. Songer and Mrs. Ranero for *Parish Times*- themes: STEM, Christmas Play and Concert, Ballroom Tradition, and Gala; deadline is Jan 14 and limited to 400 words; March issue ideas: International Night, Basketball game; Dance

Recruitment

- Suggestion was made to hold a morning and evening meeting for interested parties ; Mrs. Songer will reserve a room and date for this event

International Night

- Layout will be by continent; 16 countries featured to date; visitors to be funneled through the front to save table space; big map with pins as guests enter to mark where they are from; marketing on the morning show, through social media, and signs posted around the school; performances to be kept to a minimum; Mrs. Whelan suggested posting a list of featured countries
- Future ideas: have each classroom focus on one particular country prompting global-mindedness throughout the year, culminating in International Night

Adjourned 9:30 pm