



Immaculate Heart of Mary Home and School Board Meeting

Meeting Date: 7/10/2019	Time: 6:15 PM	Location: IHM FSH Conference Room
Board Members Present: Sabrina Nansteel-Bunt, Mara Harrington, Leigh Anne Rainford, Alison Ritchie, Bridget Berns, Wanda Thomas, Monica Sullivan, Jeff Fakette and Andrew Lowry		
Meeting Purpose: Home and School Association Board Meeting		
Materials included in Board Packet: Agenda, Sponsorship and Donation Form, Christmas Bazaar sponsor form, Ways to Give Form		
Agenda Item	Discussion	Action Taken/Follow up
Call to Order	The meeting was called to order by Sabrina Nansteel-Bunt.	
Minutes of Meeting	The meeting minutes from the 6/25/2019 meeting were approved.	<i>Minutes Approved - motioned by Mara, seconded by Bridget</i>
Progress since last meeting	<p>Outcome of votes from Doodle Poll about fundraising:</p> <ul style="list-style-type: none"> ● 50/50 winner ● Giant A+ ● Applebees Family Night ● Spirit Shirts ● WaWa ● Trivia Night - made about \$1,000 (maybe more than 1) ● Family bingo - very popular (maybe more than 1) ● A lot of ties <ul style="list-style-type: none"> ● Spirit Shirts <ul style="list-style-type: none"> ▪ Sponsored Paid, free to kids ● Wanda asked about businesses sponsorship of a field trip 	



	<p>1. That is something we hope will happen</p> <ul style="list-style-type: none"> ● Spring Carnival was popular--maybe not rides, food truck, bring in the people who do the Gorgas Park event ● Shoe Drive: clear out gently used shoes <ul style="list-style-type: none"> ▪ Vote taken, Approved ▪ Paid by the pound for gently used shoes ▪ Back to School Night or First General meeting ● Amazon Affiliates - the board agreed to stick with Amazon Smile since we currently do this (Goes to Tuition Assistance) ● Box Tops App <p>Art Reach - we have a quote \$375 July to December artreach.org (added)</p> <ul style="list-style-type: none"> ● Brings Art, History and learning to families, no sports ● Discounted tickets to museums, zoos, etc; offer plays, like Walnut Street; in-house activities like discounted shows in school ● They send an email, what is available, first come, first serve <ul style="list-style-type: none"> ● They charge on a calendar year. ● Bridget has already been oriented so maybe we start in September <ul style="list-style-type: none"> ● Price would be prorated ● Vote taken: Approved ● Add to General Meeting Agenda--PP <p>Bank transfer/Money spent on events</p> <ul style="list-style-type: none"> ● Leigh Anne to meet with Emily tomorrow ● After meeting will Emily, Jeff and Mr. Lowry will go with Leigh Anne to Beneficial ● Update on Houston Back to School Party – DJ; confirmation of reservation <ul style="list-style-type: none"> ● Emailed Betsy to confirm the date, spoke to her ● Bridget: DJ is not available. <ol style="list-style-type: none"> 1. Need to find another DJ, maybe give DJ Reese another time <ol style="list-style-type: none"> a. He is on Thumbtack, Sabrina will email. 	<p><i>Approved- Sabrina and Bridget to get more details</i></p> <p><i>Approved-Andrew to follow up</i></p> <p><i>Alison to Follow up with Houston</i></p>
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2. Wanda has a relationship with a DJ, we have that information for a back up incase DJ Reese is not available

- Sabrina and Mara will take the lead
- Amplify, Pepsi, and Coke will need to be requested
- Alison is putting together an event “kit” and will give that to committee before first event

Tuition Raffle section of Standing Rules

- Point person for Volunteers (or two for bazaar)
 - Sign in and sign out sheet
 - Secretary to track
- Exclude school events
- Attendance at all meetings is required
- Clean Up and Set Up 2 tickets
- Volunteer for event 1

Eligibility for Tuition Raffle	Raffle Entry
Attended all meetings, including 1 in-person meeting (*Required*)	1 Ticket
Lead at Christmas Bazaar Table	3 Tickets
Event Setup or Clean up	2 Tickets
Volunteer for ANY home & school event	1 Ticket

Jeff to email Sabrina DJ Reese contact info and Sabrina will contact DJ

Mara to update the bylaws and the board will vote electronically to approve the bylaws.

Trifold for Uniform Swap

Wanda will have it together for tomorrow (7/11/19)

- *Pictures from FB*
- *Events*
- *STREAM and Chromebooks*



Survey Results	<p>Kids Big Items:</p> <ul style="list-style-type: none">● Air Conditioning● New Bathrooms● Not have hallways be pink● Cleaning the school and maintenance<ul style="list-style-type: none">○ Locks are broken○ Sink came off the wall○ Much of this should be fixed by the parish who owns the building● Cameras and security will be installed in August<ul style="list-style-type: none">○ Cameras○ Security button in Principals Office○ Additional plans for the next year<ul style="list-style-type: none">■ Key FOBs● Andrew noted that between Home and School and grants, hoping for 70 more Chromebooks which would give us 1:1 for 5-8 grades ● Recess needs to be improved<ul style="list-style-type: none">○ Older Kids complained about nothing fun to do○ Kids asked to use Gym during recess<ul style="list-style-type: none">■ Mrs. Sullivan noted we need more recess parents■ Mr. Lowry working on recruiting more parents ● How parents can be more involved ● Improvements for dance: different location; better music; better food● Event Ideas:<ul style="list-style-type: none">○ Sports: against other classes; dodgeball tournament○ Haunted House○ Amusement Park Day (in the summer)<ul style="list-style-type: none">■ CYO can do it but we can't for insurance reasons● Technology: hire a new teacher; faster Internet Speed	
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	<ul style="list-style-type: none"> ● Hot Lunch <ul style="list-style-type: none"> ○ The kids like hot lunch but wish it was warmer ○ Add more snacks; More drink choices (Lactose Free) ○ Hot Pretzels, don't like the current vendor ○ Kitchen Issues ● How I am treated: My school is safe and clean, 7 kids said no ● Clubs: Sports; Gaming (D and D); Drama; Harry Potter; Art Club; Arts and Crafts Club ● Mentoring: <ul style="list-style-type: none"> ○ Most kids wanted to be a mentor ○ What happened to prayer partner? ○ Andrew said thinking about setting up 4 different houses <ul style="list-style-type: none"> ■ Houses set up by color and across grades to foster community ■ House Cup ■ House Leaders ○ Bigger classrooms, more space <ul style="list-style-type: none"> ■ Places to put their items, lockers ■ Science Lab ■ Wanda suggested have the kids find the solutions to the space problems. Mr. Lowry thought this could be a good STREAM project ○ Teachers: <ul style="list-style-type: none"> ■ Get a Wish List ■ Cabinet in the Teacher's Lounge 	
<p>Capital Campaign</p>	<ul style="list-style-type: none"> ● Wanda noted that Traci would like to start a Capital Campaign ● Bridget has some experience with these ● Will set up a separate meeting for that 	<p><i>Meeting needs to be coordinated, no coordinator noted</i></p>



IHM Logo	<ul style="list-style-type: none"> ● <i>The printer owns the “rights” to the logo</i> ● Leigh Anne would like to bring some freshness to our product offering ● Andrew will reach out to Mr. Rizzo regarding the logo 	<i>Andrew to reach out to Mr. Rizzo</i>
Water fountains	<ul style="list-style-type: none"> ● Due to size constraints and plumbing concerns, we will not be able to have the bottle fillers at this time. 	
Home and School logo	<ul style="list-style-type: none"> ● Have students contest, announce at General Meeting ● Prize: to be determined ● Add to General Meeting Agenda 	
Infographic for Welcome Packet	<ul style="list-style-type: none"> ● We are good on this, needs some good work but need to set clear goals 	
Committee Updates	<ul style="list-style-type: none"> ○ <i>Marketing committee (new)-Co- Lead Leigh Anne and Bridget, Andrew and Traci</i> <ul style="list-style-type: none"> ■ Talk to Parishioners (Information table after mass staffed by Home & School) ■ Working on an alumni list (Wanda and Traci have been working on ways to get alumni involved) ■ IHM emails do not go into SPAM ○ <i>Need to identify volunteers – review surveys to identify/send out communication</i> ○ <i>New Parent Committee (Wanda Lead)</i> <ul style="list-style-type: none"> ○ Coordinate new parent nights with restaurant nights (family night or parent night out) - <ul style="list-style-type: none"> ■ Applebees offers 10% of the receipts (it includes takeout); Couch Tomato offers 20% (also includes takeout) <ol style="list-style-type: none"> 1. Applebees will need to be coordinated with Fundraising 2. Creation of a family or school directory with the option for a paid business ad for those parents and families who own a business 3. Bridget is working on this as part of fundraising 	<i>Meeting to be scheduled</i>



- Summer Event for new and transfer parents (budget for food)

- New Parent Welcome Guide with important information and resources

General Fundraising (Bridget Lead)

- Grants and Sponsorship
- Parents Directory
 - Get it sponsored by community and local businesses
- See forms:
 - Sponsorship & Donation Form
 - Alison noted we need to be careful that sponsors
 - Ways to Give

Christmas Bazaar (Bridget and Alison Lead)

- Costs approximately \$3,000
- Request leads
- Christmas Bazaar Sponsors
 - Exclusive Sponsor
 - Increase from \$1,000 to \$2,000
 - Dominions Angels: Remove adult admissions
- Action plan for the Bazaar
 - Over fundraise for the Bazaar and spread out leftovers items
 - Will need to be mindful of expiration dates
 - Excel document in Google Drive to coordinate donation requests
 - Hit up every Giant in the area, Acme is the same way, Shoprite
 - Request letter is in Google Drive
 - Alison will try the Market in Lafayette Hill
 - Committee needs to coordinate so we are not asking the same Giants.

Coordinate all donation requests with Bridget to avoid duplications



	<p><i>Events (Sabrina & Mara)</i></p> <ul style="list-style-type: none"> ● To include - Giving Back to the Community/Community Engagement <ul style="list-style-type: none"> ○ Examples: NorthLight Food Pantry; Book Drive; Teddy Bear Drive; For Pete’s Sake; Lisa’s Scroll Roll ● Sabrina has already reached out a few people about events ● Alison putting together Event Kit to have event tools in one place <p><i>After school programs (Monica)</i></p> <ul style="list-style-type: none"> ● No updates 	<p><i>All committee members to solicit, coordinate via spreadsheet.</i></p>
<p>Proposed Home and School General Meeting</p>	<p>September 26th; January 23rd ; April 16th Start time 6:30pm</p>	<p><i>Approved</i></p>
<p>Home and School Events</p>	<ul style="list-style-type: none"> ● Teacher Orientation: August 27th 8am <ul style="list-style-type: none"> ○ Alison will attend, Sabrina is hoping to ○ Wanda will take teacher portraits and brief bios will be put together for website ○ Home and School to sponsor breakfast <ul style="list-style-type: none"> ■ Panera, Coffee ○ Presentation start at 9am ● Houston Back to School Party: <i>Friday, September 13th from 6:30 pm to 9:00pm</i> ● Home and School Board General Meeting: <i>Thursday, September 26th at 6:30pm</i> ● Urban Air Spirit Night: <i>Monday, October, 14th from 4:00pm to 8:00pm</i> ● Christmas Bazaar: <i>Saturday, November 23rd</i> 	<p><i>Alison to coordinate Panera breakfast</i></p>
<p>Hot Lunch</p>	<ul style="list-style-type: none"> ● Sabrina will be meeting next week with Andrew and current hot lunch volunteers to hammer it out <ul style="list-style-type: none"> ○ Leigh Anne noted that one current volunteer may not return ● Leigh Anne asked about the email account and who has access <ul style="list-style-type: none"> ○ Currently Jeff is checking it ○ Will give access to whole board 	<p><i>Give access to Home and School email</i></p>



Agenda Items for Next Meeting	<ul style="list-style-type: none"> ● Update on Hot Lunch ● Create Uniform Store – to be run by students in the CARES program (Sabrina) ● Wanda - Sague bus company number, how to navigate Option C, Report cards 	
Next Meeting	<p>Wednesday July 31 6:15pm FSH</p> <p>Special Meeting to discuss Bazaar and fundraising July 26th 6:30 at Iron Hill Brewery in Chestnut Hill</p>	
Adjournment		<i>The meeting was adjourned at 8:40 pm</i>

Next Steps:

Task:	Owner:	Due:
Shoe Drive fundraiser details and set up	Bridget and Sabrina	
Register with Art Reach	Andrew	
Transfer bank account access	Jeff, Andrew, Leigh Anne and Sabrina	
IHM Home and School email access to all Board members	Jeff or Andrew	
Email and reserve DJ	Jeff and Sabrina	
Update by-laws and vote to approve	Mara	
Discuss logo usage with Mr. Rizzo	Andrew	
Teacher Orientation Breakfast	Alison	

Respectfully Submitted by,

Alison Ritchie/Secretary