

HASA Minutes
September 15, 2011

- I. Kitty Arter, Sonia Ault, Pam Bradley, Tabetha Coburn-McDonald, Susan Clark, Marie Harrer, Vivian Grece, Anita Hunkler, Ruth Kramer, Kim Koszyk, Stephanie Lemberis, Josephina Lozano, Kate Malinowski, Anne Martin, Jodi McCormick, Betsy Mencias, Lori Newport, Nancy Rice, Leah Richardson, Tammy Schrader, Mikki Thurin, Connie Trevizo, Ellen Williams were in attendance.
- II. **Room Parent Information (parties):**
- Mikki thanked everyone for attending and passed out an information packet to room parents.
 - All room parents were encouraged to get in touch with their teacher with regard to planning activities so the teacher is aware.
 - Room parents of each grade were also asked to communicate to each other plans for each class as children compare.
 - Lisa Macheka will be issuing a check to Mikki next week for the various class parties throughout the year. Amounts were discussed. Mikki will then distribute to each room parent.
 - A parent suggested using Oriental Trading catalogs to purchase affordable items for parties. Mrs. Clark offered her catalogs to all room parents.
 - A parent suggested that when appropriate, it might be nice to bring both classes of the same grade together for a party. This worked well last year for the second graders.
 - Junk food should be limited at the parties. Be aware of allergies and other health issues such as diabetes when planning food for parties. Room parents can find out this information in the school office or with the teacher.
 - Room parents can delegate parties to other parents to gain more involvement and alleviate stress.
 - For the upper grades, Mrs. Clark clarified the only time pizza/food should be provided is the Christmas party.
 - Some parents voiced confusion about the room parent sign up form this year.
- III. **Room Parent information (teachers):**
- Birthdays: Mrs. Clark will ask teachers to update their preference sheet, which was very helpful to room parents in the past, at the next faculty meeting. Mikki will then provide the updated preference sheet to room parents. Please let your teacher know when you will be bringing them lunch for their birthday. Nancy Rice offered to also honor Mrs. Knabenshue's birthday while Mrs. Ernst offered to honor Mrs. Palmers. Mikki will delegate the rest of the specials teachers plus aides to other room parents. Pros and cons about whether or not to post these preferences on the website were discussed.
 - Teacher Snack Day: Mrs. Clark voiced that the teachers really do appreciate snack days.
 - Teacher Appreciate Breakfast: Room parents should coordinate coverage for the classrooms.
- IV. **Webiste:** Our school website was discussed. A parent suggested Notre Dame students to help with the design aspect. There is a St. Matthew parent Facebook page that should be used for constructive and positive comments.
- V. **HASA Meetings:** Ways to increase attendance were discussed such as bringing in a speaker and posting an agenda. A parent suggested that a teacher representative attend HASA meetings.
- VI. **HASA Tailgate:** The first tailgate was a success. Fun was had by all. Improvements are being planned for the next tailgate on October 1. HASA is hoping to post the amount of money earned from these two events and what the money went toward.
- VII. **Teacher Retirement:** Another catholic school posts guidelines for what teachers receive upon retirement on their website.
- VIII. **Hot Lunch Procedure:** Mrs. Clark mentioned that up to 10 lunches at a time can be purchased per child. However, some parents noted discrepancies between their personal count and the school's count. An electronic system was suggested.
- IX. **Playground:** A parent asked about the possibility of a playground in the new grassy area by the pre-school building. Mrs. Clark stated that Monsignor Heintz was checking into liability issues.

- X. **Enrollment:** A parent enquired about enrollment for next year and specifically, the size of classes. There was concern raised about the number of children in the kindergarten. Mrs. Clark encouraged people to enroll earlier rather than later for next school year. She also mentioned that this year, the kindergarten class is regularly being divided into smaller groups for various activities to provide more personalized attention.
- XI. **Communication:** A parent mentioned communication needs to be improved. The example of providing information about a recent school lock down was given. Mrs. Clark encouraged parents to come and talk to her. Betsy encourage parents to attend HASA meetings regularly to determine accurate information directly from the source.

Respectfully submitted on 9/18/11.

Marie Harrer