**HSA Meeting Notes**

**March 19, 2015**

**Principal’s Report:**

Registration for the 2015-16 school year is going very well. The Bishop is very pleased with the number of applications for the Bishop’s Scholarship.

Terra-nova testing for grades 3-7 has finished.

We’ve had many students participate and place in many different contests outside our own school.

The school art show will be in April.

April 29th will be our next open house.

**Virtus Training:**

Anyone who was Virtus trained 5 or more years ago, must be retrained online and have a new background check done. Everyone trained (regardless of how long ago) needs to sign a copy of the Executive Summary for Lay Volunteers and give to the office. The goal is to have this accomplished by April 1. The diocese will be covering the cost of the background checks completed by April 1, after that it will be an expense to the school.

The staff will be retrained in April. The diocese goal is to have everyone completely updated with all necessary paperwork by the end of the school year.

**Tuition Payment:**

Tuition collection will be handled through FACTS (not Smart) for the upcoming year and foreseeable future. FACTS is more user friendly and is the same system used at Immaculate and for the scholarship fund. The HSA fee will be included in the tuition payments. Payments must be automated payment to a debit or credit card – there will be no more invoicing. This will improve the school’s cash flow.

**Financial Update:**

Status quo from last month. Preparing for LNO, going in to the event a few thousand dollars ahead.

HSA payment towards operating budget is due.

An April/May newsletter will be prepared and sent out with tracking to date on all fundraisers.

**Golf Outing:**

Ed and Matt are meeting with Richter, making the event an all day affair with lunch, golf and then dinner. Very confident we will surpass our goal.

**Spring Carnival:**

Spring Carnival has been moved to a date in June. We needed more time to make it what the team envisioned it to be…also would like a dunk tank which needs to be outside. Dom is working in conjunction with the Student Council and Jr. National Honor Society on the event. This is for the students in the younger grades and is meant to be a fun day more than a ‘fundraiser’, but any proceeds that are made will go to HSA.

**Walkathon:**

We are in need for a chair for this event, scheduled to occur in June. Christina is working on an email to go out to HomeRoom parents to help find a chair.

**Misc.:**

Ed will be maintaining the HSA website. Mrs. Lanni, Mrs. George and Monica Ortega will be working with someone from the diocese to improve our school website.

Christina will be giving all board members a form asking what our intentions are regarding our board positions for the next school year. She is also considering making 2 roles who will strictly help make calls and speak to people to get them to join the board. The goal is to reach a broader range of parents.

Our next meeting is a conference call on **May 21**. We will be discussing next year’s calendar and fund raising schedule. We will not have an April meeting.