

# **Queen of Angels Catholic School**

## **Home and School Association Minutes from Tuesday, January 10, 2012 Board Meeting**

### **Held at Queen of Angels Catholic School**

#### **1. Call Meeting to Order and Opening Prayer - Beth Podgorny Hopkins - 8:15 am**

#### **2. Secretary's Report - Cathy Lambert**

The December 2011 minutes were emailed to all board members shortly after the October meeting. A motion was made by email by Lisa Blume to approve the minutes, the motion was seconded by Maria Perry and passed by unanimous consent.

The most recent monthly approved minutes are available to all on the Queen of Angels website.

#### **3. Treasurer's Report - Michele Mosetti (absent)**

Michele provided the board with the most recent financial statements prior to the meeting. A copy of the report is attached below. Beth Podgorny Hopkins reported that we are generally on budget with all items, including Spiritual Life. Beth mentioned that one change for this year is that for local trips, we will use Blessed Trinity High School buses. Queen of Angels will pay for the gas and will provide drivers (teachers or admin who have passed a bus driving test). For longer trips, such as downtown, we will be renting school buses as in the past.

#### **4. Fund Raising - Shannon Erbs (absent)**

Beth Podgorny Hopkins reminded everyone to attend restaurant nights and encourage others to attend as well.

Beth also reminded everyone that the spirit wear website is fully operational and she encouraged everyone to shop. Dr. Wood presented a student design (the student artist was Pete Rowsey) for a t-shirt. The board praised the design. Shannon Erbs will decide whether to incorporate it this spring, or next fall as the 2012-13 shirt.

## **5. Communications - Lisa Blume (absent)**

Beth reminded everyone to submit information by Wednesday for next week's Herald.

## **6. Academic Enrichment - Kathleen Ferrante and Betsy Keneally**

Hi Tech Hi Touch continues, and Career Day is coming up. Also there are some in-house field trips on the horizon, including Shakespeare's Tavern. International Week is completely finished.

## **7. Hospitality - Terri Zerbe and Colleen Nelson**

Teacher and admin birthdays in January have been covered, the Peace and Justice coffee, which is also awards day, on January 20, is also covered. February 1st is teacher appreciation week, and Terri is beginning to work on that. As of right now, we have not been asked to serve at any upcoming Deanery luncheons.

## **8. Volunteer Activities - Kim Rielly**

Kim is working with Denise Andronaco to determine the remaining party budget for each classroom. She will communicate this information to the room moms in time for the final party of the year - Mardi Gras.

## **9. Spiritual Life - Maria Perry and Betsy Garvis**

### **Catholic Schools Week (CSW):**

Our focus is on CSW! We are so excited and ready for this awesome week.

The theme is "Catholic Schools – Faith, Academics, Service"; dates are January 30-February 3. Dina Vassil and Anne Pryor have some great ideas to make the week a fun celebration of our faith. Spirit wear day is Thursday. There is a band that will play at the pep rally.

The HSA board will provide safety patrol on Tuesday and Wednesday morning and Maria will help organize volunteers.

The CSW class reps had a great meeting on January 5th to finalize all activities. Watch out – this will be a GREAT week!

### **Para Liturgical:**

Amy Holland did a wonderful job with reconciliation and adoration for the students in December. A few parent volunteers lead the classes in a reflection and did a great job!

Reconciliation took place December 15, at St. Peter Chanel for grades 3 to 8. Priests from area parishes joined us.

The January 20<sup>th</sup> mass is Peace and Justice.

### **Service Projects:**

Kindergarden through second grade service projects wrapped up in November except for 2A, and we are grateful to Joy Walsh for her efforts in chairing these projects.

Once again, Lisa Mellow Byars is doing a great job leading and preparing for the intermediate and middle school service projects that are to occur in February and March. Calvary was yesterday for 6A.

Mary Jo Holzgreffe is doing a great job with the 3rd through 5th service projects. Planning for the fifth grade service project for Hoops for Hearts on February 16th is underway. The 4B OLPH project is scheduled for February 29, led by Lynn Dukat.

### **Spiritual Angels:**

The Kindergarden through fifth grade Advent presentations were all fabulous! There were many cute games and activities for the students. Keith Pacholl has, once again, done a great job coordinating the class leads. The next presentations, St. Joseph with Child, are January 30 through February 10. Some help will be needed with the middle school. Plans include inviting a rabbi possibly for a Seder meal, and a priest from the St. John Chrysostom Melkite Catholic Church in downtown Atlanta.

### **Sunshine:**

Sunshine is running smoothly, thanks to the tireless efforts of Cristina Zimmer. There will be an effort to coordinate with parish liaisons to arrange memorial masses at the appropriate parish. We are also using the St. George chapel which has a shorter wait time than St. Peter Chanel (with a 2 year backlog).

## **Epray:**

Epray is running smoothly thanks to Anne Pryor.

## **QA Prayer Group:**

Linda Mora has worked incredibly hard getting the prayer group off to a strong start. The next meeting is tomorrow at 9:15 am.

## **First Holy Communion**

Our first meeting is tomorrow to begin planning. Angela Barnes and Kristen Combs are the chairs.

### **10. Old Business - Beth Podgorny Hopkins**

Beth will begin the budget planning process. Beth will be working with Denise Andronaco to review current year spending and will be contacting board members to determine needs for next year.

The HSA may start a tradition of providing flowers and acknowledgement to teachers and administrators who win the "Employee of the Year" award each year. This year's winner is Rhetta Ascari who will be recognized at the February 3 mass during Catholic Schools Week.

Next month's HSA meeting, on February 14, will be held in the media center and will be fun, with little breakfast treats provided. No reports are required from board members.

### **12. New Business - Dr. Wood**

Budget work is underway. The Archdiocese provides Dr. Wood with guidance and key cost information such as increases in employee benefits, liability insurance, and teacher salary scales. Then Dr. Wood works with Debra Kopec to prepare the budget in detail. Teachers are asked to inform Dr. Wood at this time if they have plans other than returning next fall. Everyone is asked to consider their needs for next year. That includes the HSA budget, where Beth will provide input. When the budget is final, Dr. Wood will seek approval by the Advisory Council, then the superintendent, and ultimately the Archdiocese. Once approved, Dr. Wood will relay the tuition increase information to the parents. The goal is to keep the increase to less than 3%.

The school calendar is in the approval process with the Archdiocese. Details of the proposed calendar were discussed last month.

The Archdiocese is beginning a process to seek district accreditation from AdvancEd. The co-chairs of the Archdiocese process are the principal of St. Judes and

Dr. Wood. QA has been providing lots of data already, as have all the schools in the Archdiocese, to ensure that all procedures are being followed.

SACS, through which we are currently accredited, rolls into AdvancEd next year. Each school has to have a 5 year plan for accreditation, the next for us is in 2013. Currently, QA has a second accreditation through SAIS. There are professional development courses and meetings available through SAIS, but at additional cost. Dual accreditation is a credibility factor for some parents, but the overall benefits are being evaluated.

Finally, Dr. Wood reminded the board that we were also designated as a "Blue Ribbon School" in 2007 and this will always be a part of our school logo.

The annual re-registration for students is coming up, so Dr. Wood reminded everyone to check their email and make sure to respond. A reminder is also in the Herald.

Dr. Wood was asked by Principal Magazine to write about one unique item at our school and she wrote about International Week, so that may appear in a future issue.

The school is hosting an Admissions Tea tomorrow, January 11, from 9-11 am, and approximately 40 people have RSVP'd. There was an ad in the Georgia Bulletin about this tea, our school's first, which will provide general information about QA.

WSBTV was here yesterday to film a story. Mr. Sam Hungerbuhler survived a massive heart attack in the QA gym because of the AED (heart defibrillator) machine we have. Go to [wsbtv.com](http://wsbtv.com) to see a story on the school and the incident. The school has two defibrillators.

Betsy Garvis asked if QA would consider setting up a fund, possibly called an "Angel Fund", that would allow parents to write one check in December and then those funds could be split up and given as a present to all employees at the school such as those in the media center, front desk, back office, maintenance, etc. Dr. Wood will check with the business office to determine if this is feasible from a legal and tax standpoint.

### **Annamarie Robb**

Invitations to the spring gala, "An Evening at the Met", were mailed last week. Table reservations are encouraged and allow parents to ensure a reserved seat with good friends. Friends of the school are also welcome to attend in addition to parents. There will be a live band and it will be a fun and entertaining night and also raise money for the arts, plus academic enrichment if targets are reached.

Room moms will be used for direct email communication at key times. Annamarie has a great group of volunteers helping. Donated auction items will be kept to 200, a manageable total.

**12. Closing Prayer - Beth Podgorny Hopkins**

The meeting concluded at 9:30 am.

**Queen of Angels Home and School Association 2011 - 2012**  
**Statement of Sources and Uses - Budget v. Actual**  
**As of Fiscal Year-to-Date December 31, 2011**

<b>SOURCES</b>	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>VARIANCE</b>
Funding from QOA	\$ 11,000.00	\$ 3,883.24	\$ (7,116.76)
Publix Partner	3,300.00	1,706.98	(1,593.02)
Target	1,100.00	1,325.91	225.91
Restaurant Nights	1,800.00	617.92	(1,182.08)
School Supplies	1,300.00	1,040.00	(260.00)
Boxtops (net)	1,100.00	(55.06)	(1,155.06)
Georgia Natural Gas	900.00	785.00	(115.00)
One Cause	-	167.52	167.52
Magazines	750.00	478.00	(272.00)
School Spirit Wear (net)	2,000.00	880.10	(1,119.90)
Other Activities	-	-	-
<b>TOTAL SOURCES</b>	<b>\$ 12,250.00</b>	<b>\$ 6,946.37</b>	<b>\$ (5,303.63)</b>
	23,250.00	10,829.61	(12,420.39)

<b>USES</b>	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>VARIANCE</b>
<b>Academic Enrichment:</b>			
Cultural Arts	4,000.00	3,251.50	748.50
International Week	1,600.00	1,227.54	372.46
Career Day	300.00	132.65	167.35
<b>Sub Total</b>	<b>5,900.00</b>	<b>4,611.69</b>	<b>1,288.31</b>

<b>Volunteer Activities:</b>			
Room Parent	200.00	-	200.00
Field Day/Olympiad	1,150.00	35.00	1,115.00
Orientation	200.00	76.37	123.63
<b>Sub Total</b>	<b>1,550.00</b>	<b>111.37</b>	<b>1,438.63</b>

<b>Hospitality:</b>			
Staff Luncheons	800.00	248.77	551.23
Deanery Luncheon	200.00	164.48	35.52
Ambassador Coffee	100.00	70.52	29.48
Grandparents Day	400.00	454.57	(54.57)
Big 10 Coffee	200.00	115.06	84.94
Career Day Luncheon	200.00	-	200.00
Committee Supplies	300.00	-	300.00
<b>Sub Total</b>	<b>2,200.00</b>	<b>1,053.40</b>	<b>1,146.60</b>

<b>Spiritual Life:</b>			
Service Projects	7,900.00	3,830.56	4,069.44
Spiritual Angels	1,650.00	156.80	1,493.20
Para-liturgical	1,200.00	400.63	799.37
First Communion	1,000.00	-	1,000.00
Catholic Schools Week	1,400.00	574.60	825.40
Sunshine	350.00	13.75	336.25
Prayer Group	100.00	76.81	23.19
<b>Sub Total</b>	<b>13,600.00</b>	<b>5,053.15</b>	<b>8,546.85</b>

<b>Other Uses:</b>			
<b>TOTAL USES</b>	<b>\$ 23,250.00</b>	<b>\$ 10,829.61</b>	<b>\$ 12,420.39</b>

	<b>Breakdown</b>	<b>Totals</b>
Restaurant Nights:		
Cloud 9 - Aug 23 - 29	125.00	
Your Pie - Sept 13	70.71	
Brusters - Sept 13	77.25	
Zaxby's - Oct 11	237.01	
Taco Mac - Nov 8	107.95	
Chick fil a - Dec 8		
Lucky's - Jan 12		
		\$ 617.92
Spiritwear :		
Receipts to date	880.10	
Disbursements to date	-	
		\$ 880.10
Other Activities:		
Ticket Revenue	-	
Ticket Expense	-	
		\$ -
Box Tops:		
Receipts to date	-	
Disbursements to date	(55.06)	
		\$ (55.06)

<b>Service Projects</b>	<b>Annual Budget</b>	<b>Year-to-Date Actual</b>
Buses	\$ 3,780.00	\$ 2,382.84
Schoolwide - Lent & Advent	500.00	85.47
K - Ronald McDonald House	500.00	89.23
1st - Comfort Blankets w SGV	495.00	383.77
2nd - Freedom Pointe Assisted Lvg	600.00	232.74
3rd - Blue Star Support Group	450.00	354.73
4th - Our Lady of Perpetual Help	275.00	138.80
5th - Hoops for Hearts	300.00	-
6th - Calvary Children's Home	350.00	162.98
7th - TBD	300.00	-
8th - N. Fulton Child Dev Ctr	350.00	-
	\$ 7,900.00	\$ 3,830.56

**Notes**

**December 2011 Report Activity**

1 Cash sources for the month:  
 Refund of bus charge 650.00 (will use BT buses)

2 Cash uses for the month:  
 Grandparents Day 454.00  
 International Week 589.00  
 Catholic Sch Week 531.00  
 Career Day 133.00  
 Spiritual Angels 95.00  
 Para-lit 14.00  
 Coffee 41.00  
 1,857.00

