December 2025 MEETING MINUTES

St. Francis of Assisi Home & School Association Meeting

December 3rd, 6:30-8:00pm

Board members Nick Jarrett/Jenni Taunton, Chair | Scott Shull, Co-Chair | Andrea Niesen, Secretary | Conner Reed, Treasurer | Sarah McMenomy, Volunteer Coordinator | Kate Poterucha Communications Representative | Sarah Valinski, Communications Representative | Derek Dravis, Teacher Representative | Andy Poterucha, Principal

Time	Item	Owner
	Opening Prayer/Greetings	
	Meeting Priorities Welcome Mrs. Tina Monosmith! ● What projects should HSA fund? ○ RCS will be hiring a Development Director, who will be tasked with creating a fundraising plan and a donor database ○ In an ideal situation, HSA should be focused on the "extras," not curriculum or building/facilities needs. ○ The focus should be on the unbudgeted items that are student/family centered and a priority to the school community. ● Plan moving forward ○ RCS would like to create a collaboration agreement between RCS and the HSAs ○ At the January HSA meeting, the board should generate a list of wants/priorities and send to Mrs. Monosmith. ○ Mrs. Monosmith will attend the March meeting to discuss the RCS needs assessment. <u>Upcoming Events:</u> ● Chair Position Update ○ Need Raffle and Carnival in training ○ Revisit Raffle design?	**Sarah**

Time	Item	Owner
	■ Move this to a subcommittee to plan (board members who will assist: Kate, Conner, Sarah, Jenni) ● December Book Fair: Volunteers Needed: 12/07 at 11:30am-2:00pm ○ Text Jenni if interested in volunteering; only 3 families have volunteered so far ● Catholic Schools Week: BB Coordinator Needed ○ Also need to set a tournament time ● Sweatshirts? ○ Conner will purchase a variety of sizes on 12/02 and those shirts (as well as order forms) will be available at the Christmas Concert ○ Water bottle stickers will be available at the Christmas Concert	**Jenni** **Nick** **Conner**
	Financial Review monthly report: deferred due to time Staff Christmas Gift: deferred due to time	**Conner**
	Principal's Report Christmas Concert (12/17): 6:15pm is the earliest drop off time Advent Services: parents and family are invited to attend OLG: 12/12 December 8th Mass Families in Need: please let Andy know if there are needs in the school community	**Andy**
	Teacher Report ● Square One: $2,360.50 in sales so far ● Orbit Earth Expo suggested for the spring enrichment program: all day program is $1,800 plus mileage	**Derek**
	Other Business ● Conference Meals: went well ● Newsletter Sponsorship: no sponsors so far ● Newsletter status: HSA will skip a December newsletter and send the next one on 01/16/2026	**Sarah M** **Sarah V & Kate**
8:00	**Closing Prayer - Prayer of St. Francis of Assisi**	

Next Meeting: January 12* @ 6:30pm. *Not the first Monday of the month

Opening Prayer

Heavenly Father, we come to you today asking for your guidance, wisdom, and support as we begin this meeting. Help us to engage in meaningful discussion; allow us to grow closer as a group and nurture the bonds of community. Fill us with your grace, Lord God, as we make decisions that might affect the students, staff, faculty, alumni and friends of St. Francis of Assisi School. And continue to remind us that all that we do here today, all that we accomplish, is for the pursuit of truth for the greater glory of You, and for the service of humanity. We ask these things in your name, Amen.

Prayer of St. Francis of Assisi

Lord, make me an instrument of your peace. Where there is hatred, let me sow love. Where there is injury, pardon. Where there is doubt, faith. Where there is despair, hope. Where there is darkness, light. Where there is sadness, joy. O Divine Master, grant that I may not so much seek to be consoled, as to console; to be understood, as to understand; to be loved, as to love. For it is in giving that we receive. It is in pardoning that we are pardoned, and it is in dying that we are born to Eternal Life. Amen.