

# ST. Joseph School

## Home and School Association (HSA)

### Board Meeting notes Wednesday December 14 2016

#### Attendees

Scott Bannon, Fr Silva, Tracey Pertoso, Sue Reitz, Susan Lovell, Jeff Ross, Jen Conlon, Allyson Kane, Kelcey Hoyt,, Dana Dahm

**Opening prayer** was said by Fr silva

#### **principal's report      Scott Bannon**

The school is participating in 26 acts of kindness in recognitions of Sandy Hook Newtown. We start the day with a moment of silence to remember the lives of the people affected by this day. Students with questions are advised to ask their parents. Acts of kindness include leaving notes for a people to find, complimenting each other etc

We are preparing for catholic schools week starting January 29th since the school is no longer used for Catholic education on Sunday's the open house will begin immediately following the 9am mass. As usual the week will be filled with events each day, which will include serious and fun events from a speaker in church to a pig race.

Christmas concert is coming up students should wear black and white or the school uniform. Students should arrive between 6:45-6:50pm with the pArents meeting in the church. Students will be walked over just before the 7pm start time to alleviate the noise level in the church.

The student concert (rehearsal) will not take place in the church due to a funeral.

There is a half day on December 23rd and no aftercare.

Bingo is under the same snow cancellation policy as all other after school events. This is to eliminate liability issues such as falls and accidents.

Rachel's grandmother had fallen in the parking lot before last bingo, she was attended to during bingo by those in attendance. She was not hurt and did not require medical attention. the school has also reached out to her.

The lights in the parking lot where not working for a short time due to the time change and electrical problems caused by a leak in the roof. This problem has been resolved.

The Little Flowers were given permission to decorate the teacher conference room to participate but not complete in the student council contest.

#### **President - Tracey P.**

Thank you for postponing the to this week.

**Teacher Appreciation lunch-** Kelcey advises Tracey she did not require extra help for the teacher lunch. Sue R. Will set up an email blast due to a lot of parents not receiving the paper flyer.

Donations have been coming in. Moms will be coming in to help and gifts will be given to the teachers.

**Voting:** anytime Jeff is asked for money he needs to have a previous vote on record approving this. If this is not done he is not authorized to write a check. If you spend money on an event without approval and ask Jeff for a reimbursement this puts Jeff in an awkward position. The primary function of the HSA is to raise money. Votes to spend money need to happen every time.

**Auction:** to take place March 11 at the amber room Mr Brady is the guest of honor. He has asked if he can extend an invite to his 2,000 volunteers. Although not everyone will attend, the capacity of the facility is in question, this will be discussed with Doug at the Amber room based on the numbers from last year and the projections for this year we will defer to his precessional experience.

Allyson and Tracey to co chair this event. Tracey will provide a list of areas that need help and everyone is asked to think about what they could help with. Everyone will need to help asking for donations

Jen Conlon will help with games and DJ music

Food and drinks will be more uniform this year making it easier. A lot of the leg work is already complete. A sit down with Doug will need to happen shortly.

P2P will not be asked for donations for the auction.

Areas needed help are, marketing, absentee bidding, checkin/check out, raffle prizes, auction booklets (to be printed by J &J)

Online bidding was fun and popular but did not go well last year due to wifi issues. This will need to be discussed with Doug.

Minimum bids for donated items were set by the donor. Perhaps this year we will close online bidding sooner then have paper bidding only. To create movement on items perhaps we could reduce the price to insure it sells.

Handwritten thank you card were sent to all donors last year.

The lawn mower in the shed can be used as an auction item however we first need to confirm it works.

Options for wine wheel donations were discussed. Providing beads or raffle tickets to donors was discussed but to eliminate unnecessary expense it was decided and unanimously voted to provide 1 dress down pass per bottle or donation.

Question: usually the 8th grade is excused from providing an auction item. Will they be willing to participate this year?

**Bylaws:** a draft of the bylaws was provided by Tracey these need to be updated every 3 years. A highlighted draft of changes/eliminations was not provided. Please review and contact Tracy with any questions or concerns. All correspondence should be cc'd to all executive members. The

bylaws should be voted on during the January meeting. All parents will be notified 5 days in advance asking them to review changes and to agree or address any questions.

Do we need to replace Karen O who has resigned her position on the Hsa? This question can be asked to the nomination committee however even though Karen has resigned and is not attending meetings she is still working in the background.

### **Treasurer's report Jeff Ross and Jen conlon**

Profit handout provided.

**Christmas bazaar** was a success the comparison from 1 day to 2 was approx \$2,000. It is agreed the 1 day event worked well for both volunteers and vendors. With several positive comments from vendors and attendees. The DJ made a big difference. Some suggestions are as follows: Increasing the time 1 hour, increasing the vendor table cost and offer more to offset the "sting" of the increase such as offering free table cloths or tables for those who provided their own. sJS provided free sandwiches to vendors this year. Lisa was the perfect person to coordinate the vendors because of her background and experience.

Left over toys from the toy game have been stored in the Lovell/Vicale basement.

Approx. \$ 45,000 is in the account however money is due to CLA for the harvest tournament, Jeff will provide an update when the final numbers come in. The games at CSA went well however there was a lack of volunteers. Feedback from other teams is they preferred SJS and felt CSA was confusing.

**Giving Tuesday** numbers are not yet available. Marie has the last check worth \$200.00. Thank you notes will go out this week. Sue R will follow up on dress down passes.

### **Vice President-Sue Reitz**

Titans game tickets are on sale, a minimum of 25 tickets need to be sold in order to have a raffle table, this should not be a problem. Several schools will be in attendance so sales should be high. Raffle items have been donated such a \$50. Wesco cards.

Sponsorship emails have been sent. PhysicianOne has not responded to Sue or Robs calls

725 Christmas cards need to be printed these cards have been designed by the 8th grade students. options to choose from are available for anyone to provide an opinion on a favorite. We also have info and pictures from grandparent/ Veterans Day that will be used.

### **Misc**

fundraisers without board approval was addressed. The wreath sales and cookie sales were done without prior knowledge of the board. It is the opinion of The president that fundraisers that require no involvement of the HSA and are done by those who support the SJS communities should not be denied.

The concern is many "things" we're asked of the SJS community in a short period of time and this could have a negative effect, however it was also brought up that parents are not obligated to participate in any one fundraiser but have options to pick and choose which to support.

Mr. Bannon was approached by Kelly O to have a karli cookie fundraiser which he thought was to benefit the cheerleaders to purchase pompoms and other items.

If vendors are willing to provide their services and fundraiser for SJS and are denied we will need to find a replacement fundraiser in March to replace the lost revenue.

**Team sponsor:** team sponsor registration is due in January. The board voted in favor of spending \$350.00 to continuing sponsoring a team in the spring. The amount includes the cost of the uniform top.

Also discussed but not voted on was spending \$125.00 toward advertising at grays bridge field which is a rolling 1 year sponsorship. A banner will be provided with the cost of advertising. It has been confirmed there is not an issue with being a "Catholic" organization.

Next HSA meeting Wednesday 7pm February 2017