

**St. Elizabeth H.S.A.**  
**2016-2017**

Antoinette Gillespie – President   Krista Barabas – Vice President   Stephany Gubler – Vice President  
Lynne DeRosa – Treasurer   Denise LaGalia – Secretary

HSA Meeting  
October 4, 2016

<p><b>Meeting Attendees</b> Patty Z. Christine V. Erica M. Rosanna Y. Giovanna G-M. Kelly T. Eileen C. Robyn C. Teresa P. Darcey C. Kathleen T. Renata P. Diane K. Maura S. Kate R. Katie R. Lynne D. Krista B. Mrs. Lewis Mrs. Kozar</p>	<p>Melanie Whitney Dana W. Lindsay D. Amy N. Jane L. Jacquee F. Maureen D. Jennifer H. Eileen H. Amy B. Cathy C. Carol Ann L. Claire N. Alessa L. Tara R. Jen B. Laura C. Colleen M. Stephany G. Denise L. Antoinette G.</p>
<p><b>Phone Attendees</b> Kristi T. JoAnne V. Trish S.</p>	<p>Karen K. Jenny W. Veronica R.</p>

**Welcome and Opening Prayer: Antoinette Gillespie**

Antoinette welcomed everyone to the meeting and thanked them for coming. She acknowledged the participants who dialed in on the phone.

**President's Report: Antoinette Gillespie**

**Thank You's-** Antoinette said that the HSA received a number of Thank You's and wanted to share them with us. The teachers were so appreciative of the Welcome Back Lunch that was provided on September 6<sup>th</sup>. Mrs. Litton expressed her heartfelt gratitude towards the

outpouring of support over the loss of her husband and she said that being at school and the wonderful SES community has helped get her through this difficult time. The teachers thanked the school and HSA for all of the new books from the book fair and for the laminating machine they recently received.

**Communications-** Antoinette stressed the importance of checking the electronic brown envelope (e envelope) each Thursday or Friday as this is the primary source of communication from the school and the HSA to the parents. Please remind other parents to read and act on the information in it each week. Class parents can include reminders periodically to their classes. If submitting flyers for the e envelope please send those to [HSASEC@sainte-school.org](mailto:HSASEC@sainte-school.org) by Tuesday at noon so Denise LaGalia (HSA secretary) can compile and forward internally for review.

**Password Protected Directory-** Parents were asked to reset their passwords to gain access to the Parent Directory. This is the only part of the website now protected by a log in password. You are able to view the directory online and print from online but if you would like to receive a printed version of it please submit a check for \$5 and complete the form with Mrs. Palmieri.

**Introductions** were made by going around the various tables stating name and children's grades so new families and existing could put names with faces and get to know one another.

**HSA Board-** The previous HSA Board was thanked for its past time and dedication as well as for the transition of information to the new Board. The Treasurer position will be open next year as Lynne will have served her 2 year term. While we do not normally start looking for or announcing for a board position this early, we do realize that this position calls for a very specific skill set and we wanted to get the ball rolling now. So if anyone is interested in becoming the HSA Treasurer starting after 7/1/17, please contact Antoinette, or spread the word to other friends at school to see if they are interested.

**Teacher Representation:**

Mrs. Kozar, the Middle School Social Studies teacher, joined the HSA meeting today. She said that each month we will have a teacher representative attend the meeting.

**Conferencing in via phone:**

This year we are trying a dial in conference number instead of Skype. We had 6 callers on the phone. The technology worked well but we will be conscious of making sure that the parent speakers' questions are repeated as it may have been difficult to hear those other than the Board members speak. If anyone on the phone has suggestions or comments please direct them to the Board for follow up. If you would like to dial in for the next HSA meeting then please email [HSASEC@sainte-school.org](mailto:HSASEC@sainte-school.org) for a user ID and dial in number.

**Treasurer Report: Lynne DeRosa**

Lynne discussed the proper procedures for check requests and deposits.

Check requests- you must submit receipts with the form please complete the form and have it signed by the Committee Chair for that event. Please leave plenty of time since the form also needs to be reviewed and approved by Mrs. Lewis as per business manager policy. All check requests need to be submitted within 2 weeks of the ending of an event. Please be in communication with the Treasurer on any financial status so she can have a good idea of the profits.

**Tax-** You will not be reimbursed tax so please use the Tax Exempt form. The Treasurer or the committee chair can provide you with this Tax Exemption form.

**Deposits-** All cash and checks need to be counted and documented on the Deposit form. It is helpful to the treasurer if someone in addition to herself counts the money to ensure accuracy.

The Check Request and Deposit forms are available on the website.

Lynne then spoke about fundraising and stated we are off to an amazing start! The Book fair grossed over \$9,000 and that translated into over \$4,500 in Scholastic Dollars for the school to use. Movie Night was a new and fun event on Friday 9/30. It made over \$1,500.

**Traveling Mary-** Darcey Chisholm spoke about the traveling Mary statue where a family can sign up to bring Mary into their home for a week to say the rosary, other prayers and spend special time with Mary. Please contact Darcey if you would like to participate.

**Genevieve Wrapping Paper and Cookies-** Kate Ruebenacker spoke about the Genevieve fundraiser. In the past, the younger families largely participated but she is hoping that more families can look at the fine quality products and participate this year. It is quite profitable as the wrapping paper generates a 50% profit (if we hit a certain \$ level) and everything else is a 40% profit. This year Kate added in the frozen dessert options. She even baked some of the frozen cookies and they were tasty and simple to bake. Some other parents mentioned how they loved the frozen cinnamon rolls and pizzas as well. Kate shared that the ingredients are on the boxes for allergy situations. Delivery will be by Thanksgiving Day and the due date is 10/12. You may order on line so please share that with friends and family but the delivery must be to the school and picked up in person on a certain date.

**Lunch Duty-** Denise discussed how over 100 families signed up to fulfill their 3 per K-8 child requirement. There are still a handful of parents who have only signed up for a partial amount and about 30 families who have yet to sign up. She asked that parents please do so ASAP and that a reminder via Sign Up Genius will be going out shortly. She also reminded everyone to sign in at the main office when arriving for Lunch Duty (for both the yellow security tag as well as on the Lunch Duty sign in sheet).

**Playground duty-** There is a need for an additional Play Ground Aid. The hours are 11:10-12:15 and they pay is \$20/ day. This position is needed for the safety of our children so please let the Office know if you are interested. You can even partner up with another person and do a few days a week each. Parents and Grandparents of the SES Community are ideal for this.

**Lunch Program-** Katie spoke about how the overall lunch program has been going well. A few points to note:

There is no alternative or “extra” lunches prepared on Thursday so if your child forgets lunch on Thursday then the only options available are snacks, so please remember to either sign up for a Parkwood lunch or bring a lunch from home. There are also no real “extra” pizzas on Friday as there may have been in the past.

Then Katie Rigg spoke about a change to the online ordering for Pizza Fridays. She said that all orders for this trimester (through 12/9) now need to be completed by 10/12 online to save in transaction fees and to improve efficiency. You can still order Thursday lunches up until 8:00 am the day of but all Friday orders need to be completed by 10/12 and then the system will be locked. She will then reopen it for the 2 and 3<sup>rd</sup> trimesters after for that ordering. There will be a 2 week window for ordering for the 2<sup>nd</sup> and 3<sup>rd</sup> trimesters and then that will be locked again. Most families did preorder for the entire 1<sup>st</sup> trimester but for those who did not please go online before 10/12 to review and order pizza for this trimester. Please refer to the attachment for more details.

**Snack Card:** There are multiple children who do not have snack cards, yet they are coming up for snack. Reminder - lunches bought on MTW or F all come with a free/ included snack. Since Thursday comes with snacks your child may buy an additional snack off their snack card. But there are some kids who come up for an additional snack or want a snack with their home packed lunch yet do not have a snack card. Please send in money for a snack card ASAP. We feel bad and want to give them a snack but we are not sure if it is the parent who does not want the child to have the snack. The snack cards are \$20 for 57 snacks or \$6 for 18 snacks and can be bought through the main office. The pre K cards are kept in their classroom so if you have a pre K and a non Pre K children you will need to have 2 snack cards so 1 can remain in the cafeteria and the other in each Pre K classroom. We do have a list each day of those who buy lunch and it is in the cafeteria for reference.

**Book Fair-** Melanie Whitney was so thankful to those who helped her with the book fair. Over \$800 was used to buy books for the teachers and library. She will be finalizing details but overall it was a great success.

**Movie Night-** Alessa Laraia talked about the first Movie Night, Hotel Transylvania 2. She said it was very successful and that 45 families attended and loved the popcorn, candy, glow items, goody buckets and the movie overall. She said the kids were great and added that even the parents had fun! \$1,527 was raised!

**Trunk or Treat-** Kelly Tweed discussed how the form to sign up will be in this Thursday's envelope so please be on the look out for that. While there is a wedding scheduled for Friday (as there was last year) they should be gone by 5:15 so the parents can start setting up their trunks. We have the lights again for the parking lot. Pizza will be served for \$1. We ask that if you plan on attending to please donate at least a bag of nut free candy. A bin to collect candy will be in the lobby starting 10/17. Kelly and Deb will use this candy to walk around and fill the “Trunker” cars or you may bring your own candy if it goes with your

theme. We are hoping to have lots of trunks this year and let Kelly know if you want to pair up or be near someone specifically.

**Walk a Thon-** Diane Kellogg talked about the 12<sup>th</sup> annual Halloween Walk a Thon and it will be on Monday 10/31 from about 1:00-2:15. This is a very fun day for the whole school as the kids walk the field wearing their orange Walk a Thon tee shirts. Kids can raise money for the school by asking their family members, friends, and neighbors etc. to sponsor them. Please remember to supervise the kids if they ask neighbors, etc. and to not let them solicit alone. After they finish walking they will go to their class tables which will be decorated and include lots of goodies (nut free) for a Halloween party. All Parents are invited and help as needed so if you would like to volunteer please contact Diane Kellogg. Almost every dollar is profit towards the school as there are very little expenses. There will be incentives to win prizes such as picnic with friends, No Uniform Today (NUT) pass, etc. Pre K kids may walk too- they may come back if they are only half day. Mrs. Lewis and Mrs. Jaffe have worked on a list of acceptable and appropriate foods following the allergy guidelines for these tables and all parties and that will be distributed to the school. Mrs. Lewis will be meeting with the faculty on Friday to determine the policy on costumes for the children which will then be communicated.

**Ladies Night-** Antoinette for Veronica Romond- This super fun evening will take place on Wednesday 11/2 and it is sure to be a fabulous event. It is at Macaluso's in Hawthorne starting at 6:30pm. The committee has been working hard on fresh new ideas around the 80's theme. There will of course be awesome 80's songs. Please be sure to view the envelope or the link on the SES homepage for all the details and the HOT donations that are coming in... Tory Burch bags, Amazon Echo, Christian Louboutin shoes, wine etc. Stuck on ideas on what to donate- SCRIP cards and wine are always a great idea. You can buy SCRIP cards which will go towards your family amount. The early Bird Deadline is Friday 10/7 and then you will be entered to win a blow out, mani and gift certificate at Pizzeria Mandara's for dinner for the family that night (or whenever you want) so be sure to get your tickets in by Friday. This event is for all ladies- you, your mom, mother in law, aunts, neighbors, etc. Fill a table of 8 or 10 and have a great time. The Grand Raffle will be coming out shortly and this year's top prize is a \$1,000 Visa card! So be sure to fill out those raffle tickets when they come home.

**Restaurant Night-** Alessa Laraia shared with us how well restaurant night at Blue Moon did (final numbers were not available at the time of the meeting but when received totaled \$204.57). We also had Pizzeria Mandara on Monday 10/3 (no numbers yet). Sugarflake Bakery will be for every Monday (yes they are open on Monday's) and they will donate 15% back for any purchase or pre order you make on a Monday. So be sure to visit these restaurants when we have Restaurant Days.

**Box Tops-** Jo Anne Valentino was on the phone and Krista read all of the details about the many no cost fundraisers that we can do. See attached. Keep in mind you can double dip by buying a SCRIP gift card at Shop Rite, buying Box Top items, scanning your card and then scanning your receipt to get many points and dollars many different ways.

**\$4\$-** Lindsay Daniels is now running this program and has spent a lot of time to understand how to best work all of the various programs. Mrs. Palmieri has 99% of the cards we most use in the office at most time. There will be a long form of the "special" SCRIP cards and orders are due the first Friday of the month to be sent home in the \$4\$ special envelope on the following Thursday. The shipping for these special cards is very expensive so it makes more sense to bundle the orders to save on shipping and ship monthly to school. There are online options through Presto Pay where you place an order and pay on line or send in a check and the order will be released from the queue. You can also get the cards sent to you online so you can use them electronically whenever you need them. Please read the forms in the e envelopes for all the details.

**Clothing Drive-** Stephany for Corinne Albarella - The Clothing Drive will be this weekend October 8-9 with hours on Saturday for drop offs 8am-6pm and Sunday 8am-3pm. Since Monday is a holiday, at the meeting it was stated that the truck would come Sunday at 5pm and we would therefore require 15-20 volunteers, but since the meeting we found out that the truck will come on Tuesday and therefore the 8th graders can help load the truck (and parents can turn in donations first thing Monday morning by 8am). We are paid by the pound with shoes earning more money so please pull out the shoes and bag them separately labeled as shoes.

**Fun Friday-** Lynne DeRosa spoke about our first Fun Friday which will be October 7th at 1:00 at Secor Farms in Mahwah. It is \$12 per child (and adult if they choose to get a pumpkin). All kids are welcome for a hayride, pumpkin patch, corn mazes, petting zoo, etc.

**Pumpkin Extravaganza-** Erica Mulder spoke about the great response the new pumpkin fundraiser has received. They have started making their first deliveries and many families are ordering multiple pumpkins. Some are buying for the classrooms or grandparents. They are quickly turning around the orders and arrangements can be made on how you can pick up your decorated pumpkins. The final day for orders was changed from 10/10 due to the holiday, to 10/11 so please be sure to turn in your forms ASAP.

**Sports- Volleyball-** Melanie Whitney said how well this season has been going for the girl's volleyball team. They had to work through some hiccups with the scheduling at first but the girls have greatly improved and they love it! They are currently in the middle of the pack in the league standings and will most likely make it to the playoffs. They will have a busy schedule as they have 4 games per week for the next few weeks.

**Basketball-** Stephany Gubler reminded grades 3-8 to turn in their basketball registration forms prior to 10/12. This is a strict deadline since the coaches then have meetings and do the draft to select the teams. Once teams are selected there are no additions once submitted to the League. Be sure to also complete any physical paperwork that is required for kids in grades 6-8. The physicals are good for one year and if their last physical was greater than 90 days before the start of the first practice, then the sports update form needs to be completed. The Cardio form is good for one year. The physical forms are on the website.

**Cheerleading-** Be on the look out for Cheerleading registration soon. They are also looking for Cheer coaches so let us know if you are interested.

**Open Chair positions-**

**Fun Friday-** there are about 2-3 more Fun Friday's planned for the school year. (since the meeting a new mom, Teresa Petrone, volunteered to run Fun Friday's- thanks so much!)

**Sports Award Dinner-** this event is set for 3/21 at the Terrace in Paramus. Please let us know if you would like to chair this fun event.

**Track Dinner-** This will be held after the completion of the track season (usually early June) so please let us know if you would like to run that event.

**New Family Cocktail Party-** Kelly Tweed spoke about the new SES tradition where new families are invited to a cocktail party. This year it was held in the Elizabeth Room and it looked spiffy thanks to the light dimmers and high top cocktail tables. There were about 50 people in attendance at this feel good (not profit oriented) event. Attendees also received vinyl stickers for their car so you may see those driving around. We may promote this event as new families register in the spring.

**Fashion Show-** Carol Ann Lowell said that the 8<sup>th</sup> grade is hosting a fashion show on Sunday 11/20 from 1-3:30 (models need to be there by noon) at the Preakness Country club in Wayne. All children in grades K-8 are invited to model. They will be wearing Spirit Wear, Communion attire, Semi formal wear and tuxedos as well as holiday wear. The 8<sup>th</sup> graders will walk the runway with their little brother and sisters and siblings can walk together too. The models are free and the price of the event is \$40. There will be Tricky Tray baskets, a 50/ 50 raffle and a delicious brunch. More information will be in the subsequent brown envelopes.

**Principal's Report-** Mrs. Lewis updated the group on a few things: She has been meeting with the teachers to review the curriculum. She hopes to have the educational teaching materials more aligned especially in math and ELA. There has been curriculum mapping and review of materials. She has also started working on next year's budget so she needs to know what materials she will need to purchase. She wants the teachers to use the best tools to do their jobs. Mrs. Lewis has also been meeting with parents and has used the teachers as great resources and input. She asks parents to please read her weekly letter (and the whole e envelope) as important information is in there each week.

Questions from the meeting:

**Spirit Wear-** A question was asked by a parent about the timeliness of her specific spirit wear order. This will be looked into as well as any other pending orders. This then lead to a discussion about where the online ordering stood. Antoinette said that a meeting is forthcoming with herself, TJ Sullivan, Branding Time, Mrs. Lewis, Mrs. DeWitte and the Spirit Wear Chair, to work on the issues. There were questions about the status of payment to Branding Time, the status of pending orders and the functionality of the website overall. Mrs. Lewis commented about her involvement in the process.

**Uniform-** The timing of the change to the fall uniform on 10/3 was also questioned as being quite early in light of the warmer temperatures that we have been having in October. Discussion then followed about gym shorts in October, fleeces (full zip vs. ¼ zip), Class picture uniformity, long sleeved gym tee shirts, whether spirit wear can be worn in school, and/ or during gym, etc. Mrs. Lewis has received feedback from the teachers about uniforms and her suggestion was to form a Uniform Committee made up of parents and HSA Board members to sort through these many questions. This committee should be made up of various ages and genders to capture the whole school's input. Mrs. Lewis made it clear that overall the uniforms will not be changing, nor will the shoes, but she wants to make the policies more clear.

**Addendum to minutes:**

This item was left off the original minutes as the comment was stated at the very end of the meeting and the Secretary didn't hear it- a parent asked if the treasurer position is the only open position for next year? It was stated by the President that we will discuss the other open board position, which is a VP position, in January. January is typically the time all board positions would be discussed but we are starting the discussion earlier for the often times harder to fill treasurer position.

Meeting adjourned

Minutes approved on 11/8/16 with above addendum

Attachments:  
Pizza Lunch Change

# Important New Change to On-Line Pizza Ordering

**All lunch orders for pizza Fridays will now be done by the lunch trimester, but still through the Parkwood website.** I apologize for the change but this is being done to reduce transaction fees and improve efficiency.

The pizza Fridays are set up on the Parkwood Calendar for the rest of the first trimester. The calendar will remain unlocked until **Wednesday Oct. 12<sup>th</sup>**. Please order your pizza for all available Fridays through December 10<sup>th</sup>. After Oct. 12<sup>th</sup>, no changes can be made to the pizza orders placed through Dec. 10<sup>th</sup>.

In early December, the calendar will unlock again and parents can then purchase pizza for the entire second lunch trimester.

Thursday ordering remains the same- you can order up until 8am the day of. We apologize for the change. We are just trying to make the entire process run more smoothly.  
Any questions feel free to email Katie Rigg at [raker95@msn.com](mailto:raker95@msn.com)

## No Cost Fundraisers

### Update for October 3 HSA Meeting

**Box Tops:** Big thank you to Lindsay for organizing the classroom contests which were a big success. I have thousands that need to be counted and bundled for November submission. Volunteers welcome. New App can get us extra e-box tops. E-box tops are wonderful because they are automatically credited to our account and don't expire.

**Soup Labels:** Program discontinued. I can collect any last labels and submit them for one last submission. We can "cash out" of the program with a visa gift card which can be used to support HSA programs.

**Stop and Shop:** Starts this week!! New users must register their loyalty card. All purchases earn a donation. Coordinators can no longer register people, I need families to do this on their own. We have 34 registered families so far, up from last year. Since we get \$\$ for every single purchase, even occasional shoppers should register their card.

**Shoparoo:** Our 2015-2016 check should arrive shortly. 2016-2017 participation is already higher and ahead of last year (33 active users).

**Good Shop:** Would be great to get more families using this!! There are only a very small handful of active users, but those users earned a couple of hundred dollars over the calendar year. If we have good participation for holiday shopping, this could really be a great opportunity. I'd be happy to do a demo of how easy it is if anyone is interested (or can I get feedback as to why people aren't using it?? – just send me a note). Just about every single major retailer will give a donation of 0.5 - 5% of your purchase price, and there is nothing you have to do other than go to the Goodshop App and then select your store from the app. The donation is automatically credited. We can get donations for every online purchase, gifts, flowers, travel, etc. Anything you can buy on line.

**ShopRite for My School:** ShopRite gives us e-box tops whenever you use your Price Plus card to buy any box top product. So we get the box top off the box PLUS an e-box top, and then you can use the app and get ANOTHER box top. You must register your loyalty card.

**Amazon Smile:** Just a quick note that you must use the website: [Smile.Amazon.com](http://Smile.Amazon.com). You cannot use the Amazon App or we will not get credit for the purchase.

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