

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 Minutes- Draft

January 10, 2017

Attendees:

Claire N.	Rosanna Y.	Maura S.
Melanie W.	Jillian F.	Laura C.
Erin Q.	Erica M.	Mary G.
Renata P.	Stacey V.	Amy N.
Diane K.	Teresa P.	Cathy C.
Mrs. Lewis	Antoinette G.	Colleen M.
Miss Schaefer	Krista B.	
	Stephany G.	
Phone:	Lynne D.	
Veronica R.	Denise L.	
Trish S.		

Antoinette started the meeting with a welcome and thanked everyone for coming. She also thanked the people on the phone.

Approval of minutes- Antoinette referenced that the minutes for the December meeting were in the envelope previously and on the tables and asked for a motion to approve. One parent approved and another seconded and the minutes were approved as is.

Thank You's- Antoinette said we received many thanks from the faculty for their Christmas dinner and gifts. The faculty sent in an outpouring of appreciation and comments of thankfulness for our support and that it is such a privilege to work at SES and be with our children. They also commented how they look forward to this bonding event.

Lunch Duty- Lateness was brought up as an issue at the December meeting. Reminders have gone out in the envelopes as well as through Sign Up Genius and we hope that this will decrease the latenesses. If not, then Mrs. Lewis will address it.

HSA Open Board Positions- There will be 2 open positions next year: Treasurer and Vice President. Please speak with us if you are interested or want to have a no pressure conversation with any one on the current board. Also please spread the word.

Brown Envelope- Please be sure to read the Brown Envelope each week as there are important and exciting things in it such as details on Parents' Night Out.

Community Feedback- Antoinette said she was going to talk about a few potential events and wanted the group to think about them first and then have a dialogue with feedback. The topics were Vendor Day, Plant Sale and Spin Class. Discussion was planned for after the Committee Reports.

Treasurer's Report: Lynne discussed some financial highlights: Tons of Toys (and Tons of Treasures) made \$314 and the final number for Genovese was \$3,408 (which is a 79% increase over last year!).

New Accounting Forms- Lynne also spoke about the new Archdiocesan forms that are on the website. Key points- there are 2 different forms now for check requests and for reimbursement to you so please be sure to use the correct form. Deposit forms now need to have a spreadsheet accompany the form and it needs to include the family name, the check # (or indicate if it is cash) and the dollar amount. Any questions- contact Lynne.

Principal's Report- Mrs. Lewis started by introducing Miss Schaefer as the faculty representative this month. She is the upper (and 3rd grade) math teacher.

Parent Meeting- Mrs. Lewis spoke about the Parent Meeting which will be held on 1/19 at 7:00 in the cafeteria. The purpose of the meeting is to plan for the future and outline Mrs. Lewis's ideas about instructional programs. A survey will come out after the meeting. Some plans are for next year and some are for 2-3 years out. She asked to spread the word about attending the meeting as it is important to have parents' support.

Career Day- Mrs. Lewis will be asking for volunteers to come in and talk about their careers to the children. A form will be coming out for sign ups.

Art Show- Historically the Festival of the Arts displayed extracurricular art work during Catholic Schools Week. Mrs. Lewis would like to highlight our students' work that was done during school during CSW and invite parents to come back to school during the spring for additional art displays.

Spring Play- Director- Mrs. Lewis has reached out to the past Director, Kelly, as well as some other candidates and as of now we do not have someone to be the Director for the play. So if you know of anyone please forward that information to Mrs. Lewis ASAP.

Catholic Schools Week- There are many new, exciting and different activities planned for CSW this year so please look for the schedule (including dress code) in the brown envelope. There will be an open house on Wednesday 2/1 from 9-11. There will also be a Buddy Day where kids can shadow and visit SES. They would need to contact the School office and it is a good way for friends to come in and see what SES offers.

Open Houses and other marketing activities- There are 3 open houses being planned for February, March and May as well as other marketing activities such as Wyckoff magazine features, blurbs in other church bulletins and student speakers at other churches. Word of mouth and publicity are very helpful in bringing in more students. Re-Registration will start after CSW.

Antoinette asked for follow up regarding 2 items that were brought up at the December meeting.

Girl Scout Bake Sale during Santa Breakfast- Mrs. Lewis said she cannot tell the Girl Scouts what to do but would expect that they are conscientious about allergies and the labeling of food.

Food for Class Parties- Some felt there was an inconsistency in the policy, but Mrs. Lewis said that every food item needs to and has been checked by Mrs. Jaffe when it comes in and this procedure is preventative. The food options do not include home baked goods because of potential cross contamination.

Committee Reports

\$4\$- Amy presented Lindsay's report- Mrs. Palmieri will be sending out balances of \$4\$ so you can see where you stand towards your \$3,000 amount. Some December long orders and on line orders may not be listed so please contact Lindsay with missing numbers or questions.

Sports Photos- Sports Shots will be in the Gym on Sunday 1/22 from 1-3 for pictures. Please refer to the brown envelope for the team schedules and arrive a few minutes early. You can take your individual shots before or after the team picture. Basketball coaches will distribute the order forms to their team. Volleyball will be distributed directly to the students. Volleyball kids are encouraged to turn in their volleyball uniforms after their pictures since the season is over. If your child cannot make the team photo please let the coach know. They will try and take a full team photo during a game and submit to the yearbook. New this year- Track team photo and individual pictures are available so bring your track tank or Denise will have extras on hand that day.

Christmas Boutique- Cathy reported for Dana- She thanked Dana for her leadership and for the generosity of the parents and students who love the Boutique. The profits were slightly lower than in past years. Dana will be providing a detailed spreadsheet of Purchase price vs. Sale price for future classes to better know what sells well or not so well and to assist in better purchasing for

future years. Antoinette thanked the 8th grade class parents for their excellent job for both the Boutique and the Fashion Show.

Restaurant Days- Rocca made \$50 the night of and then Rocca generously donated an additional \$50 for a total of \$100. The next Blue Moon day is on 2/7 so please plan for that. So far Restaurant Days have made about \$1,000.

Parents' Night Out- Melanie talked about this new fun event set for Monday, 1/23 at Brady's in Ramsey starting at 7:00. It is \$32 per person which includes apps and domestic beer and wine. Just come out for a fun evening with friends. Click on the Sign Up Genius link to sign up and send in your check by 1/13.

Gala- Rosanna talked about the exciting Gala activities (3/11 at North Jersey Country Club). Some highlights include:

- Invitation folders will be coming home on 1/12 so be sure to look in the hard copy brown envelope
- Amazon Wish List
- Donate an item, experience, service or buy and ad in the Ad Journal
- Start gathering your friends together to form a table
- 50/50 tickets will be coming out shortly- so please buy or sell your 2 tickets and any help in selling extras would be very much appreciated
- Volunteer- help is needed in a variety of ways- selling tickets, set up, acquisitions, etc.
- Underwriting- contribute \$ to help offset costs

Spirit Wear- Amy said that all orders ordered by the deadline were fulfilled. The few received after the deadline or changes are being fulfilled shortly. A special CSW tee shirt is also being worked on.

Sports Award Dinner- This is set for 3/21 at The Terrace. Someone to do the video and program are especially needed so please let the HSA know if you can help out in any way. Notes from past events are available for reference.

Box Tops- JoAnne's report was presented by Stephany. JoAnne will be making a push for Box Tops before the March deadline. A parent asked if she will be having a contest again to motivate the parents/ kids in clipping more. Stephany was not sure but will ask JoAnne. Pillsbury no longer participates but more Annie's things do. So far Stop and Shop has brought in \$220 which is more than Wyckoff's Sicomac and Coolege but less than Washington and Lincoln schools as a comparison.

Shoparoo- has brought in \$75 so far and she asked for parents to scan every receipt as some receipts are entered in for a contest for money and other receipts are to get points. So please scan all receipts.

Antoinette now wanted to jump back to the other topics initially raised.

Potential Spin Class- The idea is to have a fun fundraising spin class and to do it now to capitalize on people's New Year's Resolutions of getting fit or for when the warm weather starts in preparation for the summer. Mornings after drop off was probably the most popular timing suggested.

Potential Plant Sale- Many parents agreed that they like to physically go to the nursery to see and touch their plants before purchasing them so that may be pursued instead of pre ordering on an order sheet without seeing the plants first.

Potential Vendor Day- Originally 3/19 was suggested as a good date by the Parish but many felt that this is not really a good date as it is in limbo and there is no particular event associated with it. (not close enough to Easter, Mother's Day, Communion, etc.). A new date will be looked into.

Pancake Day- Class Parents- Your help is needed to serve at the Pancake Breakfast so please find a sub if you cannot make it (Monday 1/30). It was mentioned that last year the pancakes were cold and we are making changes and every effort to make sure they are hotter this year.

Meeting adjourned at 9:08