

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- Approved

December 6, 2016

Attendees:

Erica M	Kelly T	Kathleen T
Teresa P	Amy N	Maura S
Elizabeth U	Laura C	Colleen M
Cathy C	Melanie W	Claire N
Giovanna G-M	Christine V	Veda M
Diane K	Krista B	Mrs. Lewis
Antoinette G	Stephany G	Miss. Sylvester
Denise L		Mrs. Trucil

Phone attendees:

Jenny W	Alessa L	Veronica R
Patty Z		

Antoinette started the meeting with a welcome and a prayer. She then asked for approval of the 11/8 minutes. She stated they were previously in the Brown Envelope and were placed on the tables in the room. They were approved and seconded.

President's Report- Antoinette discussed the following topics:

Lunch Duty- Antoinette stated that the HSA Board placed an email inquiry to the Head Lunch Parents based on the discussion at the October HSA meeting. In this email we received feedback and we hope to resolve any issues about Lunch.

SES Shopping Day- We suggested this Shopping Event as a risk free no time and no cost fundraiser to the community. We received a good response from a number of vendors but it was not enough to ensure the success of the event for all. Many of the vendors who were interested were receptive and provided feedback and we may consider doing it at a different time in the future such as possibly around Mother's Day or before December. It was mentioned by a parent that \$4\$ was sold after

masses on Sunday 12/4 and a couple of ladies were looking for the shopping event. Unfortunately it could not be pulled from the bulletin in time and the Parish Center suggested that it is OK since probably only a few people would inquire (which was the case). It was also asked how much the tables were. The pricing was in the range of \$50-\$125 depending on the size of the table. There was also discussion about other shopping events in the local area and to avoid competing with them if we do have the event in the future.

E Brown Envelope- Antoinette reminded everyone that the main form of communication with parents on school happenings is through the electronic Brown Envelope so be sure to read it each week.

Treasurer's Report- Lynne DeRosa was not at the meeting so Antoinette presented the Treasurer's Report provided by Lynne.

Genevieve- This was a huge success and brought in over \$3,400 (up from \$1,900 last year). Parkwood Deli brought in \$75 last week and Mandara so far has brought in \$500. So we are doing really well as far as fundraisers go this year.

New Accounting Forms- There are new Check Request and Deposit Forms that must be used per the Archdiocese. There are also forms for if you need a check and request for reimbursement. The forms will be posted on the website and we ask that if you need a check to please be sure to provide enough lead time to get the proper signatures and documentation. For Deposits, a spreadsheet needs to accompany the checks and cash. We can provide an excel template for those who would like one to follow. (this can be electronic or handwritten just as long as there is spreadsheet documentation of whether cash or check was received, family name, amount, check number, etc.). A sample will be provided with the required information. Antoinette said the forms are different but not hard. Also you are not to include personal items on any receipts for reimbursement (you should ring up personal items separately as they are not privy to tax exempt status).

Guest Speaker- Mrs. Trucil presented a detailed report of the Scholastic Leveled Reading Program offered at St. Elizabeth School.

Highlights:

- SES first started with Basal readers but Mrs. Trucil knew there was a better option and the with generosity of the HSA a few years ago the Scholastic Leveled reading program was added.
- SES is the only school in our Deanery using this progressive program.
- All of the teachers have been trained- they are not just handed the books and there is professional development too.
- The kids love the Non Fiction as well as the Fiction

- The curriculum meets the child (not the child meeting the curriculum) and they move at their own pace with like leveled kids.
- There are no more than 6 in a group and kids can be moved in and out as needed.
- It is not just about fluency-there is a focus on comprehension, phonics, writing and strategy.
- Mrs. Trucil loves the program and is thrilled that it is at SES
- The overall goal is to create independent readers.

There were a few questions:

What type of reading program is available after 3rd grade?

In 4th grade the kids move to Basal readers, integrated text and reading different genres. By 4th grade, almost all of the kids are on or above 4th grade reading level and 90% master Fry's 1000 word list.

Who does the assessments?

Mrs. Trucil does all of the assessments. She feels she is the best one to do it since she knows every child but is objective since she is not their classroom teacher. The kids view themselves as successful readers since they are reading with similarly leveled kids.

Are there levels for Spelling too or just Reading?

Mrs. Trucil only oversees the Leveled Reading Program and said she believes all kids do the same spelling however there may be slight variations. Then there was discussion about Spelling and possibly adding advanced levels of Math in the upper grades.

There was a quick discussion about Kindergarten handwriting curriculum, which basically teaches the kids how to form the letters correctly.

Principal's Report- Mrs. Lewis spoke about several topics.

Marketing Video- She thanked the parents for turning in the Marketing Video permission slip. This professional video will be posted on the Franklin Lakes website with 19 other groups- SES will be the only Catholic School on the page. We will also be on the move in list for Mahwah and Wyckoff and we will send new families postcards to promote SES.

We need to market our greatness especially since some other local schools are doing a better job of marketing themselves and getting results. She said we are the best and need to show others.

Tours/ Interest- A few families have recently looked at SES. Dr. Dames also recently visited the school and it was a happy visit.

Water Testing- The water fountains have been turned on but there are 2 sinks in the boys bathroom and 1 sink in the kitchen that are still turned off since the results of the water tests came back borderline. Plumbers will be in to correct the issues and then these faucets will be retested. There was discussion about using water filters (expensive) or keeping the water coolers (expensive). Mrs. Lewis encourages the kids to bring in reusable water bottles to stay hydrated during the day. She will remind the teachers that it is OK to have them drink water during the day as long as it is not a distraction in class. It was stated that the 'water bottle flipping' game is an annoying distraction and the kids have been asked to not do it during school.

A parent suggested we sell SES water bottles and that will be looked into.

Colder Weather- Now that it is starting to get colder, please have your kids dress appropriately as Mrs. Lewis firmly believes the kids should go out during recess as much as possible.

Recess sports equipment/ toys- A parent asked if there are specific recess needs that she can donate to or have others buy and donate. The Student Council fun days (nail polish, sneakers and jersey days) are to help raise money for this so it will be reviewed to see if anything is still needed and then it will be communicated.

Study Period- This was another topic raised by Student Council and Mrs. Lewis will be reviewing it with the teachers.

Chrome Books- Mrs. Lewis has been reviewing a plan to add Chrome Books for the younger grades to be used as part of classroom instruction. Funding for this will come from the allocation from the Wyckoff Board of Ed. They are less expensive and easier for the younger kids to use than iPads, and they better line up with the curriculum. They will be able to use what they learn in the computer lab in the classrooms. More information will be forthcoming.

School Play- A parent asked if the Middle School Play was being considered. Mrs. Lewis said the director that we have used in the past is being contacted for her availability and that she needs to know by 12/23 or else another director will need to be found. The goal is to still have the play in the spring.

Security- A parent asked about other schools scanning drivers licenses to produce a photo ID badge for each visitor. This is very expensive and we do not have as many visitors as large public schools so right now we are keeping the doors locked and having Mrs. Palmieri buzz in and sign in visitors and give them the yellow visitor badge with their name on it.

Committee Reports:

Fashion Show- Cathy Corbett thanked everyone for the support of this event. There were 73 models and she also thanked the sponsors who allowed our kids to wear their fashions. The event

made about \$3,500 in profits. The baskets seemed to go very well and she thanked those 8th grade (and a few other parents and teachers) who donated towards them. It was nice to see all the grade levels be part of the school event together.

Alex and Ani Shopping Event- Despite the pouring rain all day, this event made about \$2,000 in sales resulting in about \$300 in profits to the school. It was down a little from last year which was held on a Sunday so the day will be reviewed for next year.

Santa Breakfast- The goal for the event was to break even but \$506 was actually made in profits. Half of the increase was due to an increase in ticket sales and the other half was due to a decrease in expenses by shopping sales, etc. There were 120 kids, 113 adults and 18 8th grade elves for a total of 251 people in attendance - 6 came from outside of the school community (CCD kids). Thank you to everyone who helped out- Steve and Claire for making the pancakes, TJ, Kayla and Jeremy for staying in costume the whole time, those who helped with set- up and clean-up, the 8th grade elves, etc. The third grade Brownie troop would also like to thank the school community for supporting their 2nd annual bake sale. They raised \$300 to benefit the children of Sacred Heart School.

It was noted by Antoinette, that the chairs for this Santa Breakfast (Veronica Romond and Lynne DeRosa) and by all of the chairs so far this year have provided excellent reporting of event results and detailed notes for the chairs who will take this on in the future. They were thanked for their hard work on this fun event.

A question was raised about how the brownie Troop could have a bake sale with home baked goods yet class parties can't bring in home baked goods. It was also asked about the SES kids not having instruments, yet money is being donated to Sacred Heart for instruments. It was explained that the money was raised for Sacred Heart and their principal decided the donated proceeds would be used for instruments. Someone asked if parents can make a donation to SES in order to get instruments and other things for our kids. Discussion then ensued around a possible teacher wish list. It was stated that the HSA Board and Mrs. Lewis have been discussing ideas for this.

Genevieve's- We thanked Kate Ruebenacker for doing a great job and for her devotion to this fundraiser, especially for her marketing of it and the planned distribution of the items. It did very well this year and hopefully it will again next year. Over \$3,400 was raised (versus \$1,900 last year).

Tons of Toys- The shopping event is 12/7 and 15% will be donated back to SES. They will even wrap and store or deliver the gifts.

Christmas Boutique- The dates are 12/12-13 and Mrs. DeWitte will send out the class schedule in the Brown Envelope. Thanks to the 8th grade parents who helped shop and plan for this great event. Items are under \$10 including a photo ornament they can make there. A family shopping list form will also be in the Brown Envelope to help the younger kids remember who to buy for. Volunteers

would be appreciated for set up and break down. Contact an 8th grade class parent if you can help.

Spirit Wear- All orders are being processed and will be distributed by 12/12. Remember to coordinate with Amy Nightingale if you would like to make alternative arrangements for a delivery- or else the items will go home with the kids in their backpacks.

Basketball Socks- In case anyone was looking for their basketball socks- this was not part of the SES Spirit wear program. It was a fundraiser coordinated by the National Junior Honor Society and they should be distributed shortly.

Restaurant Day- Thanks to Alessa Laraia and Christine Vasquez for arranging the many restaurant days. Mandara has raised about \$500, Park Wood Deli raised \$75. Even though we did not reach our goal of 30 families they still donated \$75 to the school. There are discussions about changing the menu to allow for pick up at SES at 2:30 on a night other than a Friday so stay tuned for those details. Sugarflake has brought in about \$20. The next event is at Rocca in Glen Rock on Tuesday 12/13 so grab some friends and enjoy lunch, dinner or even take out.

Box Tops- Reminder to clip and do the various on line and shopper cards that can easily bring in money for SES.

\$4\$- The last day for gift cards before Christmas is 12/9 with delivery on 12/15. You can order on line or drop off a check to the school office (contact Lindsay Daniels to ensure she has your order in time). There was a question about why Amazon provides paper certificates instead of plastic gift cards which is preferred by many. Lindsay will be asked to provide an update on this.

Allergy Policy for Class Parties- Questions were asked about the procedure to plan for a party with regard to the menu choices and process for Christmas (and other) class parties. It was stated that the menu needs to be submitted to the Nurse for approval in advance of the party and that the food must be seen by the Nurse on the day of the party. A discussion took place regarding what can and cannot be served. A Class Parent stated that she felt there were inconsistencies in the policy. Antoinette stated that she would convey the discussion that took place to Mrs. Lewis so that she can address the concerns.

Basketball Chair set up- A question was raised about who should set up the sideline chairs for the basketball games. It was stated that a floor plan was submitted to the school office and that the custodian should be the one who puts out the chairs and the last coach should put them away since the gym is most likely used the next morning for prayers. It was reminded however that this is how it should work but there may be exceptions and for each coach to be flexible if chairs need to be put out. There was also discussion about the limited, cushioned blue chairs that could be bought at the Gala. Last year they were not offered and a decision will need to be made to offer them or not at this year's Gala.

Meeting adjourned: 9:33