

# Home & School Association

## HSA Meeting Notes August 20, 2025

6:30 PM



### I. Opening Prayer

### II. Introductions

### III. Open Board Positions

3 open board positions – President, Vice President, Treasurer are open. QR code to scan that leads you to a google form to nominate yourself or someone else (we will check with person who is nominated before we vote). We want to find enthusiastic, creative, organized people. Form is open until April. If you want more information about the positions, the by-laws and position requirements are on HSA page on school website or email Megan. Q – duration of term? 3 year term. Previous president becomes President Emeritus for guidance and is essentially a board member with no duties.

### IV. Room Parent Duties

Room parent will get 1-2 volunteers for Race and Field Day. Separate sign ups for both events will come out later. All communications from Room Parents go to teacher to distribute to parents in class via RenWeb. Spring Fling Raffle Basket – room parents for each grade will work together to create Amazon Wish List to create basket, 1 basket per grade. Each grade will come up with theme and ask parents to buy off Amazon List or donate money to basket. Preschool is optional for Spring Fling basket. All responsibilities of Room Parents are on the HSA website. The only complaint from last year was that teachers were not getting the party plans ahead of time. Submit to teacher at least 2 weeks in advance!

### V. Party Coordinator Duties

For K-4, the PCs will submit plans to teachers a few weeks before the party. Room Parents need to make sure that the party coordinator is working on it. Solicit donations instead of HSA funding parties to help that incentive. Preschool through 4 party is donation based, 5-8 HSA funds. Check with teachers for how many volunteers per party. Anyone who volunteers needs to be Virtus trained, this will be checked by the office. They will not be able to enter school if not Virtus trained. Background check is good for 5 years. Send list out to get volunteers so same people aren't being picked for every party – give everyone a chance to volunteer.

### VI. Middle School Room Parent Duties

Middle school 'parties' are lunches. Jackie Tuley is coordinating the MS lunches. One additional volunteer for MS lunches in addition to room parent.

### VII. Parent Volunteer Hours

Resetting our volunteer hours – 18 hours to do this year. We posted a bunch of volunteer opportunities on Sign Up genius. When the event coordinator is ready, we post slots on website for that particular event. Stephanie Bracken posts on Sign Up genius. Faith Formation at SJE church gets 2 hours – also volunteer for Oktoberfest. Oktoberfest is a PARISH event, not a school

event, so sign up is separate. If you do not do 18 hours, its an \$800 buyout – turn in check before hours sheet is due on May 1.

#### **VIII. Grandparents Day – September 5<sup>th</sup>**

Olga and Amy are our coordinators again this year. Bright yellow sign up sheet was sent home with children, due Friday August 22. There are 3 options this year – attend with a grandparent (additional options under this option as well), attend without a grandparent (half day of school, other things to do this morning), or stay home (child will be marked absent). There is food and refreshments, students take grandparents into classroom after. If they come with grandparent, they are marked present even if they only attend the hour option. A recommendation was presented to do Grandparents Day the same weekend as Communion – trying to coordinate that.

#### **IX. Race for Education – October 23<sup>rd</sup>**

- **New Name**

- Megan wants to change the name! People confuse it with the 5k so we are taking recommendations for a new name. Send to Megan – new name, new brand.

- **Paperless**

- Last year we used the GiveSmart portal, using it the same way. Are we ready to go paperless? What if we still gave you the letter and you could give it to those who need paper? Some emails could go to the spam. Give each family 5 papers or take picture via text. Letter is personalized so can't put it in the update. Maybe we don't go paperless, we go Post-Office-less.

#### **X. Mother/Son Event and Daddy/Daughter Dance – new chairs needed**

We need event coordinators for Daddy/Daughter dance and Mother/Son Event. There is framework established for both events but it cannot continue without coordinators.

#### **XI. Spring Fling 2026**

Spring Fling 2026 is already in planning stages. We are forming the new Spring Fling team. It is a great way to get to know people. Meetings are one to two times a month in 2<sup>nd</sup> semester. We are definitely into themes and dressing to it. We have big jobs, small jobs, etc. If you aren't sure what you want to do, see email from Jeanne Lukac for more information. If you are interested in helping, we will find something for you to do. Email Megan to get on list for future meetings. Halls of St George is booked already, also have the DJ booked. You can get all 18 volunteer hours on this team without working the night of.

#### **XII. Upcoming Important Dates**

All of our important dates are on the school calendar on school website.

#### **XIII. Important Forms and HSA Information/Website**

Reminder – forms are found on HSA link on school website. It is a long page, keep scrolling.

PASS Program – contact Jamie McGarry for questions. New QR code for PASS this year, donations online at any time. PASS is collected twice a year – Christmas and May. PASS Turkey: bringing back in November. Make a donation to PASS and add feathers to the turkey.

#### **XIV. Treasury report**

We are actually spending our money. We have not been hoarding but saving to do a bunch of improvements. We were able to update the locker rooms into classrooms. We were able to update the bathrooms in the MEC for the Kindergarteners. We were able to make changes to the preschool house and shed. The school is working on the teacher office. We need to make this

year's Race for Education really good to build account back up to keep making improvements. We told teachers to submit ideas for HSA to reimburse for projects. Teacher asked if we would reimburse for Indiana national standards project for writing for 6<sup>th</sup> 7<sup>th</sup> and 8<sup>th</sup>. Tootsie roll pop and DumDum comparison – debating over the candy and writing a narrative about having a piece of candy. She needs \$81.05 APPROVED. Our goals for the year – have a good race for ed and spring fling to re-coop money to continue renovating the school. We really believe SJE is growing for the better and we want to help the school grow. Not all of our money goes back to renovations. HSA is funding virtue based programs. We fund AR, enrichments and supplements for the students that are ongoing. We try to balance between enrichments for the students and needs of the school as a whole. HSA also sponsors class parties, Kindergarten graduation, 8<sup>th</sup> grade gifts, etc. We publish infographic on HSA page about where funding goes as well.

#### **XVI. Q&A**

1. Special Persons are allowed in place of Grandparents for Grandparents Day.
2. If we don't do the mailing for Race, we can track how many names you put in by family. Last year we sent a link for at least 5 names, but we are also going to send a physical copy to send to the parents to distribute to avoid postage fees. We rewarded top earners last year – free tickets to Spring Fling.
3. Need 3 more room parents – Kindergarten, 5<sup>th</sup> grade, and 8<sup>th</sup> grade. Need All Saints Day coordinator for Starceovich.
4. Preschool 3&4 will be HALLOWEEN parties before fall break, K-8 will be All Saints Day parties after fall break.

#### **XVII. Closing Prayer**