

Home & School Association

Meeting Minutes
August 21, 2024
6:30 PM



I. Opening Prayer

Mrs. Lowe began the meeting at 6:36pm with an opening prayer.

II. Introductions

III. 2023-2024 School Year Accomplishments/Recap – Megan Lowe

- Megan Lowe reported that we raised over 200k last year – net: 5k \$11k, Race for Ed \$61k, Spring Fling \$90k (not including over \$30k raised for PASS at spring fling), donated \$80k to PASS. Facility improvements – \$12k for safety and security, middle school new floors and fresh paint (looking for modern art), gym acoustics and sound tiles, new water filtration systems
- Goals for this year – improvements to MEC: bathroom remodeling, general upgrades, hands on science enrichment program, technology upgrades
- a. Question about safety improvements – can't publicize specifics but compiled safety buckets (lockdown situation), additional component to doors for locking features.

IV. New Volunteering Sign Ups – Megan Lowe

- a. Sign up Genius for volunteer hours (what the parish uses) will be used moving forward. Friday 8/23 at 5pm – first batch of sign ups are going live on SJE school website (sjeschool.org/hsa) – Grandparents Day, Race for Ed, teacher appreciation, copy aides (restarting that program, will be training for that), bulk mail committee. There will only be a limited number of spots for sign ups, when everything is filled, the sign ups will be closed. Please remember to only sign up for the hours you are going to fulfill.

V. Room Parent/Party Coordinator Information – Liz McCrea

- a. Room Parent Responsibilities
 - i. 8 volunteer hours for room parent
 - ii. Keep in communication with teacher. If you ever have to contact the parents, teachers will distribute via email to class parents
 - iii. Room parents responsibilities include contacting party coordinators – make sure things are on track, within budget, etc
 - iv. If no one has signed up party coordinator, you get that job too – unless you can recruit a parent
 - v. Along with parties – help with activities – race for ed, teacher luncheon, field day
 - vi. Race for Ed – if you can't be there the entire time, find a replacement (make sure they are virtue trained)
 - vii. Field Day – POC for activities throughout the day – mark calendar for field day meeting on May 21st

- viii. Jen Emerson – 5-8th grade room parents. Jen takes care of main meal for 5-8th – no party, just lunch. They just want to hang out and talk, not into games. Room parent would need to get volunteers for lunch, gather other snacks and drinks to add to the meal
- ix. Make sure all parents are VIRTUS trained!! Follow the rules and procedures established.
 - 1. Question asked about in person VIRTUS training, online only right now
- b. Party Coordinator Responsibilities
 - i. Planning activities – 3 parties throughout the years, 2 volunteers with teacher approval for the actual parties. Submit paper copy of party plan for approval 2 weeks before the party
 - ii. Take charge on party day – engage students, etc. Ask parents to donate or submit for reimbursement form
 - iii. Each class has \$10/student budget for all 3 parties (\$3.33 per student per party)
 - iv. Reimbursements must be submitted within 2 weeks of parties
 - v. Clarification asked about volunteer hours for party – 1 hour per party volunteer, 3 hours per party coordinator per party
 - vi. Party times extended from last year – extra time added
- c. Forms and where to find them
 - i. Parents – forms and links – reimbursement form, responsibilities are posted on the website

VI. TRIP – Megan Lowe

- a. Megan briefly explained TRIP and portion of those gift card purchases come back to parents for tuition, fees, donate back to PASS, etc. Like a rebate program for Catholic school families. TRIP forms come out in December. TRIP sends form back to parents how much they earned and parents decide where money goes. Please utilize this program.

VII. Treat Cart – Megan Lowe

- a. First Tuesday of the month (Spirit Wear Day)
- b. Kids give \$1 and pick a treat
- c. Nick Fagan did Amazon Wishlist (QR code) – in process of adding stuff to it, ideas welcome (kids love fresh fruit, bananas always went first)
- d. Donations welcome, you do not need to buy off of Amazon. Drop it off to school and mark it for HSA treat cart. Please make sure it is NUT FREE!!
- e. Funds that are raised from Treat Cart are for student council, 8th grade class (dance). 8th graders & student council members come to help sell

VIII. Grandparents Day, September 27 – Olga Cervantes

- a. Amy and Olga planning Grandparents Day
- b. All information from past will be shared with coordinators
- c. Activity idea - BINGO
- d. How will we split times with capacities – how many sessions and how to break it down? Might have to have 3 sessions. Session times need to be coordinated in conjunction with pick up as parents start to line up for pick up early
- e. Need security sign ups once time slots are figured out
- f. RSVPs via google form (parents will complete for grandparents)

- g. Everything done online – no invitations (taking baby steps to less paper and printing)
- h. Let kids go home with grandparents – turn in form to office a week ahead of time.
- i. What about kids who don't have grandparents in the area? Can invite someone else to come in. Teachers will still provide things for the kids to do, not losing out on instruction tied to a grade
- j. Book gym on night prior for set up, 8th graders setting up tables and chairs the afternoon before the event

IX. Oktoberfest – Sydney Vega

- a. Sydney is looking for more volunteers for Oktoberfest – up to 3 hours per family for volunteer hours
- b. Sign up link for Oktoberfest is now active with QR code
- c. Discussed kids activities – pumpkin carving, big wheels
- d. Planning St John Fest – 10 service hours per family but you can get more hours co-chair 13 hours, chair person 15 hours – need co-chair for kids games
Core Team for St John Fest earn 18 hours.

X. Race for Education, October 18 – Megan Lowe

- a. It is not actually a race, it is a walk a thon! , SJE's 2nd largest fundraiser
- b. All we ask is 5 addresses and let your kid participate in the walk-a-thon (walk to prairie west and back)
- c. We are trying to do less paper – GiftSmart is program used to run spring fling, specifically designed for non profits. They have a fundraising platform we will use for Race for Ed. Parents will need to re-enter addresses on this platform. HSA will mail letters for one more year requesting pledges on your child's behalf to walk. Option for you to directly reach out through the platform via email (maybe text, social media) to your contacts. More streamlined process, less spending.
- d. Incentive program will change – new structure which will be released when you get addresses entered into program (be more conscious of how we are spending our funds)

XI. Upcoming Events

- a. Calendar updated through December (this is on the school calendar website and is in the weekly update)

XII. Q & A

- a. Teachers love copy aides – there will be training, sign up at your leisure and run copies at your leisure. Lisa Lesina will do another training for new volunteers. Sign up going up on SignUpGenius on Friday 8/23.
- b. Can we send something out now for Spring Fling? Solicit vendors now, poll for spring fling theme (motivates people). Lots of money spent on Horse Theme last year (games made 300% more than any other spring fling)

XIII. Closing Prayer – Meeting adjourned at 7:42pm