# Home & School Association

## HSA Meeting Notes
## August 26, 2026
## 6:30 PM

Attendance: Lauren Jones, Katie Benjamin, Heather DeJarlais, Taylor Rassel, Katie Fredericksen, Stacey Tatro, Liz McCrea, Dakota Scrementi, Holly Stewart, Jacalyn Smith, Sarah Kalmes, Christina Topoll, Lauren Pejic, Sam Kwilosz, Brittney Brady, Mary Grace Fagen, Megan Lewis, Katie Rokosz, Sydney DeJong, Jen Short, Nicole Kumke, Kristina Djorovic, Diana Gralski, Katie Fugaj, Katie Maida, Kirsten Betkowski, Bree Barrera, Jaclyn Vlahos, Rebekah Matokar, Sophia Popovic, Ariana Rodriguez, Jillian Canete, Katie Hartsman, Kim Ballard, Brianne Spiege, Emily Warren, Nelida Arreola, Annie Pomranke, Maria Griffin, Marley Teibel, Cynthia Villafranca, Kristen Reese, Jackie Bruno, Jackie Herriquez

### I. Opening Prayer

### II. Introductions

**To reach President Lauren Jones: hsa@stjohnparish.org**
**To reach Treasurer Taylor Rassel: sjetreasurer@gmail.com**
**Vice President: Katie Benjamin**
**Secretary: Heather DeJarlais**
**Room Parent Coordinator: Liz McCrea**

### III. Room Parent Duties

Reminder every communication for the class needs to be through the teacher, ask them to send email. K-4 coordinate with Party coordinator that it is good to go. Plan with teachers a few weeks before party, so you can make sure all is on the same page. If no party coordinator then Room Parent takes over.

Katie interjected- Valentines Parties will now be before Ash Wednesday on Feb 9, 2027- 11:00 Middle School Fun Lunch, K-4 will be 10:45-11:45 parties.

Room Parent assists with class activities throughout the year, including Eagle Walk. If you can't find another parent to help in your place. Ask teacher how many volunteers are needed to help with walking with the kids. Also the coordinator for Field Day! Room parent and then multiple parents helpers will work together on Field Day.

Don't forget to email teacher for supplies, snacks, treats, and such for donations!

Spring Fling Raffle basket, you will work with your grades team (other room parent) to make the Spring Fling Raffle Basket to help raise money for the school.

### IV. Party Coordinator Duties

Parent volunteers for each party. Not just the coordinator. So don't forget to ask for other helpers to facilitate. Email sent through teacher asking for the volunteers. Please give everyone a chance to volunteer. If you need to use a randomizer to be fair please do!

K-4 plan activities for the party- games, tasks, snacks, etc.- email teacher with plans a week before so teacher can okay. Teacher will send all emails needed to parents.

All Saints- Nov 2nd
Christmas- Dec 18
Valentines- Feb 9

ChatGPT is great for party ideas if needed.

You are allowed in school about 5-10 minutes before the party starts- so be sure you can get in and start!

### V. Middle School Room Parent Duties

No parties- they have fun lunches. Jackie Tuley will help coordinate.
Get donations of plates, napkins, snacks or extras, and such.

Same help needed for Eagle Walk and Field Day. Help facilitate and recruit parents to help be volunteers to help day of events.

Spring Fling gift basket help needed as well.

BEFORE EVERY PARTY THERE IS A LIST NEEDED FOR THE OFFICE TO CHECK THAT ALL IS VIRTUS TRAINED TO BE IN THE BUILDING. YOU CANNOT SHOW UP THE DAY OF A PARTY WITHOUT US KNOWING. PLEASE MAKE SURE NAMES ARE SUBMITTED AT LEAST A WEEK BEFORE THE PARTY TO BE CHECKED!

Timeline: 3 weeks out- check in with teacher with plan. 2 weeks out- send out to parents to get donations and help 1 week out- please have all names into Liz/ office for checks!

Sooner you can reach out the better to help parents plan days off and babysitters.

You can also send an email in the beginning of it all and get all the volunteers at one time to then send out and get names on lists. That would work as well so you are not hunting for volunteers right before parties! Works smoother, highly recommended.

Party approval sheet on website- print out or fill out online to help.

Room Parent Decision: Room parents will send an email through the teacher at the beginning of the school year to ask for all volunteers for the 3 parties and Eagle Walk all at once. Room parents should discuss how many volunteers are needed at each with with the teacher before hand and ask for that many slots. Needs may vary based on grade levels.

Clarification- party coordinators will email teachers with what is needed. Teachers will email out to all students families in rooms. Recommended to create Google Forms that parents can then fill out without replying to the teacher, or include your own email.

Middle School Clarification- board games and such can be brought in for after eating that is optional is good. The middle school students like to hang out, eat, and have options to play if wanted. They enjoy the good food!

Liz will send out an email clarifying all stated above and feel free to reach out if you have any questions or concerns. If you didn't get a previous email from her please email Liz eamccrea@gmail.com

**VI. Parent Volunteer Hours**

HSA is intended to be how to make things fun or help the students enhance their experience in a school year and support the teachers. It helps to make a family like atmosphere and for all to get to know each other. We fund the fun and enhancing activities. We ask parents to volunteer to help the fun keep going!

Funds need to be spent so we save for bigger/smaller projects. We fund the school year as well. Our two events fund the upcoming school year and bigger projects the school deems important.

In order for us to hold all the fun things we need parent volunteers! We require 18 but we would love for you to be even more involved! Anyone who is a Room Parents gets the 18 hours. There are also other coordinator positions that will get you all 18, or you can volunteer for little jobs to add up to 18.

Oktoberfest, SJE Fest- can get more hours, however we are still continuing to come up with more hours spots.

We encourage everyone to step up and help with multiple things to help be involved in the SJE Family. Encourage your friends to be helpers as well!

Clarification: is Room Parent 18 or 8 hours? As room parent you do spend lots of time and we want to make sure you are given the time you spend! ((6 HOURS is the correct amount!))
HSA and Mrs. Fredericksen will debate the correct amount- we are thinking 10 hours is fair.

YOU CAN GO OVER 18 HOURS! You don't need to stop. Please keep helping if you can. We want to keep the school year fun!

PreSchool helpers who have older kids can count their Room Parent and Party Coordinator hours as volunteer hours question. We will follow up on counting them!

TREAT CART- donations for supplies will be taken for a service hour. You have to submit whatever is needed, not whatever you want. Please stick to the sheet.

**VII. Eagle Walk**

**Open volunteer jobs**

Day of Coordinator- be there for the full school day to help coordinate who/ what goes where. That person will get 8 hours to help.

Administrative Work from home-

Coordinating email/ texts to send out donation pleas, we also still do the mailer for addresses. You can be the person who saves the files from each family in separate files. Shadow and learn from Jackie Tuley. Volunteers? Spread the word! KATIE Maida day of, Sarah KALMS will help with pictures.

Someone to create a column and mark as text message or mailer and creating an excel file/ label list that will be printed in the Office. EMILY Warren will be this!

**Eagle Walk sponsor/donation submission**

Will be sent home with students if you have any donations you'd like to give or have a business. Sponsorships will be displayed on boards, on school site, letter that goes out, etc. Sponsors can give at different levels. We have Victory Honda as our premier sponsor currently. We are still looking for other sponsors as well.

TShirts will no longer have sponsors, however, we will still be highlighting the sponsors. TShirts will also be Spirit Wear shirts, so students can wear them throughout the year as well.

Be on the lookout for the mailers coming in the next two weeks. Sponsors students also get the spirit wear flannel pants (very soft!)

**Formerly Race for Education- 5K goes to Ed Foundation- Eagle Walk goes to HSA**

**VIII. Open Coordinator Positions**

We have lots of shadow coordinators this year- thank you!!

Looking for a new shadow coordinator for the Book Fair. Brittany says it is pretty simple and runs itself. If yo shadow and decide you don't like you can change your mind. Jacalyn Smith will shadow book fair! Thank you!

**IX. Spring Fling 2026 Brainstorming (April 16, 2027- 6pm-12am)**

**Scan QR code to volunteer to help be on the Planning Committee**

**First Call Out Meeting- Thursday, September 10, 2026**

Spring Fling is earlier this year, and we are trying to not get stuck in the rut of the end of the year pushes. We are looking for feedback or ideas. Opening

Sydney DeJong is chairperson- the QR code for is for helping and wanting to help and wanting to attend the call out meetings. All help is appreciated. Please fill out the form so Sydney can get all your

emails. You will learn at the meeting open positions, how you can help, and what all we need. Roles that everyone can do. Monthly meetings, you can do things at home. You can get several hours from this! Shadow to be a co-chair! Someone volunteered to help (sitting next to Sydney).

We will also be talking about ways to increase attendance at Spring Fling. The more people that attend the more money we can raise for the school.

Are there parents of older kids here to help motivate them to come back? Ideas open.

Dates are hard at the end of the school year. April may be better than May was. With gambling license we do have to space out events, we have to wait for OktoberFest to be over so we can apply. Having in May we are running into SJEFest. Ed Foundation is also having Beer and Wine Event in January. How can we space out events to have good attendance at events? Need more talk and discussion on. Would looking at before April be better in the future? End of the school year is hard, appreciate the move from May to April. Hoping it helps!

People done giving out donations for the year- can we think more about when and how we ask for donations. Can it be similar around the auction items and such?

Do donations have to be tracked by parish? Raffle tickets cannot go out early, however, restaurant tickets, baskets, paper items can be collected earlier. We could try! Try to collect before end of year.

Good event, however, the raffles at the end weren't announced or really called out at the end of the night. Can all the baskets be made a bigger deal if you win? Called out and such.

Themes??- we like a good theme! Making it more of a gala or dressier night is something you can look forward to, and makes it like a glamorous night out. Western theme was heavy the last two years, can we deviate? A Valentine's Date Night may be fun as well! Dry Jan leads into Feb and starting lent- can we work around these times.

Possible survey coming out to get ideas.

Reminder to scan QR code and attend meeting!

**X. Upcoming Important Dates**

**Grandparents Day Sept. 4, 2026- register BEFORE Aug. 28 (this friday!)**
**September 15, 2026- first early dismissal day**
**September 21 (Preschool) and September 22 (K-8), 2026- School Pictures**
**September 26, 2026- First Communion Weekend at SJE for 4th Grade**
**October 2, 2026- Grade 4 First Communion Brunch**
**October 6, 2026- School Spirit Day- wear spirit wear!**
**October 13, 2026- Early dismissal**
**October 14, 2026- HSA Meeting 6:30pm Trinity Hall**
**October 22, 2026- Eagle Walk (previously Race for Ed)**
**October 23, 2026- Parent Teacher Conferences- E-Learning for Students**
**October 26-30, 2026 Fall Break**

**XI. HSA Budget and HSA Website and New Sign Up Website**

**HSA over the summer was able to cover:**

New playground set for PreSchool

New play mulch for PreSchool and the big playground- non toxic rubber mulch- jelly bean mulch

New picnic tables for PreSchool

**Raising funds for the upcoming year to help with:**




Transparency is always great and we want to be better. As we go through the year we will continue talking about it and adding.

sjeevents.org is our new sign up site and is on the HSA site. You can see our event specific links in updates. If you have questions about signing up please reach out to Katie Benjamin.

**XII. Q&A**

Nothing brought up.

**XIII. Closing Prayer**

St. John the Evangelist- pray for us!

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