

# Home & School Association

General Meeting Minutes  
January 18, 2023  
6:30 PM



## I. Opening Prayer at 6:35PM

*In attendance were Jeanne Lukac (HSA President), Lisa Guzzo (Vice President), Heather DeJarlais (Treasurer), Matt Fisher (Secretary), Meaghan Schultze, Emily Borrelli, Brittany Miller, Molly Miller, Gabriela Garcia, Madeline Graal, Mary Whittenburg, Stephanie Bracken, Kyoko Hahn, Katie Betkowski, Kirsten Betkowski, Frank Mikesic, Ashlyn Knesek, Jamie McGarry, Sara Bell, Megan Lowe, Ethel Menezes and Marianne Trgovich.*

## II. Open Position – Event Coordinator

Contract: Kris Ziegelhofer ([hr@stjohnparish.org](mailto:hr@stjohnparish.org)) or  
Dawn Czarnik ([events@stjohnparish.org](mailto:events@stjohnparish.org))

*Ms. Lukac: We are looking for a designated coordinator paid position. Parish events to be managed include SJE Summer Fest and Oktoberfest. We are interviewing new coordinators currently.*

## III. Upcoming Events

### a. Wine and Craft Beer Tasting (Non-HSA) sponsored by Education Foundation

Saturday, January 28, 2023; 7-10PM in SJE School Gym

sign up: <https://www.ticketsignup.io/TicketEvent/SJE>

*Ms. Lukac: The endowment is for very specific things. The Foundation does this to raise additional funds for education and technology. Most of its members are alumni of SJE. The Ed foundation and parish men's club are prospecting the possibility of purchasing a new refrigerator for the SJE kitchen. The Ed Foundation, while separate from the HSA, is run entirely for the benefit of the school.*

### b. CSW

January 29 – February, 2023

*Ms. DeJarlais: There is a committee of teachers planning various games and dress-down days. HSA provides pizza and ice cream lunch on Friday of that week which was organized by Ms. Knesek.*

*No hot lunch orders that day (Feb 3, 2023).*

### c. Daddy Daughter Dance

Saturday, February 4, 2023; 5-9PM at Innsbrook Country Club

*Bracken: Invites have gone out, the event has been brought back after coming to an end after 2019 due to COVID. If there is a profit it will go to HSA (potentially \$3-600). Pingoy Photography will be there and charge minimal fee to cover cost. Raffle baskets being prepared to raise raffle money. Estimating \$25 dads and daughters +43 so almost 300 people. It has been moved out of SJE gym, where it*

*was held in earlier years, due to number of people attending.*

**d. Book Fair**

Sunday, February 12, 2023; 12 noon-3PM (school and parish families)  
Mon-Wed (February 13-15); opening at 7:30AM during school hours for students  
*Ms. Miller: Book fair will be run by a catholic book company that does a better job vetting the books. The new company seems very excited to get into our market and runs set-up and tear-down which requires fewer volunteers but volunteers can still be useful and should contact me.*

*There is a way to purchase gift-card ahead of time so kids will not need to be given cash. The new company also will offer fewer small toys and trinkets to encourage more book purchasing. Gift card use is highly encouraged and funds don't expire (can be used next year).*

**e. Spring Fling**

Friday, April 21, 2023

*Ms. Lukac: We are without an event coordinator but several years ago Spring Fling was completely run by volunteers. Spring Fling is still 99% run by volunteers and always in the works as planning occurs ongoing throughout the year. The event person quitting has left some gaps in the upcoming event. Lisa and I have been considering what we need to do to pull off the event this year without an event coordinator due to the timing of a new event coordinator coming on board and getting up to speed so closely to the event. We are looking for a volunteer to lead the effort involving the auction items and other aspects of the planning. Costs have also gone up considerably and we are evaluating meal options versus just hors d'oeuvres and cocktails. Sponsors have already been given the date and location which likely cannot be changed at this point.*

*Guzzo: For those who have done this before, how would a change from traditional format be? Attendee feedback was that changes would be ok and welcome.*

*Lukac: All help and suggestions are welcome. The theme this year asked of parents is to be flexible and understanding of any changes that need to be made. Additional sponsorships are welcome and available starting at \$500. Any sponsorships would also meet the related school-family's ticket obligation.*

*Question from Attendee: Is there somewhere to start for someone interested in helping out in a particular area like the auction versus starting from scratch.*

*Answer: Yes, HSA (Heather DeJarlais) has a list*

*Lukac: The auctioneer has typically been the most challenging position to fill and work with. [Comments exchanged about potentially not using an auctioneer going forward (replace the function, if needed, with a volunteer/novice).]*

*Also, if you work the entire event, it can fulfill your entire annual service hour obligation.*

**IV. Financial Update**

**a. PASS program December 2022 results and Spring 2023 goal**

donations: <http://pass22.givesmart.com/>

*Ms. McGarry: We did phenomenal job on Christmas. We raised \$32K This compares to funds raised prior to Spring Fling last year, which was \$12,000. It's a spectacular improvement which I was thrilled about and provided income to faculty 37 full time (\$850) and a few part-time (\$250).*

*We were aggressive with texts, emails, updates, holding signs at drop-off*

*Thank you all and please consider continuing to support this wonderful program.*

*We are exploring additional methods for Spring Fling efforts to raise funds this year and just very happy that the program has grown and improved so quickly.*

**b. Treasury Update**

*Ms. DeJarlais: Uniforms, Valentines lunches, we offered each science teacher \$150 for 5-k money to purchase classroom event. I received request from 5<sup>th</sup> grade teach (Fanno) to send kids to Challenger. Buses alone are \$800.*

*Challenger is \$600 plus two (2) missions are \$1400. Ms Fanno and the kids love it and would appreciate HSA consideration. \$2800 total cost less \$400 grant would require \$2400 from HSA. If kids cover \$15-\$20 each perhaps HAS could cover the rest. 8<sup>th</sup> Grade (24 students) is starting to plan Great America field trip which HAS typically contributes to as well.*

**V. Open Discussion**

*Lukac: We are looking for fresh ideas and contributors for Field Day. Please bring ideas to Frank MiKestic who has graciously offered to lead this year's occasion. Any interest in field day, please come to us or Frank.*

*Suggestion from attendee: There is a boxtop app that replaces the boxtop clippings which is much more informative and convenient for anyone that does this for school fund raising. Boxtops For Education is the name of the App.*

**VI. Closing Prayer**

*Meeting adjourned at 7:40PM.*