



**Saint Joseph's
Home and School Association**

**Monthly Meeting Minutes
September 10th, 2019 at 8:05am**

Members Present: Amy Jackson, Christine Walker, Joan Curley, Linda McKay, Christina Vereb, Amy Iacone, Jessica Zuvich, Monica Iskandar, Adam Walker, Katie Schaedler, Sarah Yohe, Mimi Bednarek, Annette Givler, Mrs. Bamberger, Mrs. Earnest and Amanda Koerner

1) Review of May 2019 Minutes (from previous school year): Amy Jackson – the minutes were voted and approved.

2) Treasurer Report: Linda McKay – Linda just met with prior treasurer, Jeff Walker, this week for turnover. She expects to have a more in-depth update at next meeting.

- Recent income from Directory ads; recent expenditures for teacher projects and grants.
- Current balance in General Fund: \$13,375.17

3) Principal Report: Mrs. Bamberger

- Enrollment 423 (P3-8th grade).
- **Thank You** - Thank you for all of your help during BTSN's. The new family social was a success and we appreciate your efforts. We will no longer offer babysitting during the PreK & K BTSN. We will also explore new options for a new family social. (More on this below.)
- Thank you also for the treats provided during our meetings and opening days of school.
- **PBIS** - We have started our PBIS program. FAITH – Faithfulness, Acceptance, Integrity, Teamwork, Hard work. Students have been very receptive to the program. The SJS team will have training with the IU next Tuesday, Sept 17th.
- **No School** - School is closed next Wednesday, Sept. 18th, in order for staff to attend the Annual Diocesan Education Conference.
- **Water Fountains** – We are looking at purchasing/installing water bottle fill stations. There is no set timeline for the completion of this project. The hope is to have one available on each floor.

4) Assistant Principal Report: Mrs. Earnest

- Teachers were given the information about HSA mini and major grants at their orientation meeting.
- **Upcoming Dates of Interest:**
 - **August 29** - Science Explorers assembly for grades 1-5
 - **Sept. 17**- Registration for Fall Enrichment Clubs
 - **Oct. 1 – Nov. 5 (Tuesdays)** - After -School Enrichment Clubs for Grades 1-8
 - **Oct. 31**- Met Ed's "The Energized Guyz" energy conservation assembly for grades K-6
 - **Nov. 7** – Drama Club Performance @ 1:00 and 7:00 p.m.
 - **TBD** - PPL THINK! Energy TAKE ACTION Program for Grade 7
 - I am researching programs for the fall and CSW assemblies as well as an author visit for the spring.
- **Health & Safety Updates:**
 - 1st week of school= fire drills by floor; 2nd week of school= school-wide fire drill on 8/28; 3rd week of school= severe weather drill on 9/9; 4th week of school =intruder drill; 5th week of school= school-wide fire drill.
 - Oct. 28 - Germ City Program w/ Geisinger nurses (Preschool 4s and K)
 - Jan. 6- Dental Health Program w/ Geisinger nurses (Grade 1); Nutrition (Grade 3)
 - March 16- Personal Hygiene Program w/ Geisinger nurses (Grade 5); Fast Food Knowledge (Grade 7)
 - The Geisinger nurses have had to cut back on the number of visits to our school due to an increased demand for their presentations by more schools. If they have any open slots, they will consider offering some of their programs for grades 2, 4, 6, and 8.
 - Several staff members on our Code Blue Team need to be recertified in CPR, use of the AED, and in Basic First Aid. The Peyton Walker Foundation is hosting two workshops for this purpose with a cost of only \$10.00. Would HSA consider reimbursing the staff members who register for and complete this course? There will probably be no more than 10 people, so the total cost to H&S should be no more than \$100.00. [Voted and approved.](#)
- **Miscellaneous**
 - This is the 6th year SJS students will participate in our "Adopt-A-Seminarian" project at the school. Each homeroom will correspond with one or two seminarians throughout the year.

5) Development Report: Amanda Koerner

- Caddy Shack night was a success with double the number of reservations. Looking for possible new location if anyone has any suggestions
- 50/50 Tuition drawing is underway. As of Sept 10, 70 families are participating and total is \$752.00
- Fall Open House is scheduled for Sunday, Nov 10th from 10:30-1:00
- Annual Fund Kick-off weekend is also Nov 10th
- Proud Saint Joseph School Family yard signs are coming soon

6) Committee Updates:

- **Activity Parties** - Katie Schaedler
 - Currently looking at plans for a Skating Party. It was agreed this event should be continued.
- **Box Tops for Education** – Shannon Olivetti (via Amy Jackson)
 - BOX TOPS for Education is changing their platform. Instead of clipping box tops from packages, we are now able to simply scan our store receipts after shopping. Credit for any Box Top eligible items will automatically be uploaded to our school account. Families and friends will need to download the app. and designate Saint Joseph School. You can track your personal contribution and our progress as a school on the app or online. We thank you all in advance for spreading the word about this change and encouraging friends and family to participate! Hopefully this will be easier for everyone and we can continue to earn good money for our school! Visit www.boxtops4education.com for more information. These changes will be fully communicated in the near future.
 - We are going to have one final box tops class contest as well this fall. Submission deadline to the company is Nov 1, so students will be asked to send them in to the classrooms by October 11th to allow time to count and mail them in. We can continue to submit any remaining box tops twice each year until they are all expired. But **this will be the final classroom contest.**
 - Moving forward, we can encourage the school to work towards a goal together. Anyone is able to see our progress on the app. Other flyers are available and can be sent periodically, etc. Shannon will also brainstorm ideas on how we can promote participation.
- **Dance-a-thon** - Annette Givler
 - Actual planning for this event will start later this year.

- The largest expense for this event is the t-shirts (approximately \$1900 last year), so ideas are being considered to defray some of the costs. Annette suggested seeking sponsorship for the t-shirts, just one or two, to be printed on the back of each shirt. Annette will seek approval for individual sponsors during selection.
- Jessica Zuvich volunteered Zuvich Insurance as a sponsor.
- **Community Give Backs** - Monica Iskandar
 - Monica is **seeking volunteers** to assist with this program. The expectation is to support 5 or 6 Community Give-Back events throughout the school year.
 - The first Community Give-Back for 2019-2020 is scheduled at Dairy Queen on Tuesday, September 17th. Dairy Queen is offering 30% return on each purchase, families will only need to mention they are there for SJS at checkout (no flyers or cards are needed). This give-back will run throughout the day. Communication to families to follow.
 - Monica requested suggestions for future give-backs. We should focus on give-backs with the highest returns.
- **Recycled Uniforms** – Christina Vereb
 - Christina had to depart early and will plan to present ideas for re-vamping this program at the next meeting.
- **Family Fun Night** – Sarah Yohe
 - Planning for this event will start in October.
 - Discussion regarding basket raffle for Family Fun Night: Enhance communications requesting basket donations. Several members missed communications last year. Jessica Zuvich agreed to partner w/teachers to ensure announcements and requests were sent home with students.
- **Field & Fun Day** – Christine Walker
 - Planning for this event will start in January.
- **Hospitality** – Mimi Bednarek
 - Grandparents Day is the next event, planned for May, 2020.
- **Santa Shop** - Amy Jackson
 - The Santa Shop is planned for Dec 4th (set-up), 5th and 6th.
 - Communication regarding Time-to-Sign-Up will go out after Halloween.
- **School Directory** - Dana Facius (via Amy Jackson)
 - Still awaiting many forms to be returned. Requested e-mail to be sent requesting return no later than Friday, Sept 13, 2019.
 - Dana is seeking volunteers to assist with proofreading of the directory upon completion (targeting third or fourth week of Sept).
 - Monica Iskandar volunteered to proofread K-2nd pages
 - Joan Curley volunteered to proofread 3rd-5th pages

- **School Supply Kits** - Jessica Zuvich
 - Multiple issues were encountered with the vendor this year mostly with items missing from kits. Almost all issues were corrected quickly.
 - We have earned approximately \$1095.00 in profit from this program this year, including:
 - \$500.00 for early sign-up bonus
 - \$200.00 in compensation for issues encountered
 - This year, \$2.00 extra was collected per kit
- **Staff Appreciation** - Dana Facius (via Amy Jackson)
 - 50-60 staff receive gifts throughout the year via this program
 - A request for \$1720.00 as a budget to purchase gifts throughout the year was [voted and approved](#)

7) Old Business:

- Homeroom Parents for 2019-2020:
 - Committee Lead/Coordinator role is **STILL OPEN. Seeking volunteers**; Christine Walker has agreed to continue as coordinator until this role can be filled.
 - Currently reviewing volunteer lists to identify gaps; there are still openings in some areas for homeroom parents.
 - The list of openings will be sent to Amanda Koerner for an e-mail blast
 - Clearances will be required. A message regarding clearances was just sent, first week of September.
- A general concern regarding **“What can we do to increase volunteerism?”** was discussed at length. Several ideas were presented including:
 - Pursue SJS Grandparents as volunteers as well as parents.
 - Institute a program requiring mandatory service/volunteer hours or buy-out—this is a program that is used successfully at other schools.
 - It was noted that this topic will be included in the upcoming Tuition Town Hall Meetings (Sept 26th and Oct 3rd at 6:30pm). HSA will wait until after Town Hall meetings and re-visit this topic at the next meeting.
- Volunteers requested to coordinate “Mornings with Mom” and “Doughnuts with Dad” events. Adam Walker and Christine Walker volunteered as coordinators for these two events, respectively.
- A report on the New Family Ice Cream Social, held as part of Back to School Week, was given. Due to issues with on-site babysitting that was offered again this year, new formats for the Ice Cream Social will be considered. These include having the Ice Cream Social as part of Open House during Back to School week and changing the venue—Ice cream in the Park? In either case, on-site babysitting will no longer be offered. We have a year to decide, more to follow.

- Jessica Zuvich reminded everyone that the Mum Sale is currently underway. Mums will be picked up on Friday, Sept 27th. A full report will be provided at the next meeting.
- Family Bingo Night is on the schedule for Saturday, Sept 28th and still needed a coordinator and volunteers to support the event on-site. Tasks include procuring Bingo cards, food/snacks for attendees and gift cards to be used as prizes as well as running/calling the Bingo games that night. Jessica Zuvich volunteered to coordinate and Sarah Yohe volunteered to assist on-site.
- Plans for the Christmas Fest Basket will be addressed by Christina Vereb at the next meeting.
- The continuation of the annual Gertrude Hawk Fundraiser (held prior to the Easter holiday) was discussed. Last year, the program was switched to on-line only due to a lack of volunteers to support. Unfortunately, this led to a marked decrease in sales and profit return to the school. A return to paper orders along with on-line ordering is preferred, to include a return to distribution of candy orders at the school. **Seeking volunteers** to coordinate and support this fundraiser. Annette Givler volunteered to distribute candy orders at the school.

8) New Business:

- Amy Jackson is proposing a monthly Parking Lot Meet and Greet which would be aimed at increasing socialization and allowing us to get the word out regarding HSA activities and programs. The Meet and Greet sessions would be “tailgate-style”, to be cleaned up by 2:30pm so as to not conflict with dismissal. More on this to follow.
- Jessica Zuvich requested a small grant, \$50.00, to purchase playground items to be used exclusively by Pre-School. This request was [voted and approved](#).
- It was agreed that documentation for future HSA meetings would be sent in advance via e-mail.

Our next meeting will be held on Tuesday, October 8, 2019 at 8:05am in the SJS Cafeteria.

Meeting was Adjourned at 9:20am.

OPEN COMMITTEES/VOLUNTEER OPPORTUNITIES FOR THE 2019-2020 SCHOOL YEAR

**Homeroom Parent Coordinator(s)
Home Room Parents (see e-mail for specific homerooms)
Community Give-Backs (need assistance)
Gertrude Hawk Fundraiser (coordinators and assistance)**