



September 15, 2022

Meeting No. 1

- Mrs. Abella
 - Welcome & Opening Prayer

- Chanelle Mendoza
 - Board Member Introductions:
 - President: Chanelle Mendoza
 - Vice President: Jennifer Camacho
 - Vice President: Diana Medina
 - Treasurer: Janelle Fuentes
 - Online Treasurer: Elena Dawes
 - Secretary: Jennifer Suarez

 - What is Home and School Association?
 - H.S.A is comprised of parents who work together to raise funds through numerous events and act as liaisons for the school.
 - All funds raised are to improve our educational programming, obtain supplies and the overall improvement of our school.

H.S.A website: www.skshsa.org

H.S.A Email: stkshsa@gmail.com

Treasurer Reimbursement Email: skstreimbursements@gmail.com

Gala Website: www.sksgala.org

- H.S.A meeting Date (subject to change):
 - In Person Meetings:
 - November 14th
 - February 9th
 - May 18th
 - Virtual Meetings (Zoom link to be provided day of)
 - October 18th
 - December 13th
 - January 10th
 - March 7th
 - April 18th

All parents are welcome and encouraged to attend.

- H.S.A members
 - General Responsibilities:
 - Must have VIRTUS training and fingerprint clearance. This includes keeping up with the monthly VIRTUS bulletins.
 - Must sell \$100 worth of Gala Ads or secure an auction donation of \$100 value.
 - Attend H.S.A meetings regularly
 - Must volunteer a minimum of 20 hours for the school of which 2 hours must be at the Parish Festival
 - Remind app
 - All parents should have downloaded remind app and joined their class
 - This is the only app used to send verified school information
 - Delegates are not to post any school messages on any Whats App chats

The Remind app is for H.S.A and parent communication only. If you find a teacher in one of your classes, it is because they have a child that is in that grade. Please do not contact them for questions about your child.

- Delegates:
 - Serve as the contact points for parents of their grade.
 - Organize their grade bake sale donations and volunteers.
 - Plan and coordinate grade booth for Parish Festival. Secure volunteers for the booth.
 - Organize class parties (Christmas and End of the year). *(anything purchased for events needs to be approved by the board.)*
 - Positively promote the school.
 - Relay H.S.A messages to the parents via Remind App.
 - Grade delegates are a TEAM! All class ideas must be agreed upon all delegates. Once you have an idea you must get it approved by the board.
 - Anything done for one class must be done EXACTLY the same for the other class.
 - Please do not plan grade specific events on the same day as an H.S.A events.

- Event Chairperson and Co-chairperson:
 - Each event/committee will be assigned a Vice President to facilitate communication between the committee and the board.
 - Select date and event details.
 - Obtain approval by the Executive Board for event details, flyers, and finances. All flyers must be sent to H.S.A president for approval by administration prior to sending out.

- Plan their events from start to finish.
 - Responsible for promoting their event. Be sure to communicate to the board reminders you want sent out to parents.
 - Arrange volunteers for their event including set up and breakdown.
 - Print flyers for school and post at all the gates.
 - Make copies to send in home folders (these can be made at the school, please arrange with your assigned VP for access).
 - Fill out a Profit and Loss form provided by H.S.A board with all incoming and outgoing monies for event. Must be turned into to Treasurer within 7 days after the event.
 - Submit a list of active committee members to the H.S.A board after the event.
 - *Missing Chairs, contact Chanelle if interested. Mother-Son Event Chair and Co-Chair, Valentine Grams Chair, Spring Bazaar Co-Chair*
- Committee members:
 - Assist the chair and co-chair in the event planning.
 - Attend meetings for their assigned committee.
 - Volunteer at assigned committee's event
 - A google form will be sent out for committee member sign up.

- Jennie Camacho
 - Ready Set Fund raised \$52,590 so far!!! *(This money will come in as its paid. The money paid up front will come in first, and then we will receive quarterly checks.)* Thank you to all the parents for helping us find supporters. Field Trip Date TBD based on arena availability. Those children attending will be notified with time.
 - Deadline Friday 9/16/22 at 10AM *(Coops end, can still make donations and earn field trip as long as it has not happened yet.)*
 - Field Trip
 - SKS Basketball night
 - Parish Festival 12/4/22
 - Proceeds are split between the school and the parish.
 - Bake Sale profits benefit the Parish Festival.
 - Minimum 2 volunteer hours required per family.
 - \$100 Raffle Tickets Per Family on sale at the H.S.A website.
 - Delegates, please email H.S.A with your booth theme selection. (Prior year booths get priority on booth theme selection)
 - Wristbands for unlimited rides and participation in Wacky Week.
 - Boo Grams
 - Golf Tournament Date TBD
 - Golf committee meeting September 22nd
 - To join committee, contact sksgolf2022@gmail.com
 - Movie Night 1/27
 - Valentine's Day Grams on sale 2/6-2/13/2023
 - Father Daughter Dance 2/25 *(Tickets are always limited and sell out quick.)*
 - Spring Bazaar 5/7

- Diana Medina
 - Gala March 4, 2023, JW Marriott Miami 7pm-12am
 - Tickets are on sale on H.S.A. Shop
 - \$110.00 per person (open seating)
 - \$1440.00 (Reserved table for 12)
 - \$1200.00 (Reserved table for 10)

Tables must be arranged and purchased by one person online. No checks will be accepted. Once a table has been purchased, it cannot be amended.

- Sponsorships and Gala Book Ads available. For more information visit www.sksgala.org
 - Gala Auction Donations needed
 - Room Block Available (will require a deposit. More info coming soon)
 - Gala Hotel Room Raffle Tickets on sale \$25/each. Purchase on the H.S.A website
 - *Gala Ad purchase due by 10/21 to ensure good HSA standing.*
 - *Businesses can purchase their own ad on the HSA website, but please make sure they make note of the HSA member that gets credit for that purchase.*
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- Trunk or Treat 10/23/22 from 3pm-6pm
 - Delegates, please arrange a trunk for your grade
 - *Email the board the theme for your grade so that we do not have duplicates.*
 - *Candy is donated to is provided for each trunk.*

 - Dates for Events/Fundraisers:
 - Parent Social 9/23/22 8pm-12am
 - Adults Only
 - Free Admission
 - The Globe 377 Alhambra Circle Coral Gables, FL 33134

- Knausberry Farm Fundraiser 11/15/22 *(This committee needs a lot of help!)*
 - Pizza Cards Fundraiser Tentatively 1/11-1/25
 - Mother's Day Cakes 5/12/23
 - Mother Son Event 3/12/22 *(Subject to cancellation. We need a chair and co-chair.)*

- Elena Dawes
 - We have limited availability for some items in shop. A new order has been placed and more items will be available soon. Thank you for your patience.
 - Please allow 7-10 days for your items to be delivered.
 - Event Chairs must let me know if they need information added to H.S.A. Shop and/or website.

- Janelle Fuentes
 - Special Thank You to our Pre-Loved Sale chair Arlyn Garcia and co-chair Jessica Toledano and their entire committee for all their hard work. They raised \$1922.48.
 - 8th grade bake sale raised \$530.00
 - Any items being purchased for reimbursement money need to be approved by the board prior to purchase.
 - All reimbursement requests must be sent to: sksreimbursements@gmail.com
 - Please be patient when waiting for reimbursements. There is a tedious process of getting the money back to you.
 - No one can deposit any money from activities into your own account. **NO MONEY** can leave school. All money stays in school. Please contact an H.S.A. Board member for access to the H.S.A. office.
 - All money needs to be submitted to treasurer.
 - Most events are purchased online **ONLY!**

- Bake Sales:

- 7th grade: 9/16
 - 6th grade: 9/23
 - 5th grade: 9/29
 - 4th grade: 10/6
 - 3rd grade: 10/14
 - 2nd grade: 10/21
 - 1st grade: 10/28
 - Kinder: 11/3
 - Pk4: 11/10
 - Pk3: 11/17
 - Pk2: 12/1
- Dr. Constantino
 - Open discussion
 - Meeting Adjournment

IMPORTANT DATES TO REMEMBER (SEPT/OCTOBER)

- September 17: Thespian Play Auditions
- September 20: School Pics pk3,pk4, kinder & 1st grade
- September 21: School Pics 2nd, 3rd, 4th grades
- September 22: School Pics 5th, 6th, 7th, & 8th grade formal pics
- September 23: Parent Social
- September 30: 5th Grade Bible Blessing
- October 4: Pet Parade
- October 7: Early Dismissal
- October 7: Kinder Angel Mass
- October 10: No School/Columbus Day
- October 11: No School/Professional Day
- October 12: Regular Dress Down Day
- October 14: Rite of Enrollment Mass
- October 18: H.S.A Meeting (Zoom)
- October 19: Early Dismissal
- October 21: Hispanic Festival and Dress Down
- October 23: Trunk or Treat
- October 25: Color Run
- October 27: Pumpkin Patch (Pk2-K)
- October 31: Costume Day and Boo grams to be distributed