



August 24<sup>th</sup>, 2023

Meeting No. 1

- Mrs. Abella
  - Welcome & Opening Prayer
- Dr. Constantino
- Jennifer Camacho
  - Board Member Introductions:
    - President: Jennifer Camacho
    - Vice President: Diana Medina
    - Vice President: Elena Dawes
    - Treasurer: Janelle Fuentes
    - Online Treasurer: Yaniris Gonzalez
    - Secretary: Janet Medina
    - President Emeritus: Chanelle Mendoza
  - 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](http://www.skshsa.org)

H.S.A Email: [stkshsa@gmail.com](mailto:stkshsa@gmail.com)

Treasurer Reimbursement Email: [skreimbursements@gmail.com](mailto:skreimbursements@gmail.com)

Gala Website: [www.sksgala.org](http://www.sksgala.org)

- H.S.A meeting Date (subject to change):
  - In Person Meetings:
    - August 24, 2023
    - October 12, 2023
    - November 9, 2023
    - February 8, 2024
    - April 11, 2024

- May 9, 2024
- Virtual Meetings (Zoom link to be provided day of)
  - September 14, 2023
  - December 14, 2023
  - January 18, 2024
  - March 7, 2024

**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
  - 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).
    - Positively promote the school.
    - Relay H.S.A messages to the parents via WhatsApp.
    - 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.
- 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. **The form has already been sent if interested please fill out.**
- H.S.A Member Retreat this Saturday 8/26/2023 9am-12pm. All H.S.A. members encouraged to attend. Please RSVP. The Morning of Reflection.
  - Delegate mandatory meetings via Zoom every quarter. We will reach out to you with a date, time and zoom link.
  - H.S.A. is now facilitating the purchase of school items such as PE Uniform, Green Fleece Jackets, Navy Blue Pullover Sweatshirt and hopefully debuting a new Track Jacket. These items will soon be available on H.S.A. Shop. More information to follow.

### **Elena Dawes**

- 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 \$4,723.97.
- Parish Festival 12/3/23
  - Proceeds are split between the school and the parish.
  - Bake Sale profits benefit the Parish Festival. **8th grade starts next week, winning grade will get an ice cream party.**
  - 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) **We are missing two grade levels to give us your theme please reach out asap. Minimum is \$1 for an item as each ticket is worth \$1.**
- You will be receiving \$7.50 per kid towards your budget for the booth.
- Wristbands for unlimited rides and participation in Wacky Week. (children can only participate in Wacky week with full class wristband purchase) **Wristbands are \$25 and are available online already.**
- Some grades are sponsoring rides, reach out to Jennie Camacho if your grade would like to sponsor.
- Boo Grams on sale 10/1/2023 – **They sell out quickly so get them as soon as possible.**
- Golf Tournament Date TBD
  - Golf committee meeting September 7<sup>th</sup> **Sports Grill on Bird Road**
  - To join committee, contact sksgolfclassic@gmail.com
- Valentine's Day Grams on sale 2/1-2/11/2024. Distributed 2/13/2024
- Grandparents Day Event 2/7/2024, **however the Mass will still be the Sunday before**
- Mother Son Bowling Tentatively 3/10/24
- Spring Bazaar 5/5/2024

### **Diana Medina**

- Gala March 2, 2024, JW Marriott Miami 7pm-12am
  - Tickets are on sale on H.S.A. Shop
    - \$115.00 per person (open seating)
    - \$1250.00 (Reserved table for 10)
    - \$1500.00 (Reserved table for 12)

*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. Please include a list of all parents that will be sitting at the table.*

- Sponsorships and Gala Book Ads available. For more information visit [www.sksgala.org](http://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 – **At the January Meeting we will be selecting the winner.**

- Trunk or Treat 10/21/23 from 3pm-6pm
  - Delegates, please arrange a trunk for your grade. Please text trunk ideas to Katrina 305.904.2433 for approval. *Do not start buying supplies until your theme has been approved.*
- Pumpkin Patch October 26, 2023 (Pk2-Kinder)
  - Google Forms will go out for volunteers
  - H.S.A. Members get priority.
  - Must have Virtus, Fingerprints and \$100 Gala Ad
- Dates for Events/Fundraisers:
  - Parent Social 9/15/23 8pm-12am
    - Adults Only
    - Free Admission
    - The Globe 377 Alhambra Circle Coral Gables, FL 33134
  - Pizza Cards Fundraiser Tentatively 1/15-1/30 – Dominoes Card
  - Movie Night 1/26/23
  - Father Daughter Dance Tentatively 2/10/24 (We do not have a chair or co-chair for this event)
  - Mother's Day Cakes 5/9/24
  - Muffins with Mom 5/10/24 (Need Dad volunteers for this event)

### **Yani Gonzalez**

- 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.
- Patriotic Dress Down shirts are on sale for \$5. 3 Patriotic Dress Down Days that they can wear (9/11, Veteran's Day and Memorial Day)
- "I Am Lucky" shirts on sale for \$5. Youth & Adult long sleeve available. Limited quantities.
- **Additional PE uniforms sizes will be available shortly please stay tuned.**

### **Janelle Fuentes**

- 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](mailto: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:
    - 8<sup>th</sup> grade: 8/31
    - 7<sup>th</sup> grade: 9/7
    - 6<sup>th</sup> grade: 9/14
    - 5<sup>th</sup> grade: 9/21
    - 4<sup>th</sup> grade: 9/28
    - 3<sup>rd</sup> grade: 10/5
    - 2<sup>nd</sup> grade: 10/12
    - 1<sup>st</sup> grade: 10/26
    - Kinder: 10/19
    - Pk4: 11/2
    - Pk3: 11/9
    - Pk2: 11/16
  - Dr. Constantino
    - Open discussion
    - Meeting Adjournment

### **IMPORTANT DATES TO REMEMBER (SEPT/OCTOBER)**

- September 4: No School / Labor Day
- September 1: Early Dismissal & Regular Dress Down Day
- September 5: School Pics Prek3, 1<sup>st</sup> & 4<sup>th</sup> grades
- September 6: School Pics Prek4, 2<sup>nd</sup> & 5<sup>th</sup> grades
- September 7: School Pics Kinder, 3<sup>rd</sup>, 6<sup>th</sup> & 7<sup>th</sup> grade
- September 11: Patriotic Dress Down Day & 9/11 Mass
- September 14: H.S.A Meeting (Zoom)
- September 15: Parent Social
- September 16: Auditions for Thespian Play
- September 22: 5<sup>th</sup> Grade Bible Blessing
- October 4: Pet Parade
- October 5: Kinder Angel Mass & Yellow & White Dress Down Day
- October 6: No School/Professional Day
- October 9: No School/Columbus Day
- October 12: H.S.A Meeting (in person)

- October 13: Rite of Enrollment Mass
- October 18: St. Brendan Academic Olympics
- October 20: Hispanic Festival and Dress Down
- October 21: Trunk or Treat
- October 24: Color Run
- October 25: Pink Dress Down Day
- October 26: Pumpkin Patch (Pk2-K) & Orange Dress Down Day
- October 31: Costume Day and Boo grams to be distributed

**Dress Down Day Schedule (subject to change)**

9/1/23	Early Dismissal DDD
9/11/23	Patriotic DDD Red, white, or blue shirt with jean
10/5/23	St. Jude DDD Yellow or White shirt with jeans
10/20/23	Hispanic DDD (await instructions from teacher)
10/25/23	Breast Cancer DDD Pink/White shirt with jeans
10/26/23	Fall DDD Orange or fall color shirt with jeans
10/27/23	Orange T Shirt Dress Down Day
10/31/23	Costume Day for Pk2- 2 <sup>nd</sup> grade Theme Day for 3 <sup>rd</sup> grade and up(await instructions from teacher)
11/3/23	Early Dismissal DDD
11/10/23	Patriotic- Red, white, or blue shirt with jeans
11/17/23	Fall colored shirt with Jeans (no shorts)
12/1/23	Early Dismissal/Spirit DDD (Green or White shirt with jeans) Wacky Week Kick off
12/4/23	Pajama Day
12/5/23	Tacky Tuesday
12/6/23	Western Wednesday
12/7/23	Sports Day- team shirt or jersey with jeans (no shorts)
12/22/23	Christmas- red, green or white shirt with jeans (no shorts)
1/12/24	Early Dismissal DDD
1/29/24	Patriotic- red, white or blue shirt with jeans

1/30/24	Career day for PK2 - 2 <sup>nd</sup> grade
2/1/24	Spirit Day- P.E Uniform with green accessories
2/2/24	Early Dismissal DDD
2/13/24	Valentine DDD Red, pink or white shirt with jeans
3/1/24	Early Dismissal DDD
3/4/24	Dr. Seuss' Birthday- wait for grade specific instructions
3/14/24	Thespian Play- Show Theme shirt with jeans
3/26/24	Spring colored shirt with jeans
4/12/24	Early Dismissal DDD
5/3/24	May Crowning (2nd grade in Communion outfits, 8th grade in Spring outfits, rest of students in Uniform)
6/4/24	EOY BBQ -P.E Uniform for all

**Mass Grade Schedule (subject to change)**

8/25/23	7 <sup>th</sup> Grade Mass
9/1/23	8 <sup>th</sup> Grade Mass
9/8/23	4 <sup>th</sup> Grade Mass
9/11/23	6 <sup>th</sup> Grade Mass
9/22/23	5 <sup>th</sup> Grade Mass
9/29/23	7 <sup>th</sup> Grade Mass
10/5/23	Kinder Mass
10/13/23	8 <sup>th</sup> Grade Mass
10/20/23	7 <sup>th</sup> Grade Mass
10/27/23	6 <sup>th</sup> Grade Mass
11/1/23	1 <sup>st</sup> Grade Mass
11/10/23	6 <sup>th</sup> Grade Mass
11/17/23	2 <sup>nd</sup> Grade Mass



12/1/23	4 <sup>th</sup> Grade Mass
12/15/23	4 <sup>th</sup> Grade Mass
12/22/23	5 <sup>th</sup> Grade Mass