



**2017-2018 SJCS HSA  
Board Meeting Minutes  
August 17, 2017 8:00 a.m.**

**Location of Meeting**

Parish Hall  
3619 Toledo Road  
Jacksonville, FL 32212

**Present at Meeting**

Sherri Worman, Michelle Chaffin, Brian Wheeler, Tina Wright, Susan Madden, Humberto Orsono, Elsa Orsono, Jeanette Yates, Mike Huttenlocher, Kati Sowada, Beth Porkert, Maile Dooley

**The regular meeting of the Home and School Board of San Jose Catholic School was called to order at: 8:05 a.m. Thursday, August 17, 2017 at the Parish Hall by Sherri Worman. Sherri welcomed us to the meeting.**

**Prayer to start meeting:** Led by Brian Wheeler

**Agenda and Minutes**

The agenda for the meeting was electronically distributed among the members and is attached to these minutes.

**Principal's Report:**

Mr. Wheeler reported that enrollment is down to 443 students (wanted 450-460), with 273 families in total – 27 of which are new families this year. We have welcomed several new teachers this year including John Csorba as our music teacher, Blair Wood as the pre-k – 5<sup>th</sup> Spanish teacher, Veronica Bolado as the middle school Spanish teacher, Mrs. Corrigan as our Middle School math teacher while Mrs. Montvilas is on maternity leave, Brenda Bateh in learning support for kindergarten and Karen Bridges is the assistant in both kindergarten and 1<sup>st</sup> grade this year.

Mr. Wheeler discussed the new school policy requiring all volunteers, including those on the HSA Board, to log their hours in the RenWeb system. This new policy provides that the only exemptions from this requirement are the HSA Executive Board members and the Chairs of our four major fundraisers: Fall Festival, Golf Tournament, Fun Run and Spring Fest. There was discussion regarding the possibility of

other positions that would warrant the exemption and Mr. Wheeler is willing to consider additional exemptions with further discussion on an individual basis. It was also mentioned that RenWeb is still showing last year's hours. Mr. Wheeler and Susan Courtney to follow up on this.

One additional change to the volunteer hour policy pertains to the exchange of gift cards for volunteer hours. As a result of accounting difficulties encountered in tracking the collection and use of gift cards, gift cards will no longer be accepted in exchange for hours. Mr. Wheeler, Sherri, Beth and Tina are to follow up with Donna to determine if gift cards can be taken as straight donations and used for teacher gifts, the apple wish lists, Bingo prizes, etc. The results of their conversation will be presented at the next board meeting.

We discussed the possibility of sending home quarterly reports of families' volunteer hours to as a reminder to log all hours worked and the balance of hours needed for the year.

Mr. Wheeler reported that due to popular demand the school is going back to a hard copy family directory this year and that process is underway.

#### **Treasurer's Report:**

Tina Wright reported that she is currently working on budgets and will be emailing individual budgets to event chairs. The tax exempt form is available and can be obtained by emailing Tina.

#### **Review of Old Business:**

Sherri Worman reported that Kari Ducali did a fantastic job with the Welcome Back Faculty Breakfast and Mr. Wheeler concurred. She also reported that the Meet & Greet was well attended and HSA's used uniform sale collected over \$600. The Parents Welcome Back Coffee was also very well attended.

Michelle Chaffin reported that the New Family Orientation, led by Carol Turner, Michelle, Diana Cratem and Mr. Wheeler, was very informative and most of our new families were able to attend. Michelle reported that Diana is coordinating new family ambassadors to be assigned to our new families.

It was also reported that a request for donations posted in the Church bulletin (thank you Jeanette Yates for drafting) resulted in donations of over \$600 for shipping costs to send old uniforms to the Missionaries of the Poor in Haiti and Jamaica and Jesucristo Trabajador in Bogota. The cost to ship one box to these countries is approximately \$63 and we had over 10 boxes of uniforms to be shipped. Thank you Diana Cratem for taking on this mission!

#### **Review of New Business:**

**2017-2018 List of Positions and Contact Information:** We are currently seeking Chairs for Box Tops and the Mother/Son event. Susan Madden graciously agreed to be our Secretary this year.

Jeanette Yates explained the duties of her new position, Communications Director. She is experienced in many marketing areas including social media, website design and print graphics and will be assisting HSA and the event chairs in these areas as well as developing sponsorship request packets upon request. She will also be our point person for acknowledging donations and gifts to our school community through thank-yous and donation letters. She would also like to update the school's Facebook page. We are excited to have Jeanette assist us in this new position this year.

### **HSA Document Updates:**

Sherri Worman reported that the new HSA Calendar is available on the school website. She circulated the new Finance Procedures that pertain to submitting check requests and requesting cash boxes for events. Kara Heer has updated the Check Disbursement form available online. A request was made to post an easy jotform link on the website as well. Sherri will be electronically circulating a Lesson Learned form to the chairs of last years' events. Everyone agreed that gathering information from prior chairs as to what worked and didn't work with an event was an invaluable resource to us going forward.

Homeroom Parent applications are due on August 18, 2017. Mr. Wheeler will be reviewing applications with the Homeroom Parent Coordinators Kati Sowada (Pre-k – 3) and Jenny Spinelli (4-8). The Homeroom Parent meeting will be Monday, August 28<sup>th</sup> at 8:00 a.m.

### **Fundraising Events:**

The following events are scheduled:

- TaxSlayer Bowl Ticket Drive to start September 1<sup>st</sup>. Chair: Celia Nass
- Fall Festival: Oct. 20<sup>th</sup> Chair: Amanda Sleiman. Michelle Chaffin advised that planning is well underway and the committee is working on new ideas for fun and entertainment. She sought input on having a petting zoo again this year. While there are certainly those that enjoyed this activity, it was decided not to continue it this year. The DJ will have more games and be more interactive with the kids. It was discussed that the Bungee jump needs to cap ticket sales and have a cut-off time. Parents last year were upset because they were standing in line when the jump closed down at the end of the night. Parents requested their money be refunded at the ticket tables. There is a new Risk Manager for the Diocese and we're told that inflatables are not allowed, but Michelle is working on that. Michelle also reported that HSA is looking at the possibility of having babysitting available for volunteers during fall festival set-up this year for SJCS students only. The hope is that providing this service will make it easier for our volunteers.
- TPC Ticket Drive: Nov. 1<sup>st</sup> Chair: Adriana Shoemaker
- Box Tops: A chair is needed for this fundraiser.
- Spirit Wear: Kellie Huttenlocher sent in a report that she and Coach Bergin are working together this year and they have new designs in the works. She expects to send out a flyer soon.
- Golf Tournament: Dec. 4<sup>th</sup> Chair: Mike Huttenlocher. We are excited that Mike has agreed to undertake this event this year, and his co-chairs will be Kara Heer and Kate Davis. Mike will be sending out a Save-the Date flyer so everyone can get this event on their calendars. Mr. Wheeler has talked to Larry Chase regarding recruiting the Knights of Columbus members to play.

## **Special Events:**

The following Special events are scheduled for the Fall:

- Pre-k/K Ice Cream party: August 27th Chair: Beth Porkert. Beth reported that this event will be on a Sunday afternoon. Look for a flyer in Friday Folders soon. We are hopeful that our families will join us for this fun event. Beth will be ordering 5 cases of ice cream (any unused ice cream bars will be put towards Bingo. There was some discussion about HSA purchasing large drink dispensers for use in the future for water and other drinks as a cost savings measure.
- Homeroom Parent Meeting: August 28<sup>th</sup> 8:00 a.m. Chairs: Katie Sowada & Jenny Spinelli.
- Family Bingo Night: September 8<sup>th</sup> Chair: Beth Porkert. A flyer in your Friday Folders is coming soon. Beth sought input on new prize ideas given the policy change regarding the use of gift cards for volunteer hours. Mr. Wheeler was concerned that we have too many jeans days and we need ideas for prizes that don't interrupt the teacher's schedules. Mr. Wheeler will be calling bingo again!
- Jr. High School Dance: Sept. 23<sup>rd</sup> Chair: Maile Dooley. Maile reported she is working on a Coachella theme this year. She is also considering instituting a "no cell phone" policy during the dance. Michelle will help with contacting the DJ and Photo Booth vendors.
- Mother/Son Outing: Nov. 4<sup>th</sup> We are looking for a chair for this event
- Family Movie Night: Nov. 17<sup>th</sup> Chair: Nikki Hawkins. Sherri reported that Nikki is seeking input on whether to have one movie or two on a night – one for younger and one for middle-school students. The Knights have expressed interest in also doing a movie night. The idea was raised to see if we could do a join event with dinner and a movie. It was also suggested that our families might enjoy an outside movie with an inflatable screen where they could bring a picnic dinner. These ideas will be explored.
- Santa's Workshop (Pre-k 2, 3,4 & K): Dec. 14<sup>th</sup>. Chair: Lucia Allen

## **Time of Next Meeting:**

The next meeting will be held on Thursday, September 7<sup>th</sup> at 8:00 a.m. in the Parish Hall.

**The meeting was adjourned at 9:15 a.m. by Sherri Worman**

**[Minutes were electronically circulated]**



### **2017-2018 SJCS HAS Board Meeting Agenda**

Meeting Date: August 17, 2017

Meeting Time: 8:00

Opening Prayer  
Principal's Report  
Treasurer's Report

Brian Wheeler  
Brian Wheeler  
Tina Wright

#### **OLD BUSINESS**

- Welcome Back Faculty Breakfast – Kari Ducali
- Meet & Greet – Sherri Worman & Diana Cratem
- Welcome Back Coffee – Sherri Worman
- New Family Orientation – Michelle Chaffin & Diana Cratem

#### **NEW BUSINESS**

- **2017-2018 List of Positions and Contact Information:** Openings
- **HSA Document Updates:**
  - HAS Calendar
  - Finance Procedures
  - Lessons Learned Forms
  - Homeroom Parent Applications due August 18<sup>th</sup>
- **Fundraising Events:**
  - TaxSlayer Bowl Ticket Drive – Celia Nass
  - Fall Festival: Oct 20<sup>th</sup> – Amanda Sleiman & Michelle Chaffin
  - TPC Ticket Drive: Nov 1<sup>st</sup> – Adriana Shoemaker
  - Box Tops:
  - Golf Tournament: Dec 4<sup>th</sup> – Mike Huttenlocher/Kara Heer/Kate Davis
  - Spirit Wear: Kellie Huttenlocher
- **Special Events:**
  - Pre-k/K Ice Cream Party: August 27<sup>th</sup> – Beth Porkert
  - Homeroom Parent Meeting: August 28<sup>th</sup> – Katie Sowada & Jenny Spinelli
  - Family Bingo Night: September 8<sup>th</sup> – Beth Porkert
  - Jr. High School Dance: September 23<sup>rd</sup> – Maile Dooley
  - Teacher Treat: Nov. 3<sup>rd</sup> & Dec. 1<sup>st</sup>
  - Mother/Son Outing: Nov. 4<sup>th</sup> – Carolina Wheeler
  - Family Movie Night: Nov 17<sup>th</sup> – Nikki Hawkins
  - Santa's Workshop (Pre-k 2, 3, 4, & K): Dec. 14<sup>th</sup>
- **School Projects:**
  - Campus Beautification: Oct 14<sup>th</sup> – Kameron Branon

#### **NEW OPPORTUNITIES/IDEAS/SUGGESTIONS**