



**2017-2018 SJCS HSA  
Board Meeting Minutes  
September 21, 2017 8:00 a.m.**

**Location of Meeting**

Parish Hall  
3619 Toledo Road  
Jacksonville, FL 32212

**Present at Meeting**

Sherri Worman, Tina Wright, Susan Madden, Jeanette Yates, Mike Huttenlocher, Beth Porkert, Maile Dooley, C.J. Allen, Jenny Spinelli

**The regular meeting of the Home and School Board of San Jose Catholic School was called to order at: 8:00 a.m. Thursday, September 21, 2017 at the Parish Hall by Sherri Worman. Sherri welcomed us to the meeting.**

**Prayer to start meeting:** Led by Beth Porkert

**Agenda and Minutes**

The agenda for the meeting was electronically distributed among the members and is attached to these minutes. A motion to approve the August meeting minutes was made by Beth Porkert and seconded by Tina Wright. The minutes were approved.

**Treasurer's Report:**

Tina Wright that she continues to work on budgets with event chairs. Deposits and expenses from the Jr. High School Dance are not yet in. Current HSA balance is \$10,699.59.

**Review of Old Business:**

Beth Porkert reported that the Pre-k/K Ice Cream Party was a success. Sunday was a good day for this event and people were very receptive. There was no negative feedback and had a good time.

Jenny Spinelli reported that the Homeroom Parents Meeting went well. The Sign Up Genius went out for Teacher Treats and it is full. Due to Hurricane Irma, the Homeroom Parent letters for some grades have not yet gone out.

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

There was further discussion on donations for hours. We have confirmed that no gift cards will be permitted in exchange for hours, but parents can donate items for the classrooms or classroom events (plates, cups, food, etc.) and receive hours credit. There is still a question as to whether gift cards are acceptable for fall festival and Sherri Worman will follow up with Donna Carle.

HSA forms are going to be uploaded by Carol Turner. Susan Madden will follow-up with her. We also need to upload the Cashbox request and maintenance forms.

#### **Upcoming Events were discussed as follows:**

- Fall Festival
  - Inflatables are a go
  - Babysitting on Friday during set up has been approved
  - Tina Wright is still waiting for the requests for the deposits and will follow up with Amanda Sleiman.
  
- Golf – Mike Huttenlocher
  - Save-the Date to go out in early October
  - Website will be active in mid-October
  - Sponsorship pricing being reviewed
  - Want 120 participants but can push to 144
  - Pricing not changing from last year, still \$150
  - Reaching out to some of the same sponsors from Spring Fling (double reach-out for the year)
    - Considering possible double package for the year?
  - Trying not to hit the same 3-4 people, but will if he must. Would like to get more of the new families involved
  - John Namen - Mercury Carpet is a possible donor.
  - Brian Wheeler to check with Mike Giddens who was trying to get an alumni database together.
  - Tina Wright is talking to Jane Green regarding cigar donations.
  
- Family Bingo Night – Beth Porkert
  - Scheduled for 1/6/18

- Want to make it bigger since we missed the September bingo due to Irma
- All pre-pay checks are being sent back to the families in the Friday Folder for 9/15 event that was cancelled
  
- Junior High Dance – Maile Dooley
  - 57 sign-ups so far. No plans to reschedule
  - Another e-mail blast to go out today letting kids know they can pay at the door
  - A poster will be place on the sidewalk tomorrow
  - Have enough volunteers - Including for decorating from 10-1 on Saturday
  - Will have free refreshments, candy bracelet station, giant Jenga tower, photo booth, and a VW bug outside.
  
- Santa’s Workshop – CJ Allen
  - Funding is a big concern as it doesn’t make money. Is it possible to take donations at the door?
  - Sign-up genius will be sent to pre-K looking for donations for art supplies
  - Still looking for a coffee truck
    - Vagabond is now a brick and mortar store
    - Flying Sausage is a possibility
  - Train is still the most popular item
  - Still planning on music – Carol can help
  - Tina Wright has blow-ups to use
  - Beth Porkert mentioned it is good to have Santa in Mrs. Karel’s classroom
  
- Red Room – Maile Dooley
  - There’s a need to have a Red Room clean-up day in advance of Fall Festival so folks will be able to find necessary supplies, and hopefully reduce the need to purchase additional decorations.
  - Sign-up Genius to clean up the room needs to go out as soon as possible and thinking of piggy-backing with Campus Beautification day
  
- Beth mentioned the need for a few extra keys in the office for the concession stand to enable us to get to the copier. Also need a signup sheet for the keys
  
- Logos with transparent background – check with Billy Clifford
  - Beth would like the logos to go into our HSA upload
    - Kerry Brophy mentioned she has access to the logos and programs

**Time of Next Meeting:**

The next meeting will be held on Thursday, October 5th at 8:00 a.m. in the Parish Hall.

**The meeting was adjourned at 8:40 a.m. by Sherri Worman**



### 2017-2018 SJCS HSA Board Meeting Agenda

Meeting Date: September 21, 2017

Meeting Time: 8:00AM

Opening Prayer	Brian Wheeler
Approval of August Minutes	Sherri Worman
Fall Festival update	Amanda Sleiman
Principal's Report	Brian Wheeler
Treasurer's Report	Tina Wright

#### OLD BUSINESS

- Pre-k/K Ice Cream party: August 27th – Beth Porkert
- Homeroom Parent Meeting: August 28<sup>th</sup> - Katie Sowada & Jenny Spinelli

#### NEW BUSINESS

- Update on donations for hours policy – Sherri Worman
- HSA Documents on website - Susan Madden
- **Fundraising Events:**
  - Golf Tournament: Dec. 4<sup>th</sup> – Mike Huttenlocher/Kara Heer/Kate Davis
  - TaxSlayer Bowl Ticket Drive – Celia Nass
  - TPC Ticket Drive: Nov. 1<sup>st</sup> – Adriana Shoemaker
  - Box Tops
  - Spirit Wear: Kellie Huttenlocher
- **Special Events:**
  - Family Bingo Night: September 15<sup>th</sup> - Beth Porkert
  - Jr. High School Dance: Sept. 23<sup>rd</sup> – Maile Dooley
  - Teacher Treat: Nov. 3<sup>rd</sup> & Dec. 1st
  - Mother/Son Outing: Nov. 4<sup>th</sup>
  - 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