



Parent School Association

Meeting Agenda- October 14, 2020 6:30 pm

Virtual Meeting – Google Meet Link - <https://meet.google.com/hhg-vsqa-omu>

Ann Kenyon
Lisa Collias
Hamsa Kiryakoza
Joanna Bevins
Nadine Nasrallah
Andrea Pomaranski
Roseanne Waack
Angela Roelofs
Erica Cusick
Alisha Hamblen
Becki Westemeier
Stacey Virga
Jennifer Karim
Andrew Broessel
Cheska Carnacchi
Farah
Gabe Diaz
Jessica Michniacki
Kelly Rockwell
Larah Barcelon
Lisa Markou
Meagan Shafto
Monica Higgins
Monica Kiryakoza
Nadine Nasrallah
Noor Kassab
Kim Cantillion
Nelda Shunya
Samantha Wren
Tami DelCorvo
Jen Kalis
Betsy Gabrish

To provide a school environment in which Christ is encountered, and discipleship is fostered through the teaching and practice of Catholic traditions, values, and doctrine, while challenging each student to academic excellence.



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Opening Prayer – Hamsa Kiryakoza

- 1.) Trunk or Treat Debrief (Nelda)
 - a. Went well even with the three separate groups
 - b. **ACTION → Nelda** will be sending picture to Lori to add to Facebook and include in the yearbook
- 2.) Virtual Santa Shop Update (Stacey)
 - a. Shopping will be 11/16-11/30/20
 - b. All shopping will be online. Prices range from \$1-\$4/item
 - c. Items will be sent to individual homes. There is a shipping charge or free for order more than \$35
 - d. If we are in person, we may have kids make gift tags and/or hand out candy canes
- 3.) PSA Process for budgeting & reimbursement (Lisa)
 - a. Audit completed
 - i. Issue: we write out a lot of checks
 - ii. Resolution: **all** receipts must be included with one reimbursement form and **one** check will be made out to the purchaser. Form and All receipts must be submitted within 7 day of the event. Receipts must be **originals**, not pictures.
 - b. Lunch reimbursement checks were mailed out on 9/29/20.
 - c. Current 2020 budget = \$7,700
 - d. The BOD needs to meet to review budget before any new programs can receive funding
 - e. **ACTION → LISA** post reimbursement form
- 4.) Hospitality House Stocking Stuffer (Ann)
 - a. Due to COVID, The Hospitality House is asking for Monetary Donations instead of providing us with an actual shopping list in the past.
 - b. **ACTION → ANN** contact Hospitality House to see if families can donate directly to them to eliminate the exchange of money from the kids->school-> Hospitality House. The school is trying to minimize cash/check handling as much as possible.
 - c. **ACTION → LISA** look into Venmo – Monica Higgins will be happy to help
- 5.) Kendra Scott Virtual Fundraiser (Roseanne & Tami)
 - a. 11/13-11/14/20 – National Kindness Day
 - b. 10% off your purchase and 10% of purchase price will go to St. William
 - c. We will be given a code that can be shared with friends & family to shop with over the 2 days. Shopping can be done at the store or online
 - d. Concern – there are many upcoming events, should they all take place during the holiday season?
 - e. **ACTION → Ann** to set up a Survey to Vote for upcoming events



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- 6.) List of businesses that have supported PSA or school families with businesses (Ann & Lisa)
- How can we thank them?
 - Add businesses that have helped us/donated to us to in a Directory and send it to our St. William families so they may patronize those places
 - Create a card --- St. William Thanks you for your support over the years, can we have the kids to create cards for Christmas to create Thank You Cards
- 7.) Parent Teacher Conference Luncheon (Ann & Betsy)
- a. 11/24/20 – Franchesca Lousia’s family will provide lunch
 - b. Teachers have been provided the menu, order needs to be placed 2 days in advance and will be delivered to the school.
- 8.) Annual School Fundraiser (Betsy)
- a. This year we will host a **Fun Run** as our annual fundraiser. This will be scheduled for late spring
 - b. Angela & Betsy have secured sponsors last school year that have confirmed they will continue to sponsor the event this year.
 - c. Angela has secured a company to create the website to manager the event.
 - d. Just need a committee member from PSA to work with the company and organize date/location
 - e. This can be done virtually if needed
 - f. Need volunteers to help with the event and create a tiered reward system i.e. for every \$50 raised, you will get 5 minutes extra recess or popsicle’s
 - g. **ACTION → Betsy/Lisa** – re-review fundraiser with the Stewardship Committee. Angela confirmed that the Stewardship committee approved this is fundraiser last year, but will still need to be reviewed with them again this year.
 - h. Target date for the event → Month of May
- 10.) Other Open Items
- a) Crusader wear for Christmas – May run a discount and other items to purchase for the holidays

11.) Next PSA Meeting: Wednesday, 11/11/20 6:30 pm. Virtual Link will be sent ahead of meeting.

Reminder: Dress Down Day tomorrow for students whose parents attended the meeting.