

FSA MEETING MINUTES

September 7, 2023

Board Members: JP Paonessa - Prayer (Ellie) and Board Member Introductions

Ellie Paonessa - Vice Chair Prek-4th
Graziella DeMaria - Vice Chair 4th-8th
Nicole Pellegrini - Secretary
Jessica Perez - Treasurer

Meetings will typically last 30-40 minutes, with time afterwards for parents to get together to discuss/plan their events.

Old business:

- Ice Cream Social
 - Great success despite the heat!
 - Budget was \$650, Actual spend \$200 for DJ reimbursement
 - Limited budget spend due to many donations by 8th grade volunteers and Massa/Vero Gelato.
 - How to thank donors? Support their business!
 - Collaborative effort with other SLS committees, i.e. Athletics (create shared list of vendors/donors, including event dates and note how often we call on for support)
 - Create a packet for vendors (other opportunities to get involved with SLS)

ACTION: JP and Jessica to discuss further with Heather (Athletic Committee) and Mr. DiMarco

Chair's note: FSA is not a fundraising committee. Our goal is work within our means, planning and executing events within the budget set forth at the start of the school year. We rely mainly on the FSA fee (\$30) which every family contributes as well as long-standing fundraisers like Uniform Sales and Bearcats Dine Out.

- 1st Bearcats Dine Out at Tacos 76
 - \$362 raised - 20% of sales
 - Goal moving forward: \$400
 - IDEA: Coordinate with Athletic Games Calendar to add BDO dates (within the vicinity that makes it easier for families to dine in between home games, especially basketball season).
 - FSA wants to be respectful of the Athletics Committee and not impose a fundraising opportunity at SLS during athletic events. We are available for support.

New business:

- 9/27 Bearcats Dine Out - Firehouse Subs
 - Full line up to be posted on FB page
- 10/28 Trunk or Treat (hosted by 2nd Grade)
 - Initial planning to begin soon Ellie Paonessa and class coordinators taking the lead..

- 10/31 Halloween Class Parties
 - Budget is \$75 per classroom or \$150 per grade
 - No more than 2-3 parents in each classroom, ask your teacher if she/he has a preference
 - Coordinators and Room Parents should plan together so that parties are similar (within that grade). Typical class party includes a game and/or craft, snacks, etc. Check with parents or teachers regarding food allergies.

Reminders:

- [See list of 2023-24 events here.](#)
- Room Coordinator Expectations
 - Room coordinators are the head communicators between FSA Vice Chairs, the room parents, and the teachers. They lay out the expectations for all activities, including events hosted by their grade.
 - 2 room coordinators per grade (1 per class), working together to plan identical classroom parties and using Sign-Up Genius as the most effective tool to set a plan/itinerary for the class party as well as supplies needed.
 - Vice Chairs will reach out to room coordinators before the class events (ideally 3-4 weeks before the date). This will include a budget (\$75 per class/ \$150 per grade), reminders for reimbursement (7 days to submit receipts).
 - Stick to your plan and time-frame for the event. Communicate class party plans to the teachers.
 - Room parents are to reach out to the coordinator before a Sign-up Genius is created if they have any ideas for classroom parties.
 - Once the Sign-Up Genius is sent by room coordinators we can not make changes.
 - No surprises! Only room parents who signed up to volunteer (in the classroom) for the class party can be present (2-3 volunteers/party). Volunteers can not add any surprise activities the day of the party. Volunteers must follow the itinerary given by the room coordinator.
- Teacher Birthdays
 - Coordinators are asked to organize a class gift for their teacher. A spreadsheet with teacher interests will go out this weekend, it will include birth dates and helpful notes to get to know your teacher's likes. Coordinators should ask all parents in the class to contribute. Ideas include monetary contribution towards gift cards, having students make cards, flowers, etc. Anything to brighten the teacher's day and show our appreciation. This is fully funded by parents, not FSA. (FSA will coordinate and brainstorm on how to celebrate the staff that do not have classrooms; such as maintenance, student counseling, and any other positions we can think of to make sure everyone is included)
- Virtus Training
 - Required for all volunteers
 - www.virtusonline.org
 - New volunteers: in-person opportunity on 9/14 at 6:30pm
 - Returning volunteers, submit updated paperwork online
- Mentor Family Initiative
 - Proposed idea by a newer SLS mom for pairing new families with seasoned families at the start of the school year (a. events b. Point of contact at

drop-off/pick-up c. family volunteers to Dine-in & connect with new families at Bearcats Dine Out)

- Mr. DiMarco: Class Tag School-Wide Directory
 - TBD Invitation
 - Create separate chats if needed to plan/communicate without teachers (ie. Birthdays)

- Adjourn
 - Next meeting- Thursday, October 5th at 7:00 PM