

**Hawes HSA Meeting
September 9, 2015
Hawes Library**

Attendees: Laura McGrath, Colleen Tansey, Diane Michaelson, Hayley Gluck, Valerie Auyeung, Laura Waisnor, Erica Webb, Kelly Ashford-Westdijk, Crystal Kaufman, Chris Kaufman, Jessica Pickholz, Jill Kaye, Jenn Tozzi, Trisha Piotrowski, Olga Burton, Maggie Saladino, Dana Feeney, Karen Battaglia, Lisa Faris, Kerry Olson, Deb Ryen, Christie Fitzgerald, Cara Lane, Erin Marazzo, Annmarie Loffredo, Stacey Kliesch, Sheri Ann Haug, Irene Yurgelonis, Deena Atlas, Laura Benner, Rosemary McCotter, Suzanne Ruane, Reem Iqbal, Christy Lawson, Dr. Semendinger

Minutes

Co-President Report

HSA meeting was called to order by Colleen Tansey at 7:32pm. The new board was welcomed and introduced individually. Colleen provided an update on some of the work that had been done around the school during the summer. There was some new landscaping and shrubs planted at the front entrance with the help of Suzanne Ruane, Mr. Otterstedt, Laura McGrath and Colleen Tansey. Additionally, the Dad's night group spent time weeding and cleaning up the existing landscape. The Boy Scout pack 33 under the direction of Reem Jaber Iqbal, recently planted mums around the school grounds as well.

Colleen recognized the gifts purchased for the school by the outgoing HSA board which included new chairs, microphones and a freezer. Additionally, she explained that there will be some work put into organizing the current Lost and Found area at Hawes. At times, it's overflowing with items and the current plan is to provide

some shelving and/or cubbies that work within the fire code standards for the hallway. Additionally, there is a plan to provide some photos as a plan to beautify the hallway.

Laura McGrath then highlighted some of the new changes and fundraising that would be taking place this year. Kidstuff books will not be sent home in backpacks, rather they will be offered for purchase at the Back to School nights this year. We will no longer continue with the Polar Bear club, as it has been a struggle to find volunteers and provide consistency for all classes. Instead, the HSA will be purchasing board games for each class (grades 1-5) to be used during indoor recess. The “No-Cook Fridays” fundraiser will return this year in conjunction with Parkwood Deli. This event will take place on December 11th and March 18th. \$5.00 will be donated to the HSA for each family meal purchased. The adult Mix and Mingle event will also have some changes. We will not play Bunco as in previous years. This year it will be held at Park West Loft on November 13th. Certain adult beverages and passed hors d’oeuvres will be available. Backyard Living will hold a fundraiser supporting the Hawes HSA at their store on April 6th. We will bring in refreshments and 15%-20% percent of purchases will be donated back to the Hawes HSA. On May 19th, we will hold a fundraiser for the Hawes HSA at Applebee’s. Finally, the International Fair was discussed. The current plan is to move this February 19th event to BF middle school to provide more space for attendees. However, we are waiting on confirmation and will update once the meeting space is confirmed.

Co-Vice President Report

Olga Smilon began the V.P update explaining that folders for each committee chairperson are available. Each folder includes an HSA calendar and information specific to the committee as well as a list of accounting procedures. If your event requires a cash box, please contact the HSA treasurers in advance. All flyers for events must

be submitted to the HSA Presidents for review who will then submit to Dr. Semendinger for final review.

Olga also announced the launch of our new Recycling program. Children will be involved and it will hopefully create excitement for them about recycling.

Co-Treasurer Report

Hayley Gluck began the Treasurer's report by stating that all check requests and requests for reimbursements be made at least 7 days prior to the event. Reimbursements come through the mail via TD Bank. Please send Hayley an email if you need the check quickly and she'll expedite if possible. Additional forms are available on the Hawes website.

Valerie Auyeung added that petty cash is available for events with advance notice. She advised all committee members that they should find deposit forms in their committee folders. The forms should be given to Val directly or put in the HSA box in the office. Please be sure to list all checks on the deposit form and sign and date before submission. Additional deposit forms are available on the website. Finally, be sure to use tax-exempt forms on your purchases.

Diane Michaelson also added that as a Corresponding Secretary, she is in possession of the BJ's card. Please contact her if you'd like to use for your event.

Hayley Gluck that presented the HSA expense budget. The two co-Treasurers reviewed the budget over the summer. Hayley explained that the budget they were presenting was only the expense budget and they did not budget for income on this form. Hayley highlighted the different categories of expenses including the fundraising expenses. If any chairs have questions about the budget or the budget history for their event, please feel free to

contact the co-Treasurers. The cash left in the bank at the end of the 2014-2015 school year is sufficient to cover the expenses for the 2015-2016 school year. The goal for this year is to raise enough to do the same for next year.

Committee Reports

Drama Club

Stacey Kliesch reported that the Drama Club is working with the Backyard Players. This year's performance will be open to all students in grades 3-5. Parents can volunteer for certain aspects, however, the company will take care of most aspects such as supervision and costuming. The cost is \$150.00 per student payable to the Backyard Players and \$25.00 payable to the Hawes has to cover videographer, a DVD, the cast party and sound. The show will held at Hawes, and the Buzz meeting (students only) will be on Friday 9/18 from 3-4pm. The commitment meeting will be held on 9/29. Weekly notices will be sent from The Backyard Players to parents. The Parent information meeting will be held on Friday 10/2 at 4:30pm. Please e-mail Stacey Kliesch with any questions.

Rosemary McCotter inquired if all kids would be required to be there from 3-5pm on both practice days. Stacey explained that The Players will work with students based on the roles they have the show, however, students should plan on being available both days during the practice times (even though they may not be required to stay for the duration of the rehearsal).

Hawes Under the Stars

Dana Feeney reported that the planning for the 3rd annual Hawes Under The Stars is well underway. Expected to be a fun night. Last year attendance was approximately 300. It will all take place in the front parking lot. The sign up sheet for volunteers is completed and is posted on the Facebook page. It will also be sent

out in this week's "What's Quacking". Pizza will be sold for \$2.00 a slice and water will be distributed. The 5th grade class will have a fundraising bake sale. Please consider volunteering. Former Hawes students now at BF or RHS are also welcome to volunteer. The committee is requesting that all students wear their Space Week shirts from last year and that the current Kindergarten children wear yellow. Finally, we will be selling rubber ducks for a contest 1/\$5.00 and 3/\$10.00.

Laura McGrath added that the event is rain or shine as we will move indoors in the event of rain. Irene Yurgelonis requested that parents donating to the bake sale provide original packaging or ingredient lists of the baked goods donated in the event questions arise regarding food allergies.

Box Tops

Miho Grant reported that the Box Top chairperson, Aimee Park, was unable to attend the meeting but that she updated the Co-Presidents prior to the meeting. She plans on doing 3 contests (Fall, Winter and Spring) during the 2015-2016 school year. Winners will have an ice pop party. Class moms should make collection boxes for the classrooms if the teachers don't have one already. This program raised approximately \$1500.00 last year. Please be sure to trim the box top neatly and check the expiration date prior to sending them in with your child.

Grocery Cards

Olga Burton then provided an update on the Grocery Card program. She began her report by thanking Susanne Ruane and Chris Kaufmann for their help. She would like to increase awareness of the program, as it is very easy money earned for the school. There is no extra money out of your pocket to participate in this program. Unfortunately, she only has about 17 families who participate on a monthly basis, which is a very low percentage. The program raised approximately \$3700.00 last year,

though it could be so much more. Cards are delivered to your doorstep. There will be envelopes available at Back to School Night though you can e-mail Olga Burton anytime. There's a basket in the office.

Jenn Tozzi asked about the possibility of ordering online through Community Pass. It was explained that the processing fee on Community Pass would negate the profits.

Olga Burton stated that there will be a table at both Back to School Nights and at Hawes Under the Stars.

Photo Day

Kelly Ashford provided an update on Photo Day which will be held on 10/1 (with a rain date of 10/2). The envelopes will hopefully be in the student's backpacks within the week. Jill Kaye requested that there be advance notification of rain date (perhaps on Facebook). Susanne Ruane requested that parents send their child with a sweater as children tend to be cold while waiting outdoors for their picture to be taken.

Book Fair

Jenn Tozzi presented an update on the Book Fair. The Book Fair will be held October 13-16. The evening event will be on Tuesday. Save the Dates will be going out next week. There will be a volunteer training on 10/8 at 2pm, which will provide cash register training. Set-up will be 10/9 at 2:30pm. Take down will be on 10/16.

Gift Wrap

Lisa Faris reported that the Gift Wrap fundraiser will kick off on September 29th. Parents can order online and either pay online or by check. Orders will arrive in time for holiday gifts.

TIC TOC

Maggie Saladino reported that TIC TOC flyers will be distributed at Back to School Nights. They will also have volunteer sign ups. There will be some supplies available to volunteers. The committee will arrange a volunteer meeting in early October.

Laura McGrath asked if TIC TOC would still be offering its theater presentations at BF. Maggie Saladino stated that information would be provided and that it would be sent out to families via e-notices.

Halloween Bash

The plans for the Halloween Bash are well underway. Lauren Hammerle booked the magician and tickets will be \$8.00 in advance and \$10.00 at the door. There will be an arts and crafts table which will include a paper craft so that the children will have a place to store the prizes earned. Erin Marazzo stated that the food table will provide chips, fruit, snacks, and waters. She asked for permission to make a Witches Brew punch. Dr. Semendinger approved the punch.

Fifth Grade Activities

Olga Smilon gave a report of the happenings on the Fifth Grade Activities. Marianne St. John has volunteered to be the committee treasurer. They just began the due collection. Olga Smilon stated that you're expected to raise between \$10,000 and \$12,000 dollars annually and that the committee relies heavily on fundraising. The committee has arranged a fundraiser through Sweet and Sassy Salon and Spa. They will offer vouchers for haircuts. Please consider buying a voucher and supporting this program. \$5.00 will be donated to the Hawes HSA for each voucher sold and the voucher can be used over a six month period. T-shirts will be sold for the 5th graders to wear at the Fun Run.

Principal Update

Dr. Semendinger began by thanking everyone present for their hard work. He hopes that everyone understands that all the kids and teachers appreciate all that the HSA does for the school.

He stated that he thinks the idea for classroom board games is a wonderful idea. The current policy on recess is to go out as much as possible. However, the games will be put to good use on days when the weather prevents outdoor recess.

Please visit the Lost and Found frequently. There are so many items left behind on a daily basis.

Dr. Semendinger mentioned to committee chairs that they may use the TV in the front lobby for advertising for their event. It's a PowerPoint format and Mr. Trubac has worked on the formatting and has created a blank slide. You would need to format your flyer to fit within the dimensions of the blank slide. If you'd like to advertise, please e-mail Dr. Semendinger, Laura McGrath or Colleen Tansey and they will send you the blank slide for formatting.

Dr. Semendinger stated that everything is in place for the two Back to School nights and that he's looking forward to the opportunity for everyone to come together.

Maggie Saladino asked how much advance notice is needed to advertise on the TV in the lobby. Dr. Semendinger stated that it's possible to have an ad posted within as little as 1-2 days.

Trisha Piotrowski asked Dr. Semendinger about the numbers in the current 2nd grade class. Dr. Semendinger stated that he met with Dr. Fishbein regarding this issue and that we're still within safe

numbers. Other schools in Ridgewood are experiencing numbers that exceed the current limit recommendations. He noted that even with larger class sizes, the teachers are prepared to provide a successful year for all students.

Meeting adjourned.

The next HSA meeting will be on November 11th, 2015 at 9:15am.