

HSA LEAGUE MEETING

Date of meeting: Tuesday, May 18th

Location: Zoom

Minutes prepared by: Theresa Migliaccio, Nikol Puco

Time Start/End: 7:02 pm-8:46 pm

Attendance at Meeting:

Dr. Heinegg

Julianne Grosso

Jennifer Mattesky

James Devlin

Schelli Wilson

Dominic Valli

Danielle Mack

Theresa Migliaccio

Nikol Puco

Tim Ayers

Dana Hunkele

Courtney Nelson

Terri Greenlee

Jessica Wilson

Martha Fava

Louise Fredo

Jenna Hawkswell

Elaine Trusio

Dominique Vetrano

John Bertollo

Stephanie Basile

Mary Ellen Meehan

Deanna Sepe

Amy D'Ambola

Adam Geher

Liz Hart

Agenda:

1. Call Meeting to Order
2. Superintendent Report
3. Board of Education Report
4. Committee Reports
5. Best Practice Sharing
6. New Business
7. Adjourn meeting

Meeting Minutes:

- 1. Called to order by Schelli Wilson**
- 2. Superintendent report:**

-Brian McCarthy, incoming Business Administrator and Debbie Muscara, interim Business Administrator are working on finance guidance to present to the HSAs.

-Dr. Heinegg's last HSA League meeting is today. He thanked the community for their support over the years.

- 3. Board of Education Update**

-The June 14th Board of Education will be honoring Dr. Heinegg and other retirees for their years of service.

4. Committee / Liaison Reports

- **President's Report:**

- Rotation of Big Fundraiser:
 - Fall 2021- Lincoln School
 - Spring 2022- Jefferson School
 - Fall 2022- Washington School
 - Spring 2023- Wilson School
- Principals/HSA presidents to figure out other calendar dates.
- Principals/HSA presidents to provide a wish list of projects that goal based fundraising funds can be used for. Possible School Beautification, building/grounds.
- Google calendar to be created with all district events.

- **Scholarship Fund:**

- Shred it event raised \$5200 which pays for about two scholarships.
- April is scholarship month and the shred it event is their biggest producing event. Please be mindful when planning events as this is their biggest event.

- **Fundraising Liaison:**

- Shared Google calendar for all HSA presidents to contribute to and share.
- Possible color run event in the Fall/Winter.
- Coordination with Lincoln School and their big Fall fundraising event. Lincoln School gets priority over scheduling.
- High school/Middle school students volunteer for service hours. Mr. Devlin will provide contact information for committees.
- Suggestion to pick up Trinity discount cards as fundraising effort. Kiwanis Club already picked up.

- **Social Media Relations:**

- Share any events with Theresa Hunt. She will share on League's social media pages.

5. Best Practice Sharing

- Jefferson School HSA Minutes
 - Meetings will stay hybrid because attendance has increased.
 - Meetings must be recorded recorded.
 - Attendance is taken each meeting & listed in the meeting minutes.

- Minutes, agenda, financial reports sent out to the school community prior to meeting.
- Committee reports part of the meetings.
- Vote taking place, communicated ahead of time.
- Post minutes within a week after meeting.
- Ground rules/protocols are in place and have had a positive impact on meeting content.
- GCMS/JCHS "My School Bucks"
 - Setting up to collect HSA dues.
 - Increase in dues being paid when switched to My School Bucks platform at Middle School and High School.
 - Can be used for different purposes (school trips, fundraising etc...)
 - No handling of checks, cash.
 - Payment reports
 - Free to set up an account.
 - Transaction fee variations.
 - Used in elementary schools for lunches.
- Washington School Treasurer Report
 - Spreadsheet with budget and money spent.
 - The Treasurer's report should be attached and sent out prior to meetings.
 - Should be detailed in the minutes.

6. New Business

Housekeeping

Monthly meetings:

- Agendas, budget spreadsheets should be sent out ahead of meetings.
- Minutes should be sent out to all attendees within a reasonable time frame and shared on your school websites.
- Meetings should be recorded.
- Attendance listed on minutes.

Check Request Forms

- Must submit a form to keep a record of all money spent.

Bylaws

- All Bylaws are going to need to be reviewed and submitted to co-presidents of the HSA League by June 30th.
- Bylaws are reviewed every two years. If there are changes, they need to be presented at a meeting and then voted on

at the next meeting. This is a two meeting process that should involve the entire school community, NOT JUST THE EXECUTIVE BOARD.

- HSA dues must be up to date in order to hold a position on the HSA or be a committee chair.
- HSA presidents should have a list of paid members.

7. Set date for the May meeting

- Next meeting in October TBD

8. Meeting Adjourned at 8:46pm