

# HSA LEAGUE MEETING

**Date of meeting:** Wednesday, October 6th

**Location:** Harrison School

**Minutes prepared by:** Theresa Migliaccio, Nikol Puco

**Time Start/End:** 7:04 pm- 7:59 pm

## Attendance at Meeting:

Julianne Grosso	Dan Cipoletti	Dr. Christopher Conklin
Schelli Wilson	Liz Hart	Elaine Trusio
Terri Greenlee	Jennifer Mattesky	Dana Hunkele
Amy D'Ambola	Christina Yurkosky	Danielle Mack
Nikol Puco	Jeanne Courtright	Roberta Furman
John Bertollo	Mary Ellen Meehan	Adam Geher
Deanna Sepe	Dominique Vetrano	Jenna Hawkswell
Louise Fredo	Jim Devlin	

## Agenda:

1. Call Meeting to Order
2. Superintendent Report (Dr. Christopher Conklin)
3. Board of Education Report (Julianne Grosso / Dan Cipoletti)
4. Presidents' Report (Jennifer Mattesky and Schelli Wilson)
5. Committee Reports (JCHS Scholaship- Terri Greenlee)
6. School HSA Reports
7. Old Business
8. New Business
9. Adjourn meeting

## Meeting Minutes:

1. Called to order by Schelli Wilson 7:04 pm
2. Introduction of Attendees

### 3. Superintendent report:

-Dr. Conklin addressed the HSA tax ID issue. In the past, each HSA was under the school district's tax ID. According to Dr. Conklin, this practice was not correct and needs to be changed. Each individual HSA has to have their own tax ID and file their own taxes each year.

-Dr. Conklin also addressed using SchoolBucks and how access was reduced to the appropriate level for each HSA. This is now a platform that each school can use to electronically collect dues.

-For 2021 tax year, Central Office will be handling the filing of taxes for the local HSA's as it has done in the past. Going forward, each HSA will be responsible for filing taxes and be subject to individual audits as well.

-Dana Hunkele, co-president of the Jefferson School HSA, had many concerns, including the individual cost to each HSA and if guidance would be provided.

-Dr. Conklin offered support from the district to roll out this change gradually throughout the year. Citing that all questions can be directed to Brian McCarthy (the CWC BA) and if he is not able to give specific guidance, then he will work with the district's auditor / accountant to resolve a situation.

-Terri Greenlee, head of the Scholarship Fund, asked about discrepancies that come up in an HSA's accounting and who is responsible. Dr. Conklin said it would be on each individual HSA and the district would be a separate entity from each HSA. He referred to the PTA structure of how an HSA's treasury should be set up.

-Mary Ellen Meehan, co-president of the Lincoln School HSA, asked about the timeline of this change and how surrounding towns handle this. She also asked about the other changes that would happen within the HSA.

-Dr. Conklin said that the transition should be happening but there is no rush to interrupt HSA business. The goal is for all schools to have their EIN by the end of 2021 so that the 2022 finances will all be correct.

-Dr. Conklin explained that the only changes happening involve the tax id change, tax reporting and audit process. The other aspects of the relationship each HSA has with their school and the League remains the same.

-Schelli Wilson, co-president of the HSA League was clarifying that the HSA League was not there to oversee or implement this change for each individual HSA. Brian McCarthy, School Business Administrator, shared a document with the HSA presidents that gives specific guidance on how each school's HSA treasury and business should happen. It also includes details about internal audits. This document will be shared with

the minutes so all League members can see the guidance. Should any HSA President or Treasurer have questions, they must be directed to Brian McCarthy ([bmccarthy@cwcboc.org](mailto:bmccarthy@cwcboc.org) or 973-228-3360 x3001)

-Jennifer Mattesky, co-president of the HSA League, brought up the individual gambling licenses held by each HSA. Dr. Conklin advised to keep doing things as is for this year as things transition, but that each gambling license will need to be associated with the individual HSA tax ID, not the district's going forward.

-Dana Hunkele asked about the cost of filing taxes and Dr. Conklin said the range could be \$1500-5000 depending on balance. This cost will have to be factored into each HSA's budget as a line item going forward.

-Dr. Conklin encouraged the treasurers to reach out to Brian McCarthy for guidance on applying for a tax ID.

-Schelli Wilson, co-president of the HSA League, will look more into whether or not the HSA's have to be PTA affiliated.

UPDATE: Schelli confirmed that the HSA League does not have to be affiliated with the state or national PTA at this time. If the HSA League or it's schools needed insurance we would have to look into PTA membership.

#### **4. Board of Education Update**

Dan Cipoletti, President of the CWC Board of Education offered the support of the Business Office to implement this change.

#### **5. Committee / Liaison Reports**

##### **- President's Report:**

- Each HSA should have their agendas and budgets available to their school community prior to each meeting. Attendance must be taken. Transparency with the transactions of business is a must.
- Each building principal should send in their wishlists to the League Presidents. So far three schools submitted them.
- The fundraising goal for the School Wish List Project is \$20K.
- HSA League dues are being collected from each school, \$100 per school. Last collected during the 2019-2020 school year.

##### **- Scholarship Fund:**

- Terri spoke about the scholarship process and how funds are raised. It is need based and there is an essay writing component to it.

- ShopRite gift cards are available for sale and a percentage goes back to the Scholarship Fund.
- Next meeting will be October 25th and new members are encouraged to join.
- TBA fundraiser, April 1st at the Ringside Pub with a local parent band donating back cover fee to Scholarship Fund.
- **Fundraising Liaison:** *(Martha not in attendance, but report submitted after the meeting to include the following information)*
  - Date: Sunday, March 3 (9am)
  - Event: Color Run
  - Color Run Company: Color Blaze ([colorblaze.com](http://colorblaze.com))
  - -4 Color Stations (powder to be ordered two weeks prior to event).  
Example: 3/4 pound powder per participant (150 participant=113 pounds bulk powder or 30 pounds at each color station)
  - Secure any necessary permissions
  - Price: will be determined on how many participants we have
  - Give Away: Sunglasses (to work with Julianne on this)
  - Music: Hire a DJ
  - Volunteers: Recruit Volunteers from each elementary school and high school kids (school clubs) to run color stations
  - Location: Grover Cleveland Park or around the GCMS middle 4x to make it a mile.
  - Piggy back on the scholarship event and flyer (Julianne to give more details)
  - -Food: Ice cream truck (Towne Scoop and donut truck (Glazed & Confused).
- **Social Media Relations:**
  - Share any events with Theresa Hunt. She will share on League's social media pages.

## 6. School HSA reports

### **Fundraising**

- Lincoln School, Fall Festival on Saturday, October 9th from 12-4.
- GCMS, ice cream truck Wednesdays and the upcoming Read-A-Thon.
- Jefferson, possible cornhole tournament in the Spring. Communication through weekly Sunday night newsletter blasts.

- Washington, Summer Read-A-Thon, monthly dinner fundraisers. Communication with school community through google site.
- Wilson, upcoming pumpkin night which is an annual event 10/29.
- JCHS, luminary fundraiser coming up. Each school will have the opportunity to profit from this fundraiser.

**7. Old Business**

**8. New Business**

Next HSA League meeting January 13, 2022 at 6pm

**9. Meeting Adjourned at 7:59 pm**