



FAIRFIELD HSA

Meeting Minutes

November 14, 2023

MEETING START TIME: 7:02pm

MOTION: Melissa Foord SECOND: Amanda Raniero

1. Welcome & Introductions: Co-Presidents Cynthia Caraballo & Camille Lozito
 - **WELCOME** - welcome & thank you for coming!
 - **Teacher Reps** - any comments/questions?
 - Mr. Silvestri reports that both schools are very happy how the voting turned out and for all the support with the amazon wish lists.
2. Recording Secretary's Report: Recording Secretary Tasha Pipitone
 - **Meeting Minutes APPROVAL** - minutes from our last meeting October 25, 2023 were read and accepted. Copies of all minutes can be found on our website 10 days after meeting.
 - **Sign In** - tonight & at all events (if no sheet, send email to ContactUs@FairfieldHSA.org)
 - **Join the HSA** - \$15 per family - open enrollment to be considered in good standing until Nov 30th. Reminder all class parents and alternates must be members to hold positions. We can accept payment tonight, you can go onto the app, or send in cash/check in an envelope marked "Fairfield HSA Membership" to the school
3. Corresponding Secretary's Report: Corresponding Secretary Jen Melone
 - REPORT on Sunshine account
 - acknowledgements & Thank You's

MOTION: Ashli Antonakos SECOND: Sharine Hamilton

4. Treasurer's Report: Marlaina Burzinski

- REPORT on general & fundraiser accounts (copies available upon request)

MOTION: Janine Mauro SECOND: Lucia Innocent

5. On-Going Business/Old Business: Nicole Sudol, Co-Vice President Director of Technology

- **STAY CONNECTED:** Facebook (Fairfield HSA), Instagram (Fairfield_HSA), Website (FairfieldHSA.org), Join Email List. Please check your spam/junk folders and on gmail, check updates & promotion tabs; we also recommend to ADD our email address to your contacts or address book so they're not identified as spam; AND, **check your child(ren)'s folder & backpack!**
- **SUPPORT HSA:**
 - Box Tops \$43 as of 11/12/2023. Please continue to scan or upload your receipt on the app. Valid stores are Costco, CVS, Walgreens, Target, any grocery stores.
 - Spirit wear - available in select style and sizes along with water bottles \$12, and croc charms (1/\$5 or 2/\$8)

6. Fundraising Events: Porzia Oliva, Co-Vice President Director of Fundraising

- **Upcoming events we are planning this year -**

East Coast Professional Wrestling - end Feb

Book Bingo - In collaboration with the school when they do the One Book/One District around Dr. Seuss Birthday and Read Across America in early March

Color Run Tentative March 23

7. Recent & Current Events: Co-Presidents Cynthia Caraballo & Camille Lozito

- **Fall Fundraiser** - Thank you Dori Stellato Kryszniak and Laurie Carmagnola for chairing. The sorting and distribution was a success. Thank you to Christie Urchak, Elissa Perillo, Josephine Zezza, Dana Alex, Dawn Barrecca, Sheryl Olender and Michelle Hartman. With your help it took about 30 minutes to sort Cherrydale and 45 minutes to sort Fun Services.
- **Wreath Fundraiser-** Flyers were sent home. If you need one, we have some here and it can be found on our website under quick links. Orders will be due Nov 17 and pick up Dec 1. Location TBD. Thank you to Maria Agostini for chairing.
- **3rd Grade Feast-** The HSA will be supporting the 3rd grade feast on November 22. 3rd grade class parents are expected to assist for a few hours during the day. You will purchase paper products from the class dues. More details will follow from the 3rd grade teacher coordinator.
- **Holiday Fairs-**

Stevenson - Thank you to Kayla Buchmuller, Jaime Mathieson, and Christie Urchak for chairing. Shop days are Tues Dec 5 and Wed Dec 6. Need help with setup and clean up.

Churchill - Thank you to Kristen DePatria, Marissa Cortese LaMorte, Kristen Dondero, and Jessica Cohen. Shop days are Thurs Dec 7 and Fri Dec 8.

- **Staff Favorites and Amazon Wish List** - Just a friendly reminder that you can purchase needed items for our staff (including newly added PE, art, nurse, HEP/STEAM, music, guidance) via their Amazon wish list on the fairfieldhsa.org website.

- **Snack Cart Liaison** - Snack cart held on November 2/3. Greatly appreciated by the staff. Thank you to our liaisons.

Stevenson - Jaime Matheison and Marissa LaMorte

Churchill - Lorraine Sotomayor, Lindsay Lagan, and Melissa Foord.

- **Ballot Proposals** - Proposal 1 and 2 passed! We just want to thank everyone who made this happen. Community Outreach spearheaded by Anthony DePasquale and Angela Altaii, Principals Dr. Trabucco and Mr. Santana, Fairfield Education Foundation, Frank LaMorte, Nicole Sudol, and everyone who went out and went out to vote yes.

8. New Business & Committees: Co-Presidents Cynthia Caraballo & Camille Lozito

- **After School Clubs**- We are preparing for the after school clubs. Stevenson takes place in January and Churchill in February. We are looking for instructors so if you want to host a club either by yourself or with a friend, please let us know.

Also, we need an instructor for Stevenson. This requires you to be at the school each week. If you cannot make it, one of the volunteers can fill in your place. From 3:20pm to 4:30pm

- **6th Gr Committee** - Finalized the 6th gr committee. Thank you to Dina, Dana, Melinda, Connie and Amanda. We will share their ideas next month.
- **Bylaw changes** - We would like to add/amend a to the bylaws. Overall it is to have improved finance controls. Also, we would like to update the Sunshine guidelines. We will go over each change now and vote individually.

Article VI

Duties of Officers

Section 5 Treasurer

Current	Proposed Give access to view only the bank account or provide copies of the monthly statements to the Co-Presidents.	
Yes Vote passed	No	Abstain

Article VI

Duties of Officers

Section 5 Treasurer

Current	Proposed Count any cash withdrawals and/or deposits with the chair of that event or another Executive Board member. The withdrawal slip should be signed by both the treasurer and either chair or additional Executive Board Member. A Cash Verification form should be signed by both the treasurer and either the chair person or other Executive Board Member who counted the cash to deposit	
Yes Vote Passed	No	Abstain

Article VI
Duties of Officers
Section 5

Current Make all deposits within two weeks.	Proposed Make all deposits within 5 business days.	
Yes Vote Passed	No	Abstain

Article VI
Duties of Officers
Section 5

Current	Proposed Treasurer can only write a check if there is a line item on the budget or approved treasurer request form authorized by one of the Co-President.	
Yes Vote Passed	No	Abstain

Article XIV
Miscellaneous
Section 5

Current The purpose of the Sunshine Fund is for it to be utilized as an expression of concern or sympathy from the HSA . The guidelines established by the HSA were voted on at the January 1997 general	Proposed The purpose of the Sunshine Fund is for it to be utilized as an expression of concern or sympathy in times of need, in celebration or to show gratitude from the HSA. The guidelines originally established by the HSA were voted on at the January 1997 general business meeting.	
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