



# FAIRFIELD HSA

Meeting Minutes

December 12, 2023

*MEETING START TIME: 7:04pm*

*MOTION: Stephanie Noce SECOND: Alaina Burrows*

1. Welcome & Introductions: Co-Presidents Cynthia Caraballo & Camille Lozito
  - **WELCOME** - welcome & thank you for coming!
  - **Teacher Reps** - any comments/questions?
    - The teachers sent their thanks for the snack cart. Teachers also report they are trying to get more teacher presence at the HSA meetings.
2. Recording Secretary's Report: Recording Secretary Tasha Pipitone
  - **Meeting Minutes APPROVAL** - minutes from our last meeting November 14, 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](mailto:ContactUs@FairfieldHSA.org))
  - **Join the HSA** - If you have not become a member, you can join for \$15 per family
3. Corresponding Secretary's Report: Corresponding Secretary Jen Melone
  - REPORT on Sunshine account
  - acknowledgements & Thank You's

*MOTION: Kayla Buchmuller SECOND: Marlo Inglez*

4. Treasurer's Report: Marlaina Burzinski

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

*MOTION: Kristen DePatria SECOND: Melissa Foord*

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](http://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 \$51.70 as of 12/12/2023. Please continue to scan or upload your receipt on the app. Valid stores are Costco, CVS, Walgreens, Target, any grocery stores.
- Spirit wear - Water Bottles \$12, Croc charms (1/\$5 or 2/\$8), some hoodies/tshirts/fleeces and lunch bags \$12 each

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

- **Upcoming events we are planning -**

- We are giving further thought to our winter fundraiser. Please keep an eye out for an email and social media post.
- Book Bingo - In conjunction with 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

- **Wreath Fundraiser-** thank you to Maria Agostini for chairing. Pick up was Dec 1. We did over 100 sales in wreaths and about \$1200 in fundraising profits. Thank you to all who participated and supported this fundraiser.
- **Holiday Fairs-** This is truly an event loved by the children so a very special thank you to all who volunteered especially the chairs Stevenson - Kayla Buchmuller, Jaime Mathieson, and Christie Urchak. Churchill - Kristen DePatria, Kristen Dondero, and Jessica Cohen.
- **Staff Favorites and Amazon Wish List** - Just a friendly reminder that you can purchase needed items for our staff (including art, nurse, HEP/STEAM, music, guidance) via their Amazon wish list on the fairfieldhsa.org website. This is a wonderful time of year to give back.
- **Snack Cart Liaison** - Stevenson Snack cart held on Dec 7. Greatly appreciated by the staff. Thank you to our liaisons. Stevenson - Marissa LaMorte and Jaime Matheison Churchill snack cart to be held on 12/14. Thank you to - Lorraine Sotomayor, Lindsay Lagan, and Melissa Foord.
- **After School Clubs-** We are still in need of a volunteer to chair the Stevenson After School Clubs. If you can spare 4 Wednesday afternoons in January (3,10,17,24) around 3:30pm - 5:00pm we would greatly appreciate it. Please see us tonight or send an email.

Announcement for Stevenson will be tomorrow. Sign up will be sent Friday. Clubs include Arts and Crafts, Sports, Sweet Treats, Lego, Beauty, Steam, Bead-Tastic Jewelry Making, and Theatre Workshop.

Thank you to Melissa Foord for chairing Churchill After School Clubs which will take place in Feb (7, 14, 21, 28)

Sign ups will go out early January. Clubs will include Lego, STEAM, Sweet Treats, Crafts, Sports, and Theatre Workshop. Announcement and sign ups in January.

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

- **Bylaw** - Last month we voted on some changes to the bylaws. The Board is looking over the bylaws in totality. The changes made were simply to put in place general good business practices for money handling and in no way implied any wrong doing to any current or previous board members.
- **Spring Fundraiser** - Thank you to Melissa Foord for chairing. This year we will be doing a tricky tray with Denim and Diamonds as the theme in May. Venue and date TBD.
- **6th Gr Committee** - is excited to share that they will be doing the Gertrude Hawk Catalog Fundraiser to raise money toward 6th grade activities. Goal is to have delivery before easter/spring break. Thank you to Dina, Dana, Melinda, Connie and Amanda. More details will follow.
- **Freezer Update** - As we shared during the September meeting, Churchill needs a new freezer. Currently it is not running great, regularly needs to be serviced, and it cannot accommodate all four grades. We voted to either purchase a new 2 door freezer (est \$7K) for Stevenson and move the 3 door freezer from Stevenson to Churchill or purchase a new 3 door freezer (est 10K) for Churchill. Unfortunately, the 3 door freezer will not fit. Another option would be to buy a 2 door freezer and a separate single door freezer to accommodate . This option is about \$12K. We have already confirmed with an electrician this option will work.

Any questions before we vote?

MOTION: Tyler Masterson

SECOND: Ashli Antonakis

Yes Vote passed

\_\_\_\_\_ No

\_\_\_\_\_ Abstain

MOTION: Sofia Levchak

SECOND: Laurie Carmagnola

- **Class Parent Corner** - Any emails sent will be on the website
- **Holiday Gift Collection** - Attachment 1
- **Churchill Holiday Feast December 15** - Attachment 2
- **Breakfast with Santa December 22** - Attachment 3

Before we conclude and have some gift giveaways, we want to say thank you to all of you. You come to meetings, events, volunteer your time and we could not do what we do without you.

We wish you and your families a wonderful holiday and a happy and healthy 2024!

Next meeting, January 30, 2023 at 7PM, Churchill Media Center.

*MEETING ADJOURNED TIME: 7:28pm*

*MOTION: Tara Medina SECOND: Tricia Cifelli*

*HOLIDAY GIVE-AWAYS From the HSA - Thank you to Jen Melone for taking care of this.*

*Attachment 1 - Holiday collection*

*A few weeks ago the HSA sent out an email to class parents and alternates regarding the holiday collection.*

*Alternates typically collect the class gift.*

*Alternates should collect \$10 from each family. If there are 2 teachers, collect \$20. For Kindergarten, collect \$10 for the teacher and \$5 for the aide.*

*For grades 5 and 6 - you only collect for your homeroom.*

*This is voluntary for families to participate as some families choose to give a gift on their own. Once all of the money is collected, the alternate can get the gift, a gift card is typically favored.*

*Class parents - please make sure you give the alternate \$20 for the teacher (and \$10 for kindergarten aides) from the class dues collected in September at back to school night so the alternate can add this to the amount to the class gift collected.*

*Class parents please present the teacher with the gift on December 22nd.*

*Attachment 2 - Churchill Feast*

*Churchill's annual Feast will take place on Friday, December 15.*

*2 class parents per class are needed (if a class parent is unable to attend, reach out to your alternate and if the alternate is unavailable, email [contactus@fairfieldhsa.org](mailto:contactus@fairfieldhsa.org))*

*Grades 3 and 4 class parents - please arrive at 10am*

*Grade 5 class parents - please arrive at 11am*


*Grade 6 class parents - please arrive at 12pm*

***Class parents need to bring utensils and napkins for their class for the feast. Utensils are needed for the kids who purchased the lunch from school for the mac and cheese.***

***Additionally, class parents are to bring and drop off a dessert upon arrival to your child's classroom (\*\*desserts should be the same among the grade level, store bought and nut free\*\*).***

***IMPORTANT:** you must notify the parents in your class AND the grade level teacher coordinator what dessert will be served and where it is coming from for allergy purposes.*

### *Attachment 3 Holiday Breakfast*


*Friday, December 22nd, Pre-K AM through 6th Grade classes will enjoy a bagel breakfast with Santa Claus , compliments of the HSA.*

*Both schools are requesting 2 Class Parents per class. If a class parent is unable to make it, please reach out to your alternate first. If the alternate cannot make it, email [contactus@fairfieldhsa.org](mailto:contactus@fairfieldhsa.org).*

*Stevenson Class Parents- please have the class parent reach out to the grade level teacher coordinator to confirm what time you should arrive and what the teachers would like to do for the grade.*

- *upon arrival, please check in at the main office and proceed to the cafeteria to pick up your class bagels (prepared & individually wrapped); your teacher should have a copy of everyone's order if you need it (the HSA does not have that info).*
- *directions from the grade level teacher coordinator MAY include (but not limited to) a schedule, crafts, activities, drinks, and paper products if necessary. Use class dues collected in September to purchase these items.*

*Churchill Class Parents- please arrive 9:00 AM and report to the gym.*

- *bring water for your entire class (8 oz. size is recommended); napkins optional*
- *proceed to the stage to pick up your class bagels (prepared & individually wrapped); students will start to come down to the gym at 9:15 AM*
- *wait for Mr. Santana's direction to distribute bagels; your teacher should have a copy of everyone's order if you need it*
- *there will be a Holiday-Sing-Along as Santa  and Mrs. Claus make their way around, handing out candy canes.*
- *students will be sent back to their 3rd period classes around 10:00 AM; class parents are needed to help clean up before leaving.*

*If you are taking your child(ren) when you leave, make sure to check them out on Genesis.*