



# FAIRFIELD HSA

Meeting Minutes

June 5, 2024

*MEETING START TIME: 7:02pm*

*MOTION: Melissa Foord SECOND: Janine Mauro*

1. Welcome & Introductions: Co-Presidents Cynthia Caraballo & Camille Lozito
  - **WELCOME** - welcome everyone - including our members, Board of Ed, and Fairfield School staff. Thank you for coming!
  - **Teacher Reps** - Teachers thanked everyone for their support all year long.
  - **SEPAG Meeting** - June 10 Churchill Gym 6-8pm This meeting will share resources and fun activities for the summer
2. Recording Secretary's Report: Recording Secretary Tasha Pipitone
  - **Meeting Minutes APPROVAL** - minutes from our last meeting April 24, 2024 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)
3. Corresponding Secretary's Report: Corresponding Secretary Jen Melone
  - REPORT on Sunshine account
  - acknowledgements & Thank You's
    - We received thank you notes from Ms. Prall, 6th grade team and Ms. Zincone for teacher appreciation week.

*MOTION: Stephanie Noce SECOND: Marie Lewicki*

4. Treasurer's Report: Marlaina Burzinski

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

*MOTION: Kristen DePatria SECOND: Ashli Antonakos*

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 \$147.40 as of 6/4/2024. Please continue to scan or upload your receipt on the app. Valid stores are Costco, CVS, Walgreens, Target, any grocery stores.

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

- **Spring Fundraiser** - held on Wednesday, May 15 at the Mansion at Mountain Lakes and it was a tremendous event. Thank you to Melissa Foord for chairing and the Spring Fundraiser Committee for making it such a successful night. There were over 330 attendees and 270 baskets and raffles worth over \$50,000.

We had several supporters that evening including Mr. Mayor Galese, councilmen, Board of Ed members, and Fairfield Public school Staff.

We also had several sponsors for the event. If you could take a moment and look at these sponsors on our webpage should you need their products and/or services.

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

- **Spring Fundraiser-** Together the community raised over \$33,000 and we could not be more humbled by everyone or grateful for how our community shows up and supports our schools.

\$19,800 for Churchill and \$13,200 for Stevenson (its a 60/40 split per our by-laws given the number of students per school)

Just want to thank the committee again for their relentless efforts on solicitation along with Melissa Foord and her family

- **Staff Appreciation** - was held April 29-May 3.
  - The HSA showed our appreciation to the staff of Fairfield Public Schools by having a catered lunch and breakfast, ice cream sundaes, a coffee truck, and a small gift and dessert.
  - Thank you to Kayla Buchmuller and Cara Emma for chairing Stevenson and Marie Lewicki for chairing Churchill.
  - We also want to thank all the students who participated and brought in notes, treats, flowers, supplies for their classroom, and gift cards.
- **2nd Moving 3rd** - was Friday, May 31. Students were able to see the stars they made hung as they enjoyed a bagel. Then they received their t-shirt from the HSA and enjoyed a video collage in the gym before heading to Churchill for a tour. Thank you to Christie Urchak and Elissa Parillo for chairing.
- **Stevenson Walk-a-thon** - was held Monday, June 3. Thank you to Tatiana Sikorskyj and Britney Panico. Raised \$3000 for Stevenson.
  - Each winner gets a \$25 Amazon gift Certificate and the winners are
    - K -Evelina Puluse
    - 1st - Aavya Tamaluwala

- 2nd - Mia Laprus and Giovanna Zezza
- **Kindergarten Orientation** - was yesterday Tuesday, June 4. Thank you to Jill Tuosto and Danielle Barcia for chairing and Marissa LaMorte for assisting.

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

- **Snack Cart Committee** - June snack carts will be in the next few days. We will post on social media. A heartfelt thank you to the committee who did an amazing job this year!
  - Stevenson - Marissa LaMorte and Jaime Matheison
  - Churchill- Lorraine Sotomayor, Lindsay Lagan, and Melissa Foord
- **Pre-K Lawn Signs** - For those who are here and did not already pick up, see me after.
- **6th Grade:**
  - WE Regional Dance/Social - May 17 from 7-9PM, WE Middle School Gym. Kids had a great time
  - Kickball Tournament - May 22 - North Caldwell winners
  - WE move up day -June 7
  - Jeff Lakes - June 11
  - Lawn Signs - for those who ordered and did not pick up yet can see me after
  - Farewell Ceremony - June 14 (rain date June 17)
  - Clap-Out - June 18
  - Class Dance - June 19 @ the Grand in Totowa. HSA will be gifting each 6th grader a West Essex Backpack
- **Class Parent Duties**
  - **Stevenson**
    - **Friday June 7: Fun Day**

K: 9:30 am -11:00 am and Grade 1 & 2: 1:30 pm-3:00 pm. Students will receive cherry ice from the HSA. If you can not attend there is no need to find a replacement.
    - **Friday June 14: Sports Day**

K: 9:15 am-10:45 am and Grade 1 & 2: 11:00 am-12:30 pm.
    - **Tuesday June 18: Last Day of School Parties:** Please arrive at 11am to help distribute pizza that has been purchased for each class from the HSA. Please also bring ice pops to distribute to your class. 2nd grade will have a clap out.
  - **Churchill**
    - **June 10: Field Day** 9:30 AM - 3:00 PM (Rain Date June 13) Arrive at 9:30 AM; head directly to the back of the building and drop off ice pops (labeled w/ teacher name). You will be given your assigned station to assist field day activity. Both class parents from each class will be assigned to run a station. If you can not attend, please make sure your alternate takes your place. Lunch will be from 11:30am-1:30pm. We are not allowed to stay on

campus and need to come back by 1:15 PM. Assigned colors will be given to students.

- **June 18: Fun Day** 9:30 AM-12:50 PM Arrive at 9:00 AM; head directly to the back of the building. Students will be outside participating in different water activities.

*Optional to bring for own personal use for both days - water bottle, sun screen, hat/umbrella, bug spray, chair/stool.*

*Typically BBQ held - more info to come regarding that and cost.*

- **End year collection** - We would also like to make sure each class gives a gift to their teacher. In the past the alternates have usually taken on this collection. Please check with your alternate to see if they are able to make the collection. If not, a class parent can take this role on. Sometime next week a note/text/email should be sent home asking for each family to donate \$10 to the class gift. If you have another teacher or an aide in your classroom, please include them also. We usually ask \$5 for aides. Once all of your money is collected, please get your teacher a gift. You can choose to get them whatever you want, however gift cards have been favored in the past.

Also please add any remaining money you have from the class dues to your teacher's end of year gift. We realize some classes might not have any money left over, so please don't worry about it if there are no dues left. Please present your teacher with this gift on the last day of school. Below is a sample letter if you would like to modify it and use it. Please also note this is voluntary for families to participate. Some families chose to give a gift on their own.

- **Spring Fundraiser Priceless Gifts will take place June 12**
  - Chief of Police - Donato (Dante) and Franco (Frankie) De Angelis
  - Mayor for a Day - Lydia Cervone
  - Ride in a police car to school - Aimon and Ashton Altai
- **School Supply fundraiser** - For 2024-2025 school year we are teaming up with School Tool Box LLC. You can scan the QR code on the flier sent home or go to our website to order the school supplies requested by the grade level teachers. This is a different company than last year as there were some issues. I will say so far this company is on the ball. What I personally love is you can add or delete items, so if you know you already have several packs of pencils you do not have to get more pencils. The list is truly customizable. Also, you can add other things like water bottles, lunch bags etc. Free shipping is for orders on \$85+. Please order by August 15 to ensure delivery before school starts. Thank you to Shirine Hamilton for chairing.
- **VOTE: Budget 2024-2025** \$61,500 highlights: 0% increase from LY; Added/Reduced based on current costs.

Changes include - Adding the snack cart, increasing Halloween and Teacher Appreciation budget. We are removing line items such as walk a thon as you deduct any costs from the money earned. Also, reducing some technologies (ie directory) costs as they are higher than needed.

MOTION: Allison Measso

SECOND: Sharine Hamilton

- **VOTE: School Wish Lists**

- **STEVENSON raised \$13,200 from the spring fundraiser of which we will vote to release \$11,250.** The balance of \$1,150 along with the \$3,000 from the walk a thon will remain in the fundraiser account.

Here is the breakdown how Stevenson will use the \$11,250

- Kindergarten - Flexible Seating (2 sets per x 5 classrooms)
- Grade 1 - new carpets for the classrooms
- Grade 2- Student computer charging stations (2 per x 5 classrooms)
- Portable sound system for the school cafeteria and events
- Teacher supplies

MOTION: Silvia Busciglio

SECOND: Marissa LaMorte

- CHURCHILL raised \$19,800 spring fundraiser. We would like to vote to release \$16,500 for the items listed below. Any monies raised and not released will remain in the fundraiser account.

Outside shade and seats/sitting area

Fun Day

Portable Sound System

Teacher Supplies

MOTION: Alaina Burrows

SECOND: Marie Lewicki

- **Volunteer Opportunities** - sign ups available @ the end of the meeting for Back To School Night for Churchill & Stevenson, Fall Fundraiser, Churchill Walkathon, Holiday Fairs for Stevenson & Churchill and Snack Cart Committees for Stevenson and Churchill.

Next meeting, September 2025.

*MEETING ADJOURNED TIME: 7:30pm*

MOTION: Alaina Burrows

SECOND: Allison Measso