



HSA MEETING

September 6, 2022



MOTHER SETON SCHOOL
Home and School Association



Officers	President – Trish Robinson Vice President - Devynn Grubby Treasurer – Tina Ryder Secretary – Need																		
Attendees	<table border="0"> <tr> <td>Kathleen Kilty</td> <td>Amy Buser</td> <td>Joanne Berg</td> </tr> <tr> <td>Trish Robinson</td> <td>Katie Bond</td> <td>Beth Brodsky</td> </tr> <tr> <td>Sister Maggie</td> <td>Emily Hanson</td> <td>Kathryn Riling</td> </tr> <tr> <td>Devynn Grubby</td> <td>Megan Doolittle</td> <td>Chris Monsour</td> </tr> <tr> <td>Tina Ryder</td> <td>Michelle Kluchurosky</td> <td>Terry Smith</td> </tr> <tr> <td>Rachel Bevard</td> <td>Natalie Borkoski-Parker</td> <td>Lisa Herr</td> </tr> </table>	Kathleen Kilty	Amy Buser	Joanne Berg	Trish Robinson	Katie Bond	Beth Brodsky	Sister Maggie	Emily Hanson	Kathryn Riling	Devynn Grubby	Megan Doolittle	Chris Monsour	Tina Ryder	Michelle Kluchurosky	Terry Smith	Rachel Bevard	Natalie Borkoski-Parker	Lisa Herr
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Treasurers Report	Discussed procedures with Lisa Herr, bookkeeper at MSS.																		
Secretary Report	In need of a new secretary - roles include taking notes at each meeting, typing up, and distributing via email through the HSA gmail and through social media coordinator, Lynn Tayler.																		

**Meeting Dates –
2022 -2023**

2022
 Tuesday - August 23rd
 Tuesday - September 6th
 Tuesday - October 11th
 Tuesday - November 8th
 Tuesday - December 6th

2023
 Tuesday - January 3rd
 Tuesday - February 7th
 Tuesday - March 7th
 Tuesday - April 4th
 Tuesday - May 2nd
 Tuesday - June 6th

Upcoming Events

Grandparents Day - Friday, Sept 16th - Michelle Kluchurosky	<ul style="list-style-type: none"> Needs assistance with grandparents day. Sign up genius went out with today's Tuesday News. Will purchase remaining supplies based on donations.
Roy Rogers Fundraiser – Friday, Sept 16th - Tina Ryder	<ul style="list-style-type: none"> Flier in Tuesday News, will have flier at Grandparents day. Two options available, lunch and dinner. Trish asked Jen to have the yellow fold out during pickup the day of. Can have a bake sale table if we wish
Mum sale - Friday, Sept 30th - Trish Robinson	<ul style="list-style-type: none"> Need volunteers for day of, will check the volunteer spreadsheet. Update since meeting - sold out of planters with grass, added a cheaper option, multi color planter without grass.



	<ul style="list-style-type: none"> • Three volunteers for day of plus hopefully 8th graders. Natalie Parker will work with Trish (who can't be there) to handle day of orders & money.
Spaghetti Dinner - Sunday, Oct 16th - Megan Doolittle	<ul style="list-style-type: none"> • Needs volunteers for day before to help make food and day of to work the event • Putting together an Italian themed basket for raffle. • Offering Dine in and Carry out -will send sign up genius for supplies • Changed the hours to be from 12-4 p.m.. Will send out fliers to local churches. • Google form and My School Wallet will be used to accept pre orders, walk up available.
Fall Fest – Friday, October 28th - Devynn Grubby	<ul style="list-style-type: none"> • Will start putting together details later in Sept/early October. • Trunk or Treat will be part of the event.

Other Discussion

- **Volunteers -**
 - Event lead positions needed - Bingo Event lead, Bingo Kitchen lead, Breakfast with Santa lead, Night at the Races lead (2), Secretary, Thank you notes coordinator. Emily Hanson and Joanne Berg volunteered for the November Bingo lead. Will coordinate with them in getting things running.
 - Volunteer form is now online, Trish Robinson is concerned about lack of return, should a paper form be sent out in addition? Based on last year's results compared to current results.
 - 8th graders - we have been approved for service hours and 8th graders watching school age kids during HSA meetings. First night was successful with gym equipment and crafts.
 - Determined 5 kids per 8th grader.
 - Need a clearer way to have parents RSVP with their children so we know how many 8th graders need to attend. Plan is to have a minimum of 2-3 at each meeting.
- **Mental Health Speaker series –**
 - First speaker will be Sister Maggie, discussing The 2nd Step program and the benefits, will occur at our October 11th meeting, starting at 7 p.m., after a short HSA meeting.
 - Scheduling the next dates for after the holidays - 2 therapists from Dagenhart & Associates - topic will be parents mental health and work/life balance.
 - Looking for a 3rd person - focus on social media, reaching out to officers, but would also like to discuss the mental health aspect of social media.
- **Spirit Wear -**
 - Devynn Grubby will head up
 - Several local shirt vendors were recommended, she will look into pricing with each - focusing on sweatshirts, long sleeve ts.
 - Will depend on pricing, if we make it a fundraiser.
 - Will work with Lynn on branding.
 - Will need to make clear not in substitute of uniforms, if worn by kids, can only be done on out of



uniform days. Primary target is for adults & family members.

- Discussed joining Restaurant Depot - concern is the distance but it would offer event chairs cheaper food and supply prices compared to Costco. Beth Brodsky offered another solution, located in Chambersburg, with no membership required, a place called, Johnnies Restaurant and Hotel Service, Inc. johnniesinc.com
- **Guest speakers - Terry Smith, front office manager and Lisa Herr, bookkeeper**
 - Terry discussed that all checks including anything for HSA goes through the front office. She tracks the checks with a paper trail. If coordinating an event, she will work with you to provide copies or document with you the best way possible so you know of what has come in. No funds are allowed to leave the school property.
 - Once you volunteer for event lead, please notify both Lisa Herr and Terry Smith, they will work with you on events.
 - Lisa Herr discussed forms and steps with withdrawing funds. When you need petty cash, reach out to Tina Ryder or Lisa (cc the other) requesting a Petty cash withdrawal form. From there, Lisa counts the funds before handing them over, then the event lead and treasurer (or other HSA member) will need to count the funds before use and sign a withdrawal form attesting to the amount provided. Once event is over, the same process will occur but with the funds being deposited, using a deposit form. The event lead and treasurer (or other HSA member) will need to both count and sign, verifying all monies being returned to Lisa. As mentioned before, no funds can leave the property. If the bookkeeper is unavailable (due to late night or weekend event) the money should be locked up in the Principal's office or other designated area.

2022-2023 Calendar of Events

September

- * 9/16 - Grandparents day – **Michelle Kluchorsky**
- * 9/16 – Roy Rogers – **Tina Ryder**
- * 9/30 - Mum Sale – **Trish Robinson**

October

- * 10/16 - Spaghetti dinner – **Lisa Lowery / Megan Doolittle**
- * 10/28 - Fall Fest - **Devynn Grubby**

November

- * 11/19 - Bingo - Emily Hanson/Joanne Berg

November - March

- * MSM Ushers program

December

- * 12/3 - Breakfast with Santa - **Katie Bond / co-chair?**

January

- **** Nothing

February

- * Bingo -?
- * 2/11 - Daughter Night Out (Dance)

March

- 3/25-* Night at the Races Gala– Need Chairs
- 3/18 - Cash Bingo at Auxillary - Tina Ryder

April

- * 4/22-Boys Night Out – **Heather Bodnar**

May

- * Cash Raffle for Carnival - TBD?
- * 5/12 – Spring Flower Sale – **Trish Robinson**