



St. Emily School FSA Minutes – August 8, 2023

Attendees: Jen Kottra, Suzette Apao, Nancy Urbaszewski, Christina Carlson, Josie Favia, Kelly Rizzo, Josephine Giannelli, Elizabeth Gleeson, Katie Wester, Lindsay Rudy, Kristina Li Rosi, Liliana Monterroso, Stephanie Pasko-Nelson, Katie Keller

I. Call to Order at 7:07pm by Jen Kottra

II. Prayer - Our Father

III. Introductions

- A. Welcome to Katie Keller and Elizabeth Gleeson

IV. Principal's Report (Ms. Booth)

- A. Enrollment at 274 vs. 261 last year per Lisa Geiger

V. Pastor's Report (Fr. Presta)

- A. None

VI. Finance Report (Stephanie P)

- A. Current Balance = \$3487.28 (after cash for teachers, pool party deposits, charges MTD + before outstanding checks \$1227.59)
- B. Summer Expenses
 - a. Pool Party - \$485 (\$350 + \$79 + \$56)
 - b. Yard Signs - \$1800
 - c. Mass Cards - \$40
 - d. Realnets Invoice - \$97
- C. Note: Last of reserved funds released for cash for teachers back to school

VII. Updates

- A. Budgets (**Nancy**)
 - a. Amazon (send links to Jen) + Sam's Club Membership
 - b. Use Tax ID whenever possible
 - c. Jen K, Nancy U, and Stephanie N. created budget targets which will be issued and amounts are close to last year's spends
 - d. Budget tips and tricks will be shared with committee heads
- B. Summer Events Recap (**Jen**)
 - a. Pool Party - 71 families attended / \$226.12 profit
 - i. Feedback is to host this again, positive event
 - b. Popsicles in the Park - KG small crowd but PreK 3 & 4 well attended
 - c. Inventory of FSA Closet (taped to shelf)
 - i. Please cross off items if any inventory is used
- C. Beginning of the Year
 - a. School Supply Kits (**Angie**)

- i. 51 boxes sold (10 more than last year)
 - ii. Delivery 8/9 - Angie sorting kits 8/14 and
 - iii. Kits will be delivered to the student's classrooms
 - b. Teacher Gifts (**Kelly & Lily**) - \$150 to all teachers (specials included) + aides
 - i. Letter, envelope, tag
 - ii. Total spend is \$3,600 (24 recipients at \$150 each)
 - c. Sign Gypsies (**Donna**) - *Welcome Back Students*
 - i. \$139 cost
 - ii. Goes up 8/15 evening for 24 hours
 - iii. THANK YOU to Christina Hernandez for handling!
 - d. Room Parent Documents (**Lindsay**)
 - i. Suggestion to add a question on room parent letters asking for FSA volunteers
 - e. Hot Lunch Program (**Christina**)
 - i. Need volunteer for Wednesday from 11:15am - 12:30pm
 - ii. Marla's Lunch is offering a credit for volunteers as incentive
 - iii. Offered to pre-K3 through 8th grade
 - f. Parent Meetings - recruit new members (**Jen**)
 - i. Tuesday, 8/22 - K-3
 - ii. Wednesday, 8/30 - 5-8
 - iii. New lawn signs will be available for pickup
- D. Dine and Share (**Vic**)
 - a. Flyer to explain purpose of dine and share
 - b. September 21st (5-9pm) = Culvers (15% back to the school)
 - c. October 19th (all day) = Mod Pizza (30%)
 - d. November 15th (4-8pm) = Chipotle (33%)
 - e. December 7th (5-8pm) = Portillos (20%)
 - f. January = McDonalds/McTeacher Night

VIII. Back to School Bash (**Jen**)

- A. Monday, August 14th from 5:00-7:00 pm in north parking lot
 - a. Set Up
 - i. 1 table for used uniforms + spirit wear
 - ii. 2 tables for food + drinks
 - iii. 1 table for ice cream treat → THANK YOU Angie T. for getting Andy's Custard to donate the custard for the students; Freeze Pops will also be available for those with food allergies
 - iv. 1 table for yard signs
 - v. 8 tables for people to sit down
 - b. Decorations - blue tablecloths, balloons (4 groups of 3), Welcome Back signs x 2
 - c. Music - DJ Brian Schoen
 - d. Volunteers - ½ hour slots - 1 person at used uniforms/spirit wear table + 3 people at food table + 1 person at ice cream table
 - e. Jobs
 - i. pickup balloons at Party City in Arlington Heights =
 - ii. bring cooler x 3 = (Josie, Lindsay and Christina C.)
 - iii. grab 5 bags of ice from Burger King =
 - iv. pickup hotdogs from Costco with Nancy =
 - v. set up @ 3:30pm =

IX. Upcoming Fundraisers (Jen)

- A. Lou Malnatti's Certificates - Nancy & Vic
 - a. Forms will be out after Labor Day
- B. Taffy Apples - Angie
 - a. Will be available for Trunk or Treat
- C. Thanksgiving Pies - Jen K
 - a. Using a new partner, Maryland Bakery in Indiana

X. Proposed Events/Topics (Jen)

- A. Parent Event / Parents Night Out
 - a. September? (Note: September 17 is Feastival)
 - b. bar?? bags tournament??
 - c. Ideas for locations: Mrs. P and me, Station 34
- B. Paint Back Parking Lot
 - a. FSA paid for supplies, 8th graders painted
 - b. Would we like to do this again?
 - i. Yes, have 8th graders paint as part of service
- C. Breakfast with Santa
 - a. Should we hire a Santa?
 - b. Yes, Josie knows of a contact
- D. Fun Fair
 - a. Need people to seek donations for raffle prizes
 - i. Ideas: ABT, Main Event, Game Works, Trampoline Park, Sky Zone, Ball Factory, PlayBall
 - b. Digital platform for raffle tickets
- E. FSA gear? lanyard? no decision
- F. Finalizing FSA contact list...will also have another new member, Brittany Mack
- G. Jen will send email for signup to volunteer and fun fair locations that volunteers will/have solicited so we don't duplicate efforts

XI. Adjourn at 8:30pm

- Next Meeting: Tuesday, September 19th in Hajdu Hall at 7:00pm
- Closing Prayer - Hail Mary