



St. Emily School FSA Meeting Notes – November 21, 2023

Attendees: Fr. Presta, Ms. Booth, Jen Kottra, Christina Carlson, Josie Favia, Kelly Rizzo, Josephine Giannelli, Lindsay Rudy, Stephanie Pasko-Nelson, Angie Theodosopolous, Vic Maurer, Jessica Krams, Cynthia Herrera, Suzette Apao, Elizabeth Gleeson, Kristina Li Rosi, Liliana Perez, Donna Perez

I. Call to Order (Jen K)@ 7:03pm

II. Prayer (Fr. Presta)

III. Approval of Minutes (Donna)

- **Approved - motion by Vic Mauer, second by Josie Favia**

IV. Principal's Report (Ms. Booth)

- NJHS induction after church today, 11/21, really nice event
- Santa Workshop volunteers - THANK YOU!
- Donated 12/14 whole school lunch from generous donor who donated the lunch tables
- New STEM room and science lab is ready

V. Pastor's Report (Fr. Presta)

- Advent calendars from will be issued to the students 12/3
- Immaculate conception feast on Friday, 12/8
- Confessions on 12/12 and 12/13 after mass
- Prayer/donation envelopes will be issued to students

VI. Finance Report (Stephanie P)

- A. October Ending Balance = \$15,670.59
- B. Current Balance (11/20/23) = \$8,930.10
- C. Approved to restrict \$3,000 for Fun Fair

VII. Updates

A. Taffy Apple Sale (Angie)

- a. Total # sold 327, of which 17 boxes were pretzel rods
- b. Gross sales \$1,628.75
- c. St. Emily profit = \$898.75

B. Trunk or Treat (Jen)

- a. successful and packed gym
- b. decision to hold event inside vs. outside was not an easy decision, but reason it was made was due to safety for all attendees, especially, the students

C. Pie Sale (Jen)

- a. Total # of pies sold = 159
- b. Total in sales = \$3,210 (invoice = \$2,352.06 including \$200 delivery fee)
- c. FSA profit = \$857.94

D. December Luncheon (Stephanie)

- a. Friday the 22nd(entire faculty and staff)
- b. Food: Moretti's
- c. Dessert: Nothing but Bundt
- d. Decorations: christmas themed + poinsettia centerpieces

- e. Gift = monetary gift for each faculty/staff member (2022 = \$175)
 - i. Jen purchased Christmas cards + Decoration for envelope
- E. Santa's Workshop (**Sue**) with Beth for training
 - a. Thank you to all the volunteers!
 - b. Sales = \$6,075.20; St Emily profit at 25% = \$1,518.80
 - c. Comments = feedback on quality of items, look at potentially changing vendor, workshop is held pretty early
 - d. New company next year?? (**Beth**)
 - e. Pros of current vendor: located in Schaumburg so items replenished quickly
 - f. Cons of current vendor: no I-pad check out
 - g. Note: contract is usually signed with current vendor in August/Sept
- F. Dine and Share (**Vic**)
 - a. October = Mod Pizza ~ \$467
 - b. November = Chipotle (33%)
 - i. profit = \$449.92
 - c. December = Portillo's (20%) → Thursday, December 7th
 - d. January = McDonalds/McTeacher Night
 - e. February = Buona
 - f. Other options: March Madness event, group basketball

VIII. Breakfast with Santa (**Jen**)

- a. Pricing = \$15.00 for adults + \$10.00 for kids + free children two and under
 - i. Coordinator = Jessica
 - purchased: fruit bowls, napkins, tablecloths, juice cups, fake snow
 - ii. Reservations = Jen
 - 8:00am = 97 people (53 adults/44 children)
 - 10:30am = 73 total people (41 adults/32 children)
 - expecting to hit 150 per sitting
 - iii. Kids' Activities = Christina + Dominika + Kristina
 - Beaded wreath ornament
 - Snowman ornament
 - Goody bag = snowman soup + reindeer food
 - Tables: crayons, placemat, coloring sheets, Santa letter, Santa envelope, stickers
 - iv. Food = Nancy (Katie's Kitchen)
 - French toast, eggs, sausage, potatoes, donuts, coffee, misc. condiments (Syrup, butter, cream, sugar)
 - donation = fruit trays (one per seating) → Thank you Angie!
 - v. Santa with Mrs. Claus = Josie → please confirm (arrive @7:30am)
 - vi. Music = Jessica
 - vii. Raffle baskets x2 = Angie
- b. Decorations → FSA attic
- c. Volunteers
 - 12/8 - set up @ 3:00pm
 - Day of: with graders + 5-6 FSA volunteers per seating to serve food

IV. Upcoming Events

A. Book Fair (**Anna**)

B. Fun Fair (**Angie**)

- a. Friday, February 2nd - CandyLand - obstacle course replacing the bouncy slide
 - i. activities options: basketball, chicken flopper, light bright, skee ball, plinko, photo booth, face painting
- b. Reserve funds = \$3,000
- c. Raffles

- d. Mystery Raffle Baskets?? (2022 → \$20-\$25 per class /one boy winner, 1 girl winner)
→ no for this year
- e. Special FSA Treat (2022→ Culvers mini blizzard @ \$3/PreK scoop @\$2.00)--> look at Andy's and ice pops
- f. Concessions
- g. Digital Platform (**Lindsay**) → yes, pursue
 - i. Better World - can include offline ticket sales, allow for random winner selection, brand with our logo, once get platform can use for other fundraising; Note: does has 2.9% credit card fee

C. CSW Luncheon (**Stephanie**)

- a. Thursday, February 1st
- b. Gift → Lou Malnati's pizza certificate

X. New Business

- A. Open House signs (**Jen**) → Signs on the Cheap
- B. Super Bowl Squares
 - a. sell dates = 1/18- 2/2 + @ Open House
- C. Mom's Yoga or Pilates Event (February/March) → free instructor??
- D. Mrs. Slivka's husband in hospital

XI. Adjourn

- Next Meeting: Tuesday, January 16th in Hajdu Hall at 7:00pm
- Closing Prayer (**Fr. Presta**)
- Meeting adjourned at 8:31pm