

## Home and School Meeting 02/4/2025

- **Treasury Report**
- **Home and School Theme- Lights, Cammera, Give! Aligned with the school theme this year.**
  
- **Review of Year-to-Date Events and Contributions Supported by Home and School**
  1. **Water Ice with Wilson**
  2. **Teacher Luncheon to kick off the new school year thank you Founding Farmers**
  3. **Trunk or Treat**
  4. **Fall Fest**
  5. **Halloween Middle School Dance**
  6. **Craft Fair**
  7. **Christmas Ornaments – all necessary supplies**
  8. **Santa Breakfast – Thank you to the Jukebox for food donations!**
  9. **Hot Coco and Cookie Bar for Students**
  10. **Stuff your Stocking for Teachers**
  11. **Guess the Candy Game for Teachers**
  12. **Gift cards for teachers**
  13. **Decades Dance- Middle School**
  14. **CSW Family Bingo**
  15. **CSW- Magic show for all PreK and Kindergarten students**
  16. **CSW- Bowling for 1-8<sup>th</sup> grade Shoes and lunch provided**
  17. **CSW- Teacher Lunch**
  18. **MVP Dance**
  19. **8th Grade Sweatshirts**
  
- **Upcoming Events**
  - Purse Bingo – Date Change- Friday February 28
  - Easter Egg Hunt – Saturday 04/12
  - Luau Middle School Dance (8<sup>th</sup> grade Homeroom parents assigned)– Friday 04/04
  - Field Day (food)
  - Life Vacs purchase
  
- **Volunteers**
  - Volunteers help make these events successful. Please help create fun lasting memories by signing up to help.
  - The home and school board has partnered with homeroom parents to coordinate and plan events; therefore, volunteer requests may come from either group.
  
- **Open Board Positions**
  - President
  - Vice President
  - Treasurer
  - Recording Secretary
  - Corresponding Secretary .

- Anyone interested in a position please email [HSA@saintaloysius.net](mailto:HSA@saintaloysius.net) and [apalmieri@saintaloysius.net](mailto:apalmieri@saintaloysius.net) with your interest and a brief of yourself.
- Voting will be during our next and last board meeting, Tuesday May 13<sup>th</sup>.

## **Home and School Board Position Description**

### **President:**

- Oversees the Home & School Board
- Liaison between the Home & School Board, Principal and Pastor
- Maintains Open Communication with Principal and Pastor regarding Home & School Events
- Sets Calendar of Home & School Events in conjunction with the Principal and Pastor
- Plans and presides over all Home & School General Meetings (Sept/Dec/Mar/Jun)
- Coordinates with the Recording and Corresponding Secretaries to ensure information is shared in an accurate and timely manner via flyers, PIE & social media
- Coordinates with the Advancement Director to ensure Home & School Website contains up to date, accurate information regarding Board Members, Contact Information and Calendar of Events.
- Coordinates with Maintenance Director to ensure appropriate Access and Security needs are met during Home & School Events

### **Vice President:**

- Attends all Home & School General & Board Meetings (Virtually or In-Person)
- Performs the duties of the President in the absence or inability of that officer to serve
- Maintains a positive working relationship with the Home & School President
- Leads the fundraising aspects of Home & School
- Liaison between Committee/Event Chairs and the Home & School Board
- Assists with the planning and implementation of Home & School Events

### **Treasurer:**

- Attends all Home & School General & Board Meetings (Virtually or In-Person)
- Maintains accurate financial records of Home & School Association including, but not limited to, Monthly Register, Individual Home & School Event Register and Petty Cash Register.
- Review monthly bank statements for the Home & School Bank Accounts in a timely fashion
- Assists the President in determining individual event and annual budget
- Ensures reimbursement checks are signed and issued in a timely manner after meeting with Pastor
- Issues checks for all expenses
- Maintains Petty Cash & Cash Boxes for all Home & School Events

- Prepares Financial Report prior to each Home & School General Meeting (Sept/Dec/Mar/Jun) to be distributed to the Home & School Board, Principal and Pastor
- Assists with the planning and implementation of Home & School Events

#### **Recording Secretary:**

- Attends all Home & School General & Board Meetings (Virtually or In-Person)
- Responsible for recording the minutes during Board and General meetings
- Prepares Board/General Meeting Minute Reports for distribution to Home & School Board, Principal & Pastor within one week of meetings
- Ensures information regarding Home & School Events is shared in an accurate and timely manner via flyers, PIE & social media
- Assists with the planning and implementation of Home & School Events

#### **Corresponding Secretary:**

- Attends all Home & School General & Board Meetings (Virtually or In-Person)
- Liaison between Homeroom Parents and Home & School Board
- Prepares all "Thank You" notes for volunteers and donations received
- Creates & Organizes Sign-up Geniuses for all Home & School Events
- Prepares the monthly Home & School Newsletter
- Creates Flyer Communications for all Home & School Events
- Assists with the planning and implementation of Home & School Events