

## **Home and School Association Handbook**

The Home and School Association of St. Joseph - St. Elizabeth Ann Seton School wishes to extend a sincere **Welcome** to all new and returning families of St. Joseph - St. Elizabeth Ann Seton School. We look forward to another year of growing, and working together for our students' spiritual and academic benefits.

The Home and School Association (fondly known as HASA) realizes the importance of parental support and guidance for growth of the students and the school. We strongly encourage parental involvement within the various school organizations. Therefore, for the benefit of home and school alike, the HASA executive board has compiled information regarding the Home and School Association and presented it in the form of this handbook. Each family shall receive ONE handbook. We ask you to file this and use as a source of reference. Throughout the school year, new materials may be distributed to add OR replace existing pages. Hopefully, this will provide a better understanding of HASA as an organization and keep all families informed of changes as they occur throughout the years.

The intent of this Home and School Association Handbook is to provide information regarding:

1. **Calendar of HASA meetings**
2. **The purpose of HASA**
3. **Committee Descriptions**
4. **Responsibilities of HASA Executive Committee and Board**

By providing all families with this information, we hope to achieve:

1. **Continued support from those families currently involved.**
2. **A means of encouraging new families to become involved in various committees.**

Should you have questions regarding this information or are interested in becoming involved with the organization, do not hesitate to call an appointed HASA Executive Officer or Committee Chairperson. We look forward to hearing from you!

**1. HASA CALENDAR 2009 - 2010**

The following dates and times represent projected HASA meetings. On occasion changes may be made as the school year progresses. REMINDERS and AGENDAS regarding these meetings are sent home via “the oldest” child in your household. These meetings alternate between the St. Joseph Campus and the St. Elizabeth Campus.

<b>Tuesday</b>	<b>September 1</b>	<b>6:30 PM</b>	<b>Back to School Night (SJ)</b>
<b>Wednesday</b>	<b>September 2</b>	<b>6:30 PM</b>	<b>Back to School Night (SE)</b>
<b>Tuesday</b>	<b>November 10</b>	<b>6:30 PM</b>	<b>General Meeting (SE)</b> <b>OPEN TO ALL FAMILIES</b>

**2009 - 2010  
School Year**

**HASA Officers  
Chairman and Co-Chairman Meetings**

Monday August 10, 2009 – 10:00 AM SE Campus

Tuesday, October 20, 2009 - 6:30 PM SE Campus

Tuesday, January 12, 2010 - 6:30 PM SE Campus

Tuesday, February 9, 2010 - 6:30 SE Campus

Tuesday, March 9<sup>th</sup>, 2010 – 6:30 SE Campus

Tuesday, April 13, 2010 – 6:30 SE Campus

Last regular meeting, all co-chairs who will not be continuing on in their position should turn in all instructions and documentation to HASA president at this meeting

May 2010 End of Year Party TBD

Tuesday, June 15, 2009- 6:30 PM  
(old and new officers only – place TBD)

## 2. Purpose of HASA:

The purpose of this association is to:

1. Bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
2. Develop between educators and the general public such united efforts as will secure for all children and youth, the highest advantages in physical, mental, social, and spiritual education.
3. Committee Descriptions:

**Book Fair:** November 9-13 March 6  
Jill Forte, Paula Svitek

The Fall Book Fair is a Scholastic event. The Spring Book Fair is at Barnes and Noble. Profits raised by the Book Fairs are used to purchase library books and materials.

Volunteer opportunities:

Planning committee  
 Event volunteers

Publicity

### **BoxTops for Education:**

Lanette Gallagher (478-1848), Tara Connett (747-2642)

Incentives, contests, and promotions are held throughout the school year. Participating product list can be found at [Boxtops4education.com](http://Boxtops4education.com)

### **CATHOLIC SCHOOLS WEEK**

January 30-February 6

### **Burger King Booklets:**

Maria Krach (436-1312), Angie Brown (436-4902)

Each family is asked to sell at least 10 Burger King coupon booklets, consisting of coupons for Burger King, and Chili's.

**Carnival:**

February 6

Lori Garretson (625-6970), Katie Burns (459-0916)

A family fun day of **FREE** fellowship. Carnival games, cake walk, prizes, and refreshments bring Catholic Schools Week celebration to a close.

Volunteer opportunities:

- Chair a booth
- Solicit sponsorships
- Event volunteer
- Set-up
- Clean-up

**Legacy Auction:**

January 30

Norine Martin (432-1983), Andrea Terrell (432-9067)

Kick-off event of Catholic School's Week. An adult evening of enjoyment as families bid for items in a Live Auction and Silent Auction.

Volunteer Opportunities:

- Solicit sponsorships
- Planning committee
- Procure auction items

**Fine Arts:**

Laura Reiss (625-6805)

Committee works diligently to find art programs for all grade levels. HASA is committed to providing our students with creative, enriching, and enlightening fine art opportunities.

Volunteer opportunities:

- Campbell Soup Labels
- Lutheran Art Show
- FW Philharmonic Performances
- Misc. Fine Arts programs
- FAME
- Christmas Program
- Spring Musical

**Flower Show:**

Sept. 10

Angie Wood (459-6087), Theresa Mozzone (744-3002)

In conjunction with the Parks Department, flower and vegetable seeds, plants and herbs are distributed in the Spring. Students care for plants and enter items in the annual Fall Flower Show judging.

Volunteer opportunities:

Seed & Plant order and distribution

Event volunteer

**Publicity:**

Martha Ellis (625-3504)

Create, maintain, and update school website: [sj-se.com](http://sj-se.com).

Publicize and inform families of HASA sponsored events.

**SCRIP:**

Angie Brown (436-4902), Sarah Maxson (672-8223)

Year-long program in which families purchase gift cards and certificates at face value for area and national retailers, restaurants and services. SCRIP is a major HASA fundraiser and all families are encouraged to participate and support our school. Orders may be sent in with student or placed online at [sj-se.com](http://sj-se.com) by 9am Mondays (Tuesday if no school on Monday). Orders are filled and sent home via Wednesday Family Folder. Cash & Carry inventory is available at both campuses on Friday mornings and afternoon as well as both parishes after weekend Masses. Families can also earn tuition reimbursement through the purchase of SCRIP. Registration forms and additional information is available through the SCRIP link on our school website ([sj-se.com](http://sj-se.com)).

Volunteer opportunities:

Tracking Reports (Kroger/Scotts, Halls, Meijer)

Soliciting New Vendors

Schedule Reminder Calls or Emails

Friday Sales           SJ am           SE am

SJ pm                   SE pm

- Weekend Mass
- SJ Sat
- SE Sat
- SJ 9am
- SE 7:30
- SJ 11:30
- SE 9:30
- SJ 7:30
- SE 11:30
- SE 5pm
- Processing Orders
- Filling Orders
- Courier
- Vendor pick-ups

**SchoolKidz:**

Allison Lehmann (459-6973) Kelly Volz (710-3855)

A wonderful service available to all school families to purchase tailor made school supply kits. Purchase is optional. Kits are ordered in February for the next school year. Kits contain all needed school supplies for his/her grade. Kits are ready for pick-up at school registration day.

**Spirit Wear**

Julie Lorenz (432-8782), Sara Brita (459-1249)

Cool spirit wear and gear such as car clings, pens, magnets, backpacks, etc assist you in showing your Panther Pride!

Volunteer opportunities:

- Chairperson Needed
- Sales volunteer (various SJSE functions & concession)

**Swap Shop:**

Trisha Scheible (625-5605), Beth Reibold (432-7843)

Opportunity to donate and/or purchase used uniforms that are in good, wearable condition. HASA organizes two large Swap Shop sales annually: Registration day and Last Day of School. Donations may be dropped off at either campus. Swap Shop is available during school hours at the St. Joseph campus.

Volunteer opportunities: Sales volunteer

**Teacher Appreciation:**

September 1-2

May 3-7

Lisa Click (459-6265), Lynette Meiser(432-7897)

Organizes the “giving tree” event which asks for donations for teachers’ classrooms. Responsible for preparing special activities during Teacher Appreciation week in May.

Volunteer opportunities:

- Teacher Appreciation Week volunteers: serving lunch, monitoring recess or classrooms, preparing desserts

**Turkey Bingo:**

November 22

Jenny Klinger (625-5056), Lisa Hoch (672-1388), Deb Schroeder (918-2233)

Great day of family fun. Play Bingo for prizes and actual frozen turkeys. 50/50 games award large cash prizes. Raffles for certificates to area restaurants and retailers.

Volunteer opportunities:

- Event volunteers
- Set-up/Clean-up
- Publicity
- Kitchen volunteer

**Welcoming, Mentoring  
& Hospitality**

Sheryl Stuczynski (625-6743)

Plan, schedule and organize events to welcome new families and assign new families a mentor family. Coordinate tours at both campuses during Catholic Schools Week. Organize various hospitality projects to show parents and students our appreciation throughout the year.

Volunteer opportunities:

- Mentor family
- Email updates
- Tour Guide

**4. Responsibilities of HASA Executive Committee Board:**

**Article VII Section 1 as taken from the By-Laws:**

**The Executive Committee:** shall consist of the officers of the association and the Principal.

**President:** Shall preside at all meetings of the association and of the executive committee board; shall perform such other duties as may be assigned by the association or executive committee board; shall be a member of all committees except the nominating committee; and shall coordinate the work of the officers and committees of the association in order that the purpose of HASA may be promoted.

**Vice President:** Shall act as aide to the president and shall perform the duties of the president in the absence or inability of that officer to act. Vice President shall act as the Program Chairperson. Vice President shall be responsible for obtaining nominations of officers.

**Secretary:** Shall record the minutes of all meetings of the association and of the executive board, shall have a current copy of the by-laws, shall maintain a membership list, and shall perform such other duties as may be delegated. Secretary shall handle all correspondence.

**Treasurer:** Shall receive all funds of the association; shall keep a full and accurate account of receipts and expenditures; shall make disbursements in accordance with the approved budget, as authorized by the association, the executive committee, or special committee. The Treasurer shall present a financial statement at every meeting of the association and at other times when requested by the executive committee.

**Article VII Section 2 as taken from the By-Laws:**

*The Executive Board shall consist of the officers of the association, the chairpersons of standing committees, and the principal of the school or a representative appointed by her/him. The chairpersons of the standing committees shall be selected by the officers of the association.*

*Duties of the Executive Board shall be:*

- A. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
- B. To create standing special committees.
- C. To approve the plans of the standing committees.
- D. To present a report at the regular meeting of the association when necessary.
- E. To prepare and submit to the association for the adoption of a budget for the year.
- F. To approve routine bills within the limits of the budget.

The executive board shall meet during the school year prior to each general membership meeting. A majority of the executive board members present shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of the board.

**2009 - 2010  
School Year**

***HASA EXECUTIVE COMMITTEE (OFFICERS)***

President:	Lori Garretson	625-6970
Vice President:	Norine Martin	436-1983
Secretary:	Samantha Verslype	436-1548
Treasurer:	Kim Gillie	673-0333
Asst. Principal St. E	Mr. Liponoga	432-4001
Asst. Principal St. Joe	Mrs. Potchka	432-4000
Principal:	Miss Widner	432-4000