

St. Rose of Lima Academy

Class Parent Information

2025 - 2026



August 28, 2025

Dear Class Parents,

Thank you for saying “yes” to being a Class Parent! Your role is so much more than sending emails or organizing events - you are a connector and a community-builder.

At SRLA, we believe the most important job of the HSA and Class Parents is to **spark connection** - the kind that turns a school into a true community. Create moments for families to come together; help build a place where *every* child and family feels seen, valued, and joyful.

Your energy and enthusiasm will help make that happen, and we’re so glad you’re here to lead the way.

Following are some ways you can start building community with the families in your class:

SRLA on Social Media - Encourage all of your families to follow and engage!

Facebook: @SaintRoseOfLimaAcademy

Instagram: @SaintRoseOfLimaAcademy

Stay Connected on WhatsApp – Create a class WhatsApp group to share reminders, event updates, and last-minute information. It’s also a great space for parents to ask quick questions, share helpful tips, and cheer each other on. Keep the tone friendly and positive, and remember, it’s for building connections, not for school business - that should go through teachers or administration.

Get Involved – Share your enthusiasm and encourage involvement from all families in joining together to make SRLA a special place. Point out that there are many ways to volunteer for working parents and non-working parents alike. Friendships are made and strengthened through putting ourselves out there and getting involved. Assure parents that any contribution of time is valued and appreciated.

Meet-ups and Parents Night Out - In the survey that we sent out last year, we heard from parents that they would like more opportunities to connect and get to know one another. There is no pressure, but if you’re sensing that your class families would like to get together outside of school, set up play dates in a park or meet up at a restaurant or bar for an adults-only night-out.

If there are any issues, suggestions, or concerns you wish to bring to the attention of the HSA, I am happy to present them for you at the monthly meeting. It is important to keep the lines of communication open between the HSA, the class parents, and the families of the children in each class.

You are the vital link between the parents and the HSA. With your efforts and involvement, we will continue unifying the SRLA community and make this a wonderful place for our children. I’m here to support you—reach out anytime! And to help me stay in the loop, please just cc me on your emails.

Here’s to a great year -
Let’s spread our wings, Ravens!

Amy

Amy Cramer
Class Parent Coordinator, SRLA HSA

HSA EXECUTIVE BOARD 2025-2026

Name	Position	Email
Mary Uzzolino	President	muzzolino83@gmail.com
Sarah Kammerer	1st Vice President	skammerer24@gmail.com
Cyndy Benjamin	Treasurer	cynbenjamin@msn.com
Diana Ceron	Secretary	dlceront@gmail.com
Cindy Clesca	Communications	cindy.clesca@gmail.com
Amy Cramer	Class Parent Coordinator	amycramerpr@gmail.com
Afrore Gjergjizi	Raven Rundown & Social Media Manager	gerorfa@gmail.com

CLASS PARENTS 2025-2026

Grade	Class Parents	Emails
Pre K 2.5, 3 & 4	Jenine Apostol Jenn Giblin Karen Fea	jenineapostol@gmail.com jenniferlkgiblin@gmail.com karen.fea@gmail.com
Kindergarten	Belinda Spence xx	belinda.spence@hotmail.com xx
1st Grade	Colleen Beach Alejandra Johnson (Sept.)	colleen.pajak@gmail.com farnesa10@gmail.com
2nd Grade	Miguel Diaz Johanna Pitti	m-diaz2013@outlook.com jpitti52@gmail.com
3rd Grade	Xx Xx	Xx xx
4th Grade	Jenn Giannetti Cecy Montalvo Michelle Morrisroe	jenniferheath217@hotmail.com cecilia.montalvo.dimeo@gmail.com mdm0119@gmail.com
5th Grade	Kerry Barberan (Caputo) Stephanie Todd	kcap27@hotmail.com stephaniectodd@gmail.com
6th Grade	Ngbita Pendje Wallace Aynsley Toole	ngbita@gmail.com aynsley.toole@gmail.com
7th Grade	Xx xx	Xx xx
8th Grade	Eliana Marin Evangeline Martinez-Lago	pintoreli@aol.com lagofam27@gmail.com

ST. ROSE OF LIMA ACADEMY HSA GUIDELINES FOR CLASS PARENTS 2025-2026

The primary goals of the Home and School Association (HSA) are:

- a.) to facilitate communication between parents and faculty;
- b.) to build and foster a strong sense of community at St. Rose of Lima Academy;
- c.) to raise funds that contribute to the Academy's operating budget.

The time and energy that you spend as a class parent will play a vital role in achieving these objectives.

Class Tea Meetings

To kick off the year and keep everyone in the loop, your first step as Class Parent is to host your Class Tea Meeting. This gathering is a chance to review the year's goals, share upcoming events and activities, and hear about any extra-curricular plans from SRLA and your homeroom teacher - all while starting to build connections among families.

Planning Your Class Tea

Before scheduling your Class Tea, please meet with your homeroom teacher. They'll share their requests for the year - such as holiday party plans, class trips, chaperone coordination, and volunteer opportunities in the classroom.

Tips for Hosting a Successful Tea:

- Timing is Everything – choose a time that's convenient for parents: right after drop-off (8:15 a.m.) or in the evening.
 - Aim to schedule your Tea before Back to School Night on Wednesday 9/24
 - Once you've determined a date and time, reach out to Amy Cramer (amycramerpr@gmail.com) to find the perfect spot within the school (unless you'd like to host it at home or somewhere else) and ensure it doesn't conflict with another class's Tea so parents can attend all of their children's gatherings.
- Budget – \$50
- Agenda Help – use the Class Tea Agenda below (pages 5 - 11 of this handbook). Copy and paste, customize it for your class, and hand it out at your Tea to keep things on track.
- Guest List – Once your date is set, invite:
 - All families in your class
 - Your homeroom teacher
 - Principal Underwood (cc: Danny)
 - Amy Cramer and the entire HSA Executive Board

** If a new family is unable to make the Class Tea, please try to arrange a separate time to meet or arrange a call to discuss what they missed.*

CLASS TEA AGENDA

1. School Events: Being aware, volunteering and participating in these events and initiatives builds and strengthens our school community.

- The Uniform Exchange was a huge success! If anyone needs uniforms throughout the year, there is a closet filled with clothes across from the media center.
- **NEW!** Back to School Teacher Breakfast: Wednesday, September 3 (25 teachers)
 - "About My Teacher," new series for the Raven Rundown
- First Day of School: Thursday, September 4 (half-day), Friday is a half-day too
- First full day of School: Monday, September 8
- **NEW!** Mascot: *name the mascot* contest will be announced on the first day of school
 - Unveiling of the mascot's new name will be announced at Family Fest (10/5)
- Ice Cream Social for new families: Sunday, September 7 from 1 - 3p
- **NEW!** Playground Renovation: beginning on [date TBD]
 - Ribbon Cutting Ceremony: date TBD
- Fall Enrichment: Starting September 22; runs for 8 weeks
- Back to School Night: Wednesday, September 24
- Coffee & Conversations with Principal Underwood: Dates TBD
- **NEW!** Family Fest: Sunday, October 5 from 2 - 5p in the School Gym
- Farmers Market: Friday, October 17
- Walk-A-Thon: Thursday, November 6; Rain Date: Friday, November 14
- Red Ribbon Week and Fall Assembly: week of October 23
- Halloween Trunk or Treat: Friday, October 31st (set up around 10am)
- 8th-grade Fundraisers: dates / details of 2025 - 2026 opportunities forthcoming
- Thanksgiving Basketball Tournament: November 28th-29th
- **NEW!** Parent's Night Out (kid drop off to get some time for yourselves): December
- Christmas Boutique: Week of December 8
- Book Fair: Week of January 25 (open on Sunday, January 24 after mass)
- Catholic Schools Week: Week of January 25 (kick off at Mass on Sunday)
- Multicultural Day: Friday, January 30
- **NEW!** Catholic School Week Family Dance: Friday, January 30
- Designer Bag Bingo: Saturday, February 21
- Wish Upon a Star: Friday, May 1
- Spring Assembly & Science Fair: May, date TBD

SPECIFIC GRADE EVENTS / ACTIVITIES

See Financial Guidelines for Budgets Allocated to these Specific SRLA Traditions

- **Pre-K 4:** Stepping Up to Kindergarten get-together (decorations, cake or small treat).
- **Kindergarten:** Graduation get-together (decorations, drinks and treats).
- **1st grade:** Host a reception following the First Holy Communion Mass for the 2nd graders.
- **2nd grade:** Responsible for buying gifts for the Communicants which will be presented at the reception.

- **5th and 6th grades:** Responsible for a Way Walkers Meal. This event takes place on a Friday in Lent for a Lenten Soup Supper. Reach out to Principal Underwood and Sister Sandy at the beginning of February before Lent begins, to coordinate details and make the event a success. The 6th grade will put out the signup genius for both classes.
- **7th grade:** Host brunch following the 8th-grade Baccalaureate Mass.
- **8th grade:** From Baccalaureate to Graduation and class trips, the 8th grade class parents will partner with Mrs. Muller and Principal Underwood to coordinate fundraising activities throughout the year.

2. Protecting God's Children Seminars:

- **This is mandatory for class parents and for any parent who wants to volunteer in any capacity while children are present.**
- Seminar and documentation must be completed prior to any participation at school/classroom events on and off school property.
- Online access to the schedule can be found [Protecting God's Children - VIRTUS® Online](#).

3. HSA Mandatory Volunteer Sign-Up:

- In order to streamline volunteering efforts and encourage all parents to get involved, we will be sending out a MANDATORY SIGN-UP for volunteering.
- If you choose not to sign up for an event, there will be a **\$350** fee charged to your Smart Tuition account to opt out for the school year.
- You will see a number of items to volunteer for on this sign-up.

4. HSA Dues: HSA dues are collected to fund class parties, teacher appreciation, and special events like Catholic Schools Week. Paid through SmartTuition. HSA dues are as follows:
1 child - \$125 2 children - \$150 3 or more children - \$175

5. HSA Raven Fund: this is a mandatory fundraiser included in the school registration forms. The fee is **\$325 per family. This fundraiser directly contributes to our annual commitment of \$95,000 that the Archdiocese expects from the HSA to help keep SRLA up and running.** This includes bottom-line operations, the school nurse five days a week, facility improvements, and keeping tuition in check year after year. Raven Fund is paid through Smart Tuition, generally later in the school year.

6. Christmas Teacher Fund: we collect money to give as gifts to all staff. Encourage parents to participate in lieu of giving their own gifts. There is no end-of-the-year gift contribution for teachers.

7. Christmas Gift Giving Drive: This is a truly special tradition at SRLA each Christmas where we donate gifts to the children and adults of St. Rose of Lima church in Newark and the Seniors and families of St. Joseph Social Center in Elizabeth. Each year we deliver over 140 gifts to our less fortunate neighbors. Please encourage your class to participate.

8. **Multicultural Day:** school-wide event, held on the Friday of Catholic Schools Week. Each class performs a skit according to a specific theme.
9. **Good & Welfare:** encourage parents to contact you regarding birth, death, illness, or special circumstances in a class family. Please pass along the information to Amy Cramer (amycramerpr@gmail.com) so we can acknowledge or celebrate them.
10. **Social Media:** Follow us and encourage everyone to engage with us on -
Facebook @SaintRoseOfLimaAcademy
Instagram @SaintRoseOfLimaAcademy

Have something to share?

Please send images and suggested captions to **Afore Gjergjizi** at **gerorfa@gmail.com**.

11. **Raven Rundown:** Our weekly newsletter is your go-to source for important school news, upcoming events, and community updates. It's delivered to your inbox every **Friday**.

Have something to share?

You can submit pictures, fliers, announcements, or other news for consideration. We'd even love to hear what your kids are up to outside of school. Please send them to **Afore Gjergjizi** at **gerorfa@gmail.com** by **Wednesday** of the week you'd like them to appear.

LETTER FROM THE HSA TREASURER

Dear Class Parents, Committee Chairs, Parent Volunteers, and Coaches,

Thank you for committing your time and energy to SRLA and its family of faculty, and students. Below are some guidelines for requesting checks for vendors and getting reimbursement for expenses incurred for SRLA activities. The forms described can be found on the SRLA website. Find the heading "Parents" and then scroll down to "Download forms".

St. Rose of Lima HSA Expense Reimbursement Form. Complete this, attach receipts (TAX IS NOT REIMBURSABLE), email me at the address below, or give to Danny at the front desk. I will contact you for the best way to get your reimbursement check to you.

Request for Direct Pay to Vendor Form. Complete this, attach the invoice, leave it with Danny at the front desk, or mail it to me. Leave instructions as to your preference for me to mail this check to the vendor, mail it to you, or leave it with Danny for you to pick up.

The **Tax Exemption Form** is not found on the website but can be located in the Class Parent Binder or obtained from me prior to the start of your project. Show this form to vendors and they should not charge you sales tax. Under the rules of the Diocese of Newark, TAX IS NOT REIMBURSABLE!

Most events (class parties, multicultural day) have budgets as provided in this binder. I can not reimburse expenses that exceed these budgeted amounts.

I typically go to SRLA once a week, depending on volume, to meet with Principal Underwood so she can sign/approve checks. Please let me know if your needs are urgent.

Petty cash is not provided by the school. Please be prepared to have petty cash on hand for your event and pay yourself back at the completion of your event.

If you are not comfortable holding onto cash/checks for large events, feel free to turn in HSA Deposit Forms along with the cash/checks at your convenience, preferably after the conclusion of your events.

Please contact me with any questions or concerns!

Best Regards,

Cyndy

Cyndy Benjamin
HSA Treasurer
cynbenjamin@msn.com

FINANCIAL GUIDELINES 2025-2026

All SRLA families are asked to contribute to HSA dues.

1 child - \$125 2 children - \$150 3 or more children - \$175

From these funds, approximately **\$300** per grade is allocated for class parties and multicultural day.

Here's the break-down:

- \$50 for class tea
- \$150 for Multi-Cultural Day celebrations
- \$100 for two class parties, dates to be selected by your teachers (each party is to be budgeted at \$50)

There are certain classes that have special events which have additional monies allocated to them (pages 5 & 6).

- Pre-K 4 Stepping Up: \$25
- Kindergarten Graduation: \$25
- 1st grade hosting 2nd grade Communion Brunch: \$250
- 2nd grade gift for Communicants: \$250
- 7th grade hosting 8th grade Baccalaureate Brunch: \$400

In addition, each grade is allocated an additional \$150 as seed money for the grade's Wish Upon A Star Silent Auction basket.

- All above budgeted amounts need to stay within their individual categories/budgets; they may not be combined.
- The HSA will not reimburse any amount in excess of the budget

The HSA will provide gifts for the teachers during Teacher Appreciation Week and other times throughout the year. No additional money should be collected for teacher's gifts (except Christmas fund) or class parties.

**Please note that while these additional funds are available, support and donations from the parents of the children in each of the classes hosting additional parties or brunches are still needed to ensure that the events are a success and promote the sense of community that has long been a part of these SRLA traditions.*

GUIDELINES FOR REIMBURSEMENT

- No sales tax will be reimbursed.
- Included in this handbook is a copy of our tax exempt letter.
- You should present this to the merchant when you make any HSA purchases.
- Reimbursement forms must be filled out completely and submitted to the HSA Treasurer, Cyndy Benjamin, within 30 days of the expense.
- All original receipts must be attached.
- Expenses which do not have receipts will not be reimbursed. This rule is being strongly enforced by the parish auditors according to Archdiocesan policy.
- Forms received after 30 days may not be eligible for reimbursement.
- A copy of the form is also included in this handbook.
- Additional copies are located in the school office.

St. Rose of Lima HSA Expense Reimbursement Form
Sales Tax is Not Reimbursable

Date: _____

Committee: _____

Account to be charged: _____
Example: Committee: HSA Class Parent Account to be charged: 1st Grade Tea

Payee: _____

Address: _____

Amount	Description (nature of the expense: postage/supplies/etc....)
_____	_____
_____	_____
_____	_____
_____	_____

Please Note: Bills must be submitted to treasurer within 30 days of expense
Receipts and supporting details must be attached.

Paid: Check #	_ Date:	Amount:
