

St. Rose of Lima Academy Class Parent Information 2023-2024



Dear Class Parents,

Thank you for serving as a class parent! We are very appreciative that you have signed on for this role. We believe it is the HSA and the Class Parents' most important goal to BUILD COMMUNITY in our school. Achieving this goal will work to make our school a place where ALL families and students feel welcome and happy. The following are some initial ways you can start building community with the families in your class!!

Let's 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-up - Plan park meet-ups in good weather for the younger grades (Prek 3 - 2nd grade). This gives parents and children a chance to get to know each other as well as a great chance for new students to meet up in a different environment.

Parent Night Out- You could plan a parent night out for your class at a local restaurant/bar. This provides an extra opportunity for parents to chat with other parents in a relaxed atmosphere and an additional opportunity to meet new people.

Class Parent Welcome – Please make sure to give a friendly welcome to all new families joining the school in your class. Seek out new parents to welcome them personally and offer yourself as an additional resource should they have any questions.

If there are any issues, suggestions, or concerns you wish to bring to the attention of the HSA. Board, I am happy to present them for you at the monthly HSA Board meeting. It is important to keep the lines of communication open between the HSA, the homeroom parents, and the parents of the children in each class. You are the vital link between the parents and the HSA. With your efforts and involvement, this link can be strong and we can make strides in our goals to help strengthen the SRLA community and continue to help make this a wonderful place for our children.

We are going to have a great year!!

Thanks in advance for all your time and support for our school!!

Liz Detwiler
Class Parent Coordinator, SRLA HSA

HSA EXECUTIVE BOARD 2023-2024

Name	Position	Email
Rose Marie Kelly	Co-President	rosempkelly@gmail.com
Carla Penson	Co-President	carlap_rdh@yahoo.com
Jennifer Coleman	1st Vice President	jenniferacoleman@me.com
Amy Cramer	2nd Vice President	amycramerpr@gmail.com
	Secretary	
Michelle Morrisroe	Treasurer	mdm0119@gmail.com
Mary Uzzolino	Communications	muzzolino83@gmail.com
Marybeth Radics	Communications	marybethreynolds@hotmail.com
Elizabeth Detwiler	Class Parent Coordinator	edetwiler418@gmail.com
Harcourt Lucius	Athletic Director	HWLucius@gmail.com

Class Parents 2023-2024

Grade	Class Parent	Email
Pre-K 3 & 4	Jenn Giblin Diana Ceron	jenniferlkgiblin@gmail.com DLCERONT@GMAIL.COM
K	Alexandra Paetow	anpaetow@gmail.com
K	Miguel Diaz	m-diaz2013@outlook.com
1st Grade	Connie LaPolla	ccolacinol@gmail.com
1st Grade	Lizzie Gilligan	lizziegilligan84@gmail.com
2nd Grade	Jennifer Giannetti	jenniferheath217@hotmail.com
2nd Grade	Eliana Marin	pintoreli@aol.com
3rd Grade	Liz Detwiler	edetwiler418@gmail.com
3rd Grade	Mitzi Praizner	mpraizner@gmail.com
4th Grade	Lucy Chambers	joneslucy@hotmail.com
4th Grade	Rosemary Mattson	rose mattson@gmail.com
5th Grade	Suzanne Podhurst	Podhurst@gmail.com
5th Grade	Cathryn Gonyo	cwebusc@gmail.com
6th Grade	Tina Fay	tinafay28@yahoo.com
6th Grade	Allison Leonard	allijoseph@gmail.com
7th Grade	Jessica May	masonje@hotmail.com
7th Grade	Lauren Spitser	lauren.spitser@gmail.com
8th Grade	Margie Naughton	margienaughton@yahoo.com
8th Grade	Andrea Mansfield	andreamansfield20@gmail.com
8th Grade Treasurer	Maybeth Radics	marybethreynolds@hotmail.com

ST. ROSE OF LIMA ACADEMY HSA

GUIDELINES FOR CLASS PARENTS 2023-2024

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; and
- 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

The first step in facilitating communication between parents and SRLA is hosting your Class Tea. As a class parent, you are an important part of the HSA. For many parents, you are the primary link to the Academy. Your first job is to coordinate your Class Tea meeting to review the goals for the year and any events, activities, or extra-curricular activities that SRLA and your homeroom teacher have planned for this school year.

Steps for hosting your Class Tea:

1. Please meet with your homeroom teacher before you hold your Class Tea. They will inform you of their requests regarding holiday parties, class trips, coordination of chaperones, and volunteering opportunities in the classroom.
2. Pick a time to host your tea. Class Teas should happen any weekday/night before October 14th. Once you've selected a date, please fill out this [Class Tea Document](#) by September 30th. You can start holding your class teas as early as next week, but remember, you will need to speak with your homeroom teacher first!

The Class Tea can be scheduled in the school (ideal time is after drop off- 8:15/8:30 AM) or in the evening at your home (time to be determined by you.) If your Tea is scheduled in the school, I will let you know where it will be held. The budget for your Class Tea, if you choose to use it, is \$50.

3. I will confirm with you via email that there are no other teas already scheduled for that date and time. We want to make sure there is no overlap and that parents have the opportunity to attend all of their children's Class Teas.
4. Once confirmed, please invite the following people to attend:
 - All class families
 - Homeroom Teacher
 - Mrs. Underwood
 - HSA Executive Board

Please note: I should be copied on all emails that you send out to your class.

5. This is a sample [Class Tea Agenda](#) that you can use. Please feel free to make a copy of it and then edit the document so it is specific to your class. You can hand out this agenda when you host your tea!

*** 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.

Topics to discuss at your Class Tea

- **School Events:** Participation in these events builds and strengthens our school community!

- Back to School Night: September 27th
- Farmers Market (School Day Event): October 13th
- HSA Food Truck Festival (Fall Night Time Adult Social): October 13th
- Walk-A-Thon: Thursday, October 19th; Rain Date: Monday, October 23rd
- Halloween Trunk or Treat: Tuesday, October 31st
- Thanksgiving Basketball Tournament: November 24th-25th
- Christmas Boutique: Wednesday, Thursday & Friday- December 6th-8th
- Book Fair: January 28th-February 1st
- Catholic Schools Week: January 28th-February 2nd
- Multicultural Day: February 2nd
- Designer Bag Bingo: February 24th
- Wish Upon a Star: May 3rd

Other events:

- Coffee & Conversation Dates TBD (probably November and March)

- **Volunteering:** Volunteering is an important part of our SRLA Community!

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](#).

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.

Schoolwide Fundraisers & Ways to Give

- Food Truck Festival: Encourage ALL parents to attend this 1st adult social and fall fundraiser.
- Designer Bag Bingo: Encourage parents to attend and bring friends and family. Encourage donations of bags and accessories.
- Christmas Boutique: sign up to help with shopping
- Book Fair: sign up to help with shopping
- Wish Upon A Star: encourage parents to volunteer, donate, and attend.
- 8th-grade Fundraisers: Explain and encourage parents to participate when fundraisers are announced (wrapping paper/pies/etc..)

- **HSA Dues:** HSA dues are collected to fund class parties, teacher appreciation, and special events like Catholic Schools Week. Dues are paid through SmartTuition. HSA dues are as follows:
1 child - \$75 2 children - \$100 3 or more children - \$125
- **HSA Raven Fund:** HSA Raven Fund is a mandatory fundraiser included in the school registration forms. The fee is \$250 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.
- **Christmas Teacher Fund:** explain that 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.
- **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.
- **Multicultural Day:** This is a schoolwide event, held on the Friday of Catholic Schools Week. Each class performs a skit according to a specific theme that is TBD.
- **Good and Welfare:** encourage parents to contact you regarding birth, death, illness, or special circumstances in a class family. You may contact the Good & Welfare Committee or any member of the HSA Board with information and updates.
- **Raven Rundown:** This is our weekly email that is full of important information. It will be emailed to you every Friday. Please send any fliers or information for the weekly email newsletter to Marybeth Radics at marybethreynolds@hotmail.com by the Wednesday of the week you want the flier/information to appear.

Specific Grade Events/Activities

Every grade is encouraged to create a class Facebook Page for parents only, to foster communication within our classes.

- **Pre-K 4:** responsible for providing a graduation get-together- decorations, cake or small treat
- **Kindergarten:** responsible for providing a graduation get-together- decorations, cake or small treat
- **1st grade:** responsible for providing a reception following the First Holy Communion Mass.
- **2nd grade:** responsible for buying gifts for the Communicants which are presented at the reception
- **3rd grade:** Science Fair
- **4th grade:** Science Fair
- **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 Mrs. 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:** responsible for providing a brunch following the 8th-grade Baccalaureate Mass.
- **8th grade:** responsible for graduation, class trip, fundraising, etc. coordinate with teachers and Mrs. Underwood.

FINANCIAL GUIDELINES 2023-2024

All SRLA families are asked to contribute to HSA dues.

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

Here's the break-down:

- \$50 for class parent 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.

Specific class event budgets:

- Pre-K 4 Graduation: \$50
- Kindergarten Graduation: \$50
- 1st grade hosting 2nd grade Communicant Brunch: \$300
- 2nd grade gift for Communicants: \$100
- 7th grade hosting 8th grade Baccalaureate Brunch: \$1200

- 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.**

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 Mrs. Underwood so she can sign/approve checks. Please let me know if your needs are urgent. My contact information is:

Michelle Morrisroe mdm0119@gmail.com

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,
Michelle Morrisroe
HSA Treasurer

Guidelines for Reimbursement

No sales tax will be reimbursed. Included in this binder 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, Michelle Morrisroe, 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 binder. 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:
