



**Mission Statement:**

"St. Kevin Catholic School partners with parents to provide rigorous dual language education centered on the Catholic faith formation of the whole child to guide him or her in becoming global citizens with the Eucharist as the center of their lives."

"El colegio Católico Saint Kevin se une a los padres de sus estudiantes para proveer una ríguosa educación bilingüe centrada en la fé Católica del niño en su totalidad para guiarlo a convertirse en ciudadanos conscientes con la Eucaristía como el centro de sus vidas."

September 12th, 2024

**Meeting No. 1**

- Mrs. Abella
  - Welcome & Opening Prayer
- Dr. Constantino
- **Jennifer Camacho**
  - Board Member Introductions:
    - President: Jennifer Camacho
    - Vice President: Diana Medina
    - Vice President: Janet Medina
    - Treasurer: Janelle Fuentes
    - Online Treasurer: Yaniris Gonzalez
    - Secretary: Katrina Collantes
    - President Emeritus: Chanelle Mendoza
    - Teacher Liaison: Angelica Perez and Elena Dawes
  - What is Home and School Association?
    - H.S.A is comprised of parents who work together to raise funds through numerous events and act as liaisons for the school.
    - All funds raised are to improve our educational programming, obtain supplies and the overall improvement of our school.

H.S.A website: [www.skshsa.org](http://www.skshsa.org)

H.S.A Email: [stkshsa@gmail.com](mailto:stkshsa@gmail.com)

Treasurer Reimbursement Email: [sksreimbursements@gmail.com](mailto:sksreimbursements@gmail.com)

Gala Website: [www.sks gala.org](http://www.sks gala.org)

- H.S.A meeting Dates (subject to change):
  - In Person Meetings:
    - September 12, 2024
    - October 10, 2024
    - November 14, 2024
    - January 16, 2025
    - March 13, 2025
    - May 8, 2025
  - Virtual Meetings (Zoom link to be provided day of)
    - December 19, 2024
    - February 13, 2025
    - April 10, 2025

**All parents are welcome and encouraged to attend.**

- H.S.A members
  - General Responsibilities:
    - Must have VIRTUS training and fingerprint clearance. This includes keeping up with the monthly VIRTUS bulletins.
    - Must sell \$100 worth of Gala Ads or secure an auction donation of \$150 value.
    - Attend H.S.A meetings regularly
    - Must volunteer a minimum of 20 hours for the school of which 2 hours must be at the Parish Festival, 6 hours of Faith Formation, and the rest through school and HSA volunteering opportunities.
  - Delegates:
    - Serve as the contact points for parents of their grade.
    - Organize their grade bake sale donations and volunteers.
    - Plan and coordinate grade booth for Parish Festival. Secure volunteers for the booth.
    - Coordinate and execute grade trunk for Trunk or Treat
    - Organize class parties (Christmas and End of the year).
    - Positively promote the school.

- Relay H.S.A messages to the parents via WhatsApp.
  - Grade delegates are a TEAM! All class ideas must be agreed upon by all delegates. Once you have an idea you must get it approved by the HSA board.
  - Anything done for one class must be done EXACTLY the same for the other class.
  - Please do not plan grade specific events on the same day as an H.S.A events.
  - The term of office for delegates in one year. May be extended if needed.
- Event Chairperson and Co-chairperson:
    - Each event/committee will be assigned a Vice President to facilitate communication between the committee and the board.
    - Select date and event details.
    - Obtain approval by the Executive Board for event details, flyers, and finances. All flyers must be sent to H.S.A president for approval by administration prior to sending out.
    - Plan their events from start to finish.
    - Responsible for promoting their event. Be sure to communicate to the board the reminders that you want sent out to parents or posted on social media.
    - Arrange volunteers for their event including set up and breakdown.
    - Print flyers for school and post at all the gates
    - Make copies to send in home folders (these can be made at the school, please arrange with your assigned VP for access)
    - Fill out a Profit and Loss form provided by H.S.A board with all incoming and outgoing monies for event. Must be turned into to Treasurer within 7 days after the event.
    - Submit a list of active committee members to the H.S.A board after the event.
    - Approve hours for committee volunteer list on Track It Forward.
  - Committee members:
    - Assist the chair and co-chair in the event planning.
    - Attend meetings for their assigned committee.
    - Volunteer at assigned committee's event
    - A google form will be sent out for committee member sign up. The form has already been sent if interested please fill out.
    - Submit volunteer hours on Track it Forward for approval

- Awning Project: Completion Goal June 2025
  - Help keep our Shamrocks dry on rainy days and cool in the shade by supporting St. Kevin Catholic School's Awning Project.
  - Donors who give a significant amount will be recognized with a plaque.
    - Platinum Sponsor > \$5,000
    - Gold Sponsor \$5,000
    - Silver Sponsor \$3,000
    - Bronze Sponsor \$1,500
  - All donations are welcomed and appreciated.
  - Checks preferred.
  
- Track It Forward App
  - All families must download the app.
  - HSA will provide further instructions once we set up accounts for each family
  - Each family will be responsible for uploading their hours and/or checking in to each event. The volunteer coordinator will approve hours uploaded.
  - All families must complete a minimum of 20 volunteer hours per school year
    - 6 mandatory hours of Faith Formation
    - A minimum of 2 mandatory hours at Parish Festival
    - Remaining hours at HSA events, in school volunteer opportunities, etc.
    - Families that do not complete their 20 mandatory volunteer hours are at risk of not being invited to re-register for the following school year.
  
- Concierge App (Early Dismissal Tracking)
  - Parents must download the Concierge Pad App. Business Code: KVN Unique ID: Can be found in Plus Portals where child's picture. Must do a separate unique ID per child.
  
- Pumpkin Patch 10/24/24 (PK2-Kinder only)
  - Volunteers must have Virtus and Fingerprints and must have sold a minimum of \$100 Gala Ad or \$150 auction item value
  - Final volunteer list will be approved by Dr Henderson
  - Once we know number of volunteers allowed into the school by the administration, we will be sending a Google Form for sign up (PK2-Kinder only)

- Parish Festival 12/8/24
  - Proceeds are split between the school and the parish.
  - Wristbands are included in Activity Fee. All students will receive a wristband to wear to the Parish Festival.
  - Bake Sale profits benefit the Parish Festival.
  - Minimum 2 volunteer hours are required per family.
  - Raffle Tickets are on sale on H.S.A. website. Families are encouraged to purchase a minimum of \$100 Raffle Tickets.
  - Delegates, please email H.S.A with your booth theme selection. (Prior year booths get priority on booth theme selection)
  - You will be receiving \$10.00 per kid towards your budget for the booth.
  - Grade Sponsorships for additional rides are available again this year, we will be sending a post for delegates to share with their grades on WhatsApp.
  - Christmas Bazaar (which takes place during Parish Festival) is in need of a Chair and Co-Chair
  - If interested in sponsoring this event, please reach out to the HSA Board [stkhsa@gmail.com](mailto:stkhsa@gmail.com) or Yani Rubio 305.205.8854.

### Diana Medina

- Parent Social 9/20/2024 8-12am
  - Free admission
  - Drinks and food available for purchase
  - The Globe, 377 Alhambra Circle Coral Gables, FL
  - Adults Only
- Gala Date TBD
  - Gala Ads will be on sale soon.
- Boo Grams
  - On sale 10/1/24
  - Will be distributed 10/31/24

### Janet Medina

- Special Thank You to our Pre-Loved Sale Chair Arlyn Garcia and Co-Chair Jessica Toledano and their entire committee for all their hard work. They raised \$3,544.52.
- Trunk or Treat Saturday 10/19/24 from 2pm-5pm
  - Delegates, if you have not already done so, please submit your class trunk theme for approval. *Do not start buying supplies until your theme has been approved.*
  - Volunteers for trunks needed-contact your delegates
  - Delegates please confirm you have requested \$10 donations. (\$5 to decorate the trunk and the other \$5 to be sent to the Board to pay for the event as the event is

free and please make sure to keep a list of everyone who has contributed to turn in with the money)

- Still missing some themes for each grade level, please contact Katrina 305-904-2433 or Janet 305-926-7438 for approval
- Candy donations and Sign-Up Genius going out in October

### Yani Gonzalez

- Event Chairs must let me know if they need information added to H.S.A. Shop and/or website.

### Janelle Fuentes

- Any items being purchased for reimbursement money need to be approved by the board prior to purchase.
- All reimbursement requests must be sent to: [sksreimbursements@gmail.com](mailto:sksreimbursements@gmail.com)
- Please be patient when waiting for reimbursements. There is a tedious process of getting the money back to you.
- No one can deposit any money from activities into your own account. **NO CASH** can leave school. All money stays in school or must be turned into a HSA Board member.
- Most events are purchased online **ONLY!**
- Bakes Sales
  - 8<sup>TH</sup> Grade – \$591
  - 7<sup>th</sup> Grade- \$794.40
- Bake Sale Dates:
  - 6<sup>th</sup> grade: 9/12
  - 5<sup>th</sup> grade: 9/19
  - 4<sup>th</sup> grade: 9/26
  - 3<sup>rd</sup> grade: 10/3 (Date will likely be changed due to class field trip)
  - 2<sup>nd</sup> grade: 10/10
  - 1<sup>st</sup> grade: 10/24
  - Kinder: 10/17
  - Pk4: 11/7
  - Pk3: 11/14
  - Pk2: 11/21
- Dr. Constantino
  - **Re-registration: Opens 1/6/25 and Closes 1/17/25**
    - **The \$200 officer fee will be required for re-registration.**
    - **On 1/21/25 registration for new families will open.**
  - Open discussion
  - Meeting Adjournment

### IMPORTANT DATES TO REMEMBER (SEPT/OCTOBER)

- September 13: Junior High Dance
- September 17: Charlie Brown
- September 18: FIU Speaker for Parents 8:30am
- September 20: 5<sup>th</sup> Grade Bible Blessing
- September 20: Parent Social 8pm-12am
- September 21: Auditions for Thespian Play
- September 22: School Mass dedicated to H.S.A.
- September 25: 7<sup>th</sup> Grade Field Trip to ACC
- September 26: 3<sup>rd</sup> Grade Mass
- September 27: No School/Professional Day
- October 2: Pet Parade
- October 4: Kinder Angel Mass
- October 4: Early Dismissal/Snack 2000/ Yellow & White Dress Down Day
- October 4: Choir Coffee House 7pm
- October 10: H.S.A Meeting (in person)
- October 14: No School/Columbus Day
- October 15: 2<sup>nd</sup> Quarter Begins
- October 15: Charlie Brown
- October 16: FIU Speaker for Parents 8:30am
- October 16: Unity Day-Orange Dress Down Day
- October 17: Hispanic Festival Night Show
- October 18: Hispanic Festival Festival (7<sup>th</sup> grade)
- October 18: Early Dismissal/Snack 2000
- October 19: Trunk or Treat 2pm-5pm
- October 24: Pumpkin Patch (Pk2-K)
- October 25: 8<sup>th</sup> Grade Rite of Enrollment Mass
- October 28: Start of Red Ribbon Week Red Dress Down
- October 29: McGruff Visit
- October 30: Color Run
- October 31: Costume Pk2-2nd/Theme Day 3<sup>rd</sup>-8th and Boo grams to be distributed

**Dress Down Day Schedule (subject to change)**

9/6/24	Early Dismissal Regular DDD
9/11/24	Patriotic, Red, white, or blue shirt with jeans
10/4/24	St. Jude DDD Yellow or White shirt with jeans
10/16/24	Unity Day DDD Orange Shirt with jeans
10/28/24	Red Ribbon DDD/Red Shirt with jeans
10/31/24	Costume Day for Pk2- 2 <sup>nd</sup> grade Theme Day for 3rd grade and up (await instructions from teacher)
11/1/24	Early Dismissal Regular DDD
11/8/24	Patriotic, Red, white, or blue shirt with jeans
11/20/24	Fall colored shirt with Jeans (no shorts) Parish Festival Fundraiser (\$Amount TBD)
12/6/24	Early Dismissal Regular DDD
12/9/24	Wacky Week Pajama Day
12/10/24	Wacky Week Crocs and Socks
12/11/24	Wacky Week Western Wednesday
12/20/24	Christmas Red, White or Green DDD
1/10/25	Early Dismissal Regular DDD
1/27/25	Patriotic, Red, white, or blue shirt with jeans
1/28/25	Career Day DDD for PK2 - 2 <sup>nd</sup> grade
1/30/25	Spirit Day. PE Uniform with green accessories
2/7/25	Early Dismissal Regular DDD
2/14/25	Valentine DDD Red, pink or white shirt with jeans
3/3/25	Dr Seuss Day PK2-Kinder
3/14/25	Early Dismissal Math (Pi) Day
3/17/25	St. Patrick's Day Green or White DDD with Jeans
4/4/25	Early Dismissal Regular DDD



4/15/25	Spring colored shirt with jeans
5/2/25	Early Dismissal Regular DDD
5/5/25	May Crowning (2nd grade in Communion outfits, 8th grade in Spring outfits, rest of students in Uniform)
TBD	Thespian Play- Show Theme shirt with jeans
6/3/25	EOY BBQ-PE Uniform 1 <sup>st</sup> -8 <sup>th</sup> grade

**Mass Grade Schedule (subject to change)**

8/23/24	8 <sup>th</sup> Grade Mass
8/30/24	7 <sup>th</sup> Grade Mass
9/6/24	4 <sup>th</sup> Grade Mass
9/11/24	6 <sup>th</sup> Grade Mass
9/20/24	5 <sup>th</sup> Grade Mass
9/26/24	3 <sup>rd</sup> Grade Mass
10/4/24	Kinder Mass
10/11/24	8 <sup>th</sup> Grade Mass
10/18/24	7 <sup>th</sup> Grade Mass
10/25/24	8 <sup>th</sup> Grade Mass
11/1/24	1 <sup>st</sup> Grade Mass
11/8/24	6 <sup>th</sup> Grade Mass
11/15/24	4 <sup>th</sup> Grade Mass
11/22/24	2 <sup>nd</sup> Grade Mass
12/6/24	3 <sup>rd</sup> Grade Mass
12/13/24	8 <sup>th</sup> Grade Mass
12/20/24	5 <sup>th</sup> Grade Mass

## **Saint Kevin Family Activities (September to December 2024)**



### **Special Masses -**

**Sunday, September 22** – special Mass to honor the **HSA** members and to bless the **Moms to Moms** group.

### **Sundays at 11:15 AM - Grade Level Masses**

**September 28** – 8<sup>th</sup> Grade

**October 27** – 5<sup>th</sup> Grade

**November 17** – 7<sup>th</sup> Grade

**December 15** – 6<sup>th</sup> Grade

**Parents Advent Retreat** – December 5, from 8:30 to 1:00 PM

### **Faith Formation Parents and Faculty -**

**Thursday, September 26** – 1<sup>st</sup> Faith Formation Talk – Mr. Gerry Portela

**Thursday, October 24** - 2<sup>nd</sup> Faith Formation Talk – Mrs. Miriam Smith

### **FIU Parenting Talks -**

**Wednesday, September 18**, at 8:30 AM – “The Power of Positive Parenting”

**Wednesday, October 16**, at 8:30 AM – “Raising Confident, Competent Children”

**Wednesday, November 20**, at 8:30 AM – “Raising Resilient Children”

**Wednesday, December 11**, at 8:30 AM – “Bullying”

### **Moms to Moms -**

**Catholic Social Teaching Class**, 7:30 to 9:00 AM, in the D Room. Fridays,  
**September 13** and **20**, **October 4**, **11**, and **25**, **November 8**, **15** and **22**.

### **Service Activities -**

**Saturday, September 28** St. Jude Walkathon – Faculty and Parents -Tamiami Park

**Thursday, October 3** – Families prepare brown bags for the homeless (school)

**Thursday, November 21** - Candlelight Prayer Vigil for SKS family intentions  
(school)

**Tuesday, December 17** – Caroling at the “Palace”

### **Saint Kevin Family Rosary on Zoom -**

Family Rosary, **Tuesday, September 24**, at 7:30 PM

Family Rosary, **Tuesday, October 22**, at 7:30 PM

Family Rosary, **Tuesday, November 5**, at 7:30 PM

Family Rosary, **Tuesday, December 3**, at 7:30 PM