

Annunciation Parent Organization

September 15, 2020

"Let all that you do be done in love."

1 Corinthians 16:14

Officers:	<p>Co-Presidents: Heather Mueller and Megan Scherf</p> <p>Co-Vice Presidents(s): OPEN – <i>looking for at least one</i></p> <p>Secretary: Courtney Klosner</p> <p>Treasurer: Tara Dietenberger</p>	
Time:	Item:	Speaker:
6:30 – 6:35	Welcome, Prayer & Opening	Heather/Megan
6:35 – 7:00	<p>Presidents' Report:</p> <ul style="list-style-type: none"> • Welcome Father Deziel • Open Positions: Co-VP, B&N Book fair, Staff Appreciation Co-VP: Still looking for a Co-VP, need at least one who is invested in supporting the school and will shadow current Co-Presidents this year and join Megan as Co-President next year. B&N Book fair: Heather will reach out to B&N to schedule date. Normally scheduled in December. Staff Appreciation Week: Held in May. The theme is already planned if we are able to have it in-person. Kerry to get lists to Heather of interested people. • Used Uniforms: Recap of BTS sale + ongoing needs This was the most successful sale to date. We are working through planning another sale for mid-October. It was suggested to have a "special" sale for new families to shop first. The weekender should be updated to include the need for size small and medium shirts as well as long sleeve shirts, pants and smaller sized jumpers. How families can drop-off uniforms should also be clarified in the weekender. • Grade Reps: Responsibilities; discuss yearbook photos 1-2 grade reps per class are needed. The importance to utilize/leverage grade reps this year to be our main point of communication was discussed. Grade rep responsibilities include sending out APO needs and upcoming events and helping teachers as room parents as needed. Yearbook – Christy McFadden and Jessica Knutsen will be taking over the yearbook. Beth Sable suggested teachers could upload their classroom photos to google photos and send to the grade reps. • Coffee with the Principal: Thursday 9/17 • Next Meeting: Oct 20th 2020 (likely Zoom) 	Heather/Megan

<p>7:00 – 7:30</p>	<p>Officer Reports:</p> <ol style="list-style-type: none"> 1. Teacher Report <p>The teachers are tired! Overall, everything is going well and no one complains about wearing a mask. The kids are taking the precautions put in place seriously. There is a lot of transition time because of the need to wash/sanitize hands. Teachers need – Clorox wipes, Lysol spray</p> 2. School Advisory Report <p>We’ve gained 90 new families and are trying to find ways in this unique environment to retain them. APO’s main focus this year is to support teachers. There are a handful of new ASC positions that will be voted on next month.</p> 3. Treasurer Report <p>Funds can no longer be carried over. Because of this pivoting the needs for funds will be necessary. Teacher grants will be distributed as usual and will be increased to \$250 for all teachers and specialists. Teachers can apply for mini grants and APO will fund them i.e. new desk shields.</p> 4. Hospitality Report <p>In place of the monthly luncheons for teachers, snack stations have been set up. A survey was sent out for teachers to fill out their wish lists of items to be stocked at the snack stations. A sign-up-genius will be sent to the grade-reps to push out to families and ask for snack donations. Gift cards may be an option some months if snack stations are completely stocked. If we are in school at the end of the year, there will be an end of year celebration food truck. Any other ideas on how to provide hospitality please email Jenny/Tara.</p> 5. Volunteer Coordinator Report <p>Chairs are busy collecting volunteer forms. About 1/2 the school has turned them in. The possibility of creating an online submission form was discussed. Or the need to re-send the volunteer form home with students to try and get the rest of the forms back. Chairs deciding who will take the lead on the volunteer email. Kari suggested to highlight volunteers throughout the year. Creating descriptions for each APO chair position is in progress and should include estimated amount of time required for each position. Heather to confirm with Sysco – Mass of the Holy Spirit. \$5,000 will go to APO if we can secure 50 volunteers.</p> 6. Enrollment/Retention Report – 336 students (includes 50+ in preschool). 5th/7th grade spots open. Great feedback from new families about the structure of the First Friends events this year. APO to check in with grade reps on how parents stay in touch with each other i.e. Facebook group. 	<p>Beth Sable</p> <p>Heather</p> <p>Tara D.</p> <p>Jenny K. / Tara D.</p> <p>Kerry / Emily / Tara K.</p> <p>Christy</p>
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<p>7:30 – 8:00</p>	<p>New Business:</p> <ol style="list-style-type: none"> 1. Teacher Recognition: Spirit Cards, Gratefulness notes + new ideas; APO will be taking over teacher recognition/spirit cards from ASC. Should APO create a chair position for teacher recognition? Role includes: Finding ways to encourage families to fill out spirit cards and putting a call out to families to donate gift cards for the monthly drawing. Spirit cards can be filled out online, they are then printed and hung up at school. In the past, the monthly drawing was done at morning assembly for the gift card. A reserved parking spot will also be awarded. The parking sign has already been made. Jenny/Tara offered to take this on. Favorite things list should be routed again this year. Include cleaning staff. Tray of treats for Salvador and the rest of the staff. School Custodian Day – October 2nd. 2. Grant Research + Support - SKIPPED 3. Chipotle Fundraiser Currently looking for other restaurants that offer take-out options. Pizza Luce’s program has been suspended. The plan is to start with Chipotle and Noodles and possibly Local Roots and have one in October. 4. SCRIP Promotion Need to promote more! Doing a fun promo video with Jimmy and a few teachers was thrown out as an option. Promotional video done before holidays to push families to purchase holiday gift cards through Scrip. Other ways to promote: Put in church bulletin and send home step by step flyer with students. 5. Trivia Night: Friday 11/13 (School Release Day) Planning for virtual event. Working to get the first promotional email blast out the first week in October. Planning to increase registration fees/mulligan sales. Working through other options to generate revenue. 6. Wintergreens: Orders due 10/12; pickup late Nov Orders will be taken online only this year through Gertens. Because they go directly through Gertens, orders will be due sooner than normal on Oct. 12. AYM is not doing their poinsettia sale this year so poinsettia’s will be included in our sale. 	<p>Heather</p> <p>Heather</p> <p>Kristen</p> <p>Tina</p> <p>Courtney / Jen</p> <p>Heather / Christy</p>
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