

# Annunciation Parent Organization

**August 18, 2020**

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

**1 Corinthians 16:14**

<b>Officers:</b>	Co-Presidents: Heather Mueller and Megan Scherf Co-Vice Presidents: OPEN Secretary: OPEN Treasurer: Tara Dietenberger	
<b>Time:</b>	<b>Item:</b>	<b>Speaker:</b>
<b>6:30 – 6:35</b>	Welcome, Prayer & Opening	Heather/Megan
<b>6:35 – 7:05</b>	Presidents' Report: <ul style="list-style-type: none"> <li>• Upcoming Year + Changes to Events/Fundraisers</li> <li>• Identified Needs:               <ul style="list-style-type: none"> <li>○ Volunteers for indoor/outdoor space set-up</li> <li>○ Teacher/Staff recognition (ongoing)</li> <li>○ Hand sanitizer + Clorox wipes</li> </ul> </li> <li>• Back to School Night</li> <li>• Used Uniform Sale</li> <li>• Friendly Update</li> <li>• Open Positions</li> <li>• Future Meetings – preferred format</li> <li>• Next Meeting: Sept 15<sup>th</sup> 2020</li> </ul>	Heather/Megan
<b>7:05 – 7:30</b>	Officer Reports: <ol style="list-style-type: none"> <li>1. Teacher Report</li> <li>2. Treasurer Report</li> <li>3. School Advisory Report</li> <li>4. Volunteer Coordinator Update</li> <li>5. Health Office Update</li> </ol>	TBD - Rotating Tara Heather/Megan Kerry/Emily/Tara Teresa
<b>7:30 – 8:00</b>	New Business: <ol style="list-style-type: none"> <li>1. First Friends (8/20)</li> <li>2. Incoming K-Event (8/25)</li> <li>3. School Box Kits</li> <li>4. Fun Run (TBD)</li> <li>5. Trivia Night (11/13)</li> </ol>	Heidi/Kate Renee/Meghan M. Ann/Gwen Jenny Courtney/Jen

## Welcome, Prayer & Opening

### Introductions

#### Presidents' Report:

- Events will look different from the past
- Read-out from ASC and coordination with Kari – still trying to determine our exact needs given environment (e.g., STEM labs out / hand sanitizer IN)
- #1 priority – supporting the teachers, staff appreciation / recognition
  - o Ideas
    - 1) Having trivia night funds go 100% to teachers (gift cards, etc.)
    - 2) Other gifts / tokens of appreciation besides monetary
    - 3) Volunteers set up outdoor classroom space to make it easier on them
    - 4) Monetary bonus, gift cards, lunches provided (food trucks)
  - o Action items
    - 1) One teacher to be invited to APO meeting each month
    - 2) Class rep should have a responsibility to check in with teachers and get feedback about the specific items / support they may need; APO grade rep should also serve as “room parent” – maybe have two per grade so they could divide and conquer the two classrooms, if feasible.
- Other needs: Hand sanitizer and Clorox wipes
  - Ideas:
    - 1) Medical supplier
    - 2) Refilling empty canisters with a bulk supply
    - 3) “Make your own” with a bleach spray and paper towels
  - \*Already in process: hand sanitizer stations around school – men’s group is building them Saturday morning at Keegans. Also working on a wash in / wash out station (for each classroom). K – 5 also have sinks, while middle school can use bathrooms

### Back to school night

- 10 minute sign ups for families – will prevent crowding
- APO main responsibility: Used uniform sale – volunteers will be managing the handing out of sizes (rather than families rummaging through the supply)
- No CASH – use square iPad (contactless as much as possible)

#### Action items:

- 1) Set up volunteer list – 2 hr shifts / 2 volunteers at a time (Megan)

### Friendly

- Very expensive investment for APO – decision was made not to continue

### Open positions

- Secretary
- Co vice chair
- Used uniforms – every 3<sup>rd</sup> Monday, families can donate their used uniforms. Volunteer would come in Monday / Tuesday to sort them
- Cards & condolences – Kristin Carlson?
- Health office (helping Teresa)
- Staff appreciation week
- School service project
- Barnes & Noble book fair

#### Action item:

- 1) Create chair descriptions with the commitment – hours / time of year / weekend vs weekdays. Expectation is to commit to 2 years. (TBD)

### Future APO meetings

- Plan to meet outside as long as we can (inclement weather plan would be to go inside / don't forget your mask)
- Go to ZOOM meeting once the weather goes bad
- Next meeting: Sept 15

#### Septemberfest

- Emily brought the raffle tickets for hand distribution - volunteers to deliver in their neighborhoods
  - APO to donate an online auction basket – decision: cooking basket with kitchen supplies, oil, spices
- Action items:
- 1) Donate (VenMo) to Megan (ALL)
  - 2) Shop and assemble basket (Megan)

### Officer reports

#### School Advisory board

- Wait lists in every grade but two grades!
- 15 on the waitlist for kindergarten – some debate about whether to add a 3<sup>rd</sup> classroom
- Volunteer commitment tabled for this year; unsure whether we can even have volunteers
- New religion curriculum that everyone is excited about!
- ASC needs two new members / last minute opening

#### Treasury

- Use of “booster” program for fundraisers. Their projections likely optimistic, but we budgeted for 1/3 of the gains
- Projecting an excess of \$4K which we can use for teacher donations

#### Volunteer coordinators

- Big need is classroom rep, right now – waiting to hear on other needs
- Unsure if they're going to allow anyone in the school, even to clean up AFTER a break
- Substitute teacher – bachelors degree required, plus a 2-day course

#### Health office (Teresa)

- Trying to have a nurse at school 5 days per week, 10 am – 2 pm
- Copy room being converted to a “sick” room so that they no longer sit on the bench in the hallway

### New Business

- Fun Run moved to Spring, 2021 – helps spread out the ask so kids aren't asking for money again right after Septemberfest raffle ticket sales. Virtual dance party is also being considered.
- First friends modified so that there are smaller frontyard parties with hosts + new families only
- Incoming kindergarten was restructured as playground time with your class. Kids are encouraged to wear a mask and only one parent preferred. Serving packaged cookies (instead of popsicles).
- School toolbox - Total boxes sold were 152 (compared to 160) in prior years – check should be coming in October for ~\$410 to APO
- Trivia night
  - o 100% virtual / there are some zoom-like companies that manage the event online
  - o Drink kits / Meyers figured that out for auction – pick up in church basement
  - o Jen / Courtney in need of a graphic designer
  - o This year, we'd like all funds to go directly to teachers (42 FT teachers – do we include staff? Probably yes)
  - o Idea to pair it with a “take out for good” dining option
  - o Use class reps to organize teams
- Winter greens should be a good turnout this year!