

**Our Lady of Guadalupe  
Parent Organization  
Meeting 5/12/2020**

- Prayer

Chatrice Beza

*Loving Father, help our children to continue to learn with humility and grace.  
May they grow in wisdom as well as knowledge.  
May Parents and Caregivers be filled with your spirit to give us the  
enthusiasm, strength and love needed to provide to our children.*

*Lord Jesus Christ, our true physician and healer,  
be merciful to us during these troubled times.*

*Bring wisdom to doctors.  
Give understanding to scientists and Leaders.  
Endow caregivers with compassion and generosity.  
Bring healing to those who are ill.  
Protect those who are most at risk.  
Give comfort to those who have lost a loved one.  
Welcome those who have died into your eternal home.*

*Stabilize our communities.  
Unite us in our compassion.  
Remove all fear from our hearts.  
Fill us with confidence in your care.*

*We place our trust in YOU, who lives and reigns for ever and ever. Amen.*

- Principal's Report

Anton Kramer

- Awesome teacher appreciation parade, it was really fun! Teachers loved seeing everyone!
- Salmon release was fun, especially seeing the chats during the live stream
- Field day was great! Love seeing pictures/video of students participating
- Family faith group this Friday at 10am, invites have gone out for these 8th grade led family group meetings!
- Hiring process is moving forward, good candidates for counseling position, open positions are posted on Indeed and the archdiocese website
- Need to fill middle school science positions, have good candidates moving along the process, have used the annual parents survey for guidance on what parents want/students need. Beefed up the expectations for deliverables from the candidate. Have been trying to get them into our zoom meetings with our students since we cant have them in the classroom as we typically would

- Looking ahead - following the dashboard Governor Inslee uses
  - What does this mean for the fall
    - Schools across the world are trying to figure this out
    - Our goal is to open
      - We do best when in community together in person
    - We are planning for a full reopening but are looking for contingencies
    - Will be under the direction of public health and the archdioceses as we move forward
  - Mr. Santos will be back for middle school humanities! Will be taking over for Ms. Smale. He won't be taking over 8th grade again, but will have a homeroom.
- School Commission Report Jennifer Dempsey
  - Vision statement is currently being reviewed by the teachers
  - 4 members of school commission are "retiring", their kids are graduating, so will have new members next year
  - How do we fill these open spots?
    - Opportunity for anyone who's interested. Talk to Anton or Jason Howell (Kindergarten & 3rd grade parent) contact information on website and school directory, can also contact Jen Dempsey
      - Jen has been on since Owen (graduating) was in 3rd grade, this is her last meeting.
        - Thank you for all your work/service Jen!!
- Treasurer's Report Rachelle Snyder
  - Not much change in income since last meeting. Haven't had a lot of fundraising activity while on lockdown
  - We have paid our full amount to the school for the year
  - Paid fund a need over, so bank account amount changed quite a bit these last few weeks
  - These numbers are without jog a thon, so we had quite a strong year, raised about \$99,000 total for the year.
    - Jog a thon would have been about 20-25,000 which would have put us at our 125,000 goal for the year.
    - This is great news with the big impact from COVID, we were right on track all year long, this is great!
  - Jog a thon should be a great kick off to the year to start off strong with some money in the bank!
  - Pizza refunds have not happened yet
  - Final report for fiscal year end will be next month so if anyone has any outstanding check requests get them in ASAP!

#### Old Business

- Pizza Friday's Donation or Refund Kelsey Fish

- Been in contact with 90 of the families, the majority have requested to make the remaining balance a donation. That's a little over \$2,000. Almost \$1700 will be going to refunds. Haven't heard from about 15 families or just heard back in the last 24 hours. Should we reach out or consider it a donation and be done?
  - Let's consider it a donation and if someone comes back later and says they aren't happy with it then we can offer a check
  - In the newsletter we will do one last blurb, "if we haven't heard from you we will consider it a donation or something along those lines"
- Refunds haven't been issued, do we know when this will happen?
  - Sooner than later, as this is on Maestro and we are moving away from that platform at the end of the year.
  - Refunds will go to the card that was used to pay

#### Chair Updates

- Jog a Thon      September 25th Lissa & Linda
  - Finalized and confirmed the new date
  - City has issued a new permit for this date and a new time.
    - Typically jog a thon is held on a ½ day but due to being mindful of education hours this coming year it will be in the afternoon portion of the school day
  - Working on a new theme as the old one was going to tie into the summer olympics
  - Website will be updated as well as Greater Giving and documents for making donation/pledges
  - Target date for information to go out to families for pledges will be toward the end of summer/back to school
    - Around the first week of school
- Charleston Wrap (Jog a thon impact)
  - Since this is now in the fall, it was mentioned to possibly not do charleston wrap/a second fund raiser at the same time
    - Will we get the items in time if we do it later in the fall
      - We can do a different deadline for delivery to the school versus shipping to home
    - This quarantine time has also trained people to do more online shopping/ordering, so good opportunity for Charleston
  - Doesn't sound like there's much downside to doing both at the same time and Grace has Charleston Wrap ready to roll
    - Probably put end date a couple weeks after the jog a thon
  - One negative with having them overlap is the kids get excited about both of these things so with them being so close to each other what will we hype them up with in the spring? And it will be hard to get the kids to see the 2 as separate events

- In the past we've always been mindful about not having events overlap and there's a lot of money spent at the beginning of the year and especially for new families there's a lot going on
- Can we push Charleston Wrap to online only and start it in November?
  - What was the reason for having orders come to the school?
    - Decreased shipping cost
    - Kids brought in order forms with checks and those items came to the school itself
      - Higher return on these times but more handling for us to deal with as well as a slightly higher risk
- Online only in the fall and possible spring sale?
- Benefits come to the school all year round! We just need to continue to remind people of this.
  - Let's always have the link in the newsletter, just at the bottom is great
- Let's talk about this again next month and make final decisions then using all this information
- Scrip Update Qiong/Mary Kay
  - Goes on all year
    - Maybe a lot of people don't know this
  - Been a little slow right now
  - Not many updates, just trying to get things ready for next year and what the 2 co leads do so those who take over aren't starting from scratch
  - Seems to be better understood than at the beginning of the year and we have more people signed up, so this is a win
  - We are moving the program forward and hopefully it continues to get easier
- Auction Kick-off Hilary & Rebecca
  - Moving forward with preliminary planning
  - Working to get the right people in the right roles
  - Been in touch with a lot of people already
  - Claire will be the procurement chair
    - Already have a strong procurement team
  - Working to fill roles early so we can get things started early
    - Want to be fully staffed with everyone we need by the time the school year starts
  - Currently working to fill committees and finalize the timeline
  - First auction meeting is June 2nd at 6:30, we will be choosing the theme at this time
    - Will continue to meet every first Tuesday of the month going forward
  - Invite for this meeting will be in the newsletter
    - It will be a zoom
    - Please come and encourage others to come even if you don't want a committee role

- The more brainstorming and input we have the better the theme and event will be

## New Business

- Calendar for Next School Year 2020-2021
  - Rough draft is out to Anton, Rebecca and Laura
  - Everyone will be seeing this draft come out hopefully in the next week
  - If we've missed something or something looks odd please reach out
- Positions for next school year
  - Several 8th grade parents are moving on, thank you for all your hard work over the years
  - Fulfillment & descriptions
  - Please take a look at the list that came out via email and let Yvette know if anything is wrong. Check contact info, name spelling, etc.
  - Need to fill the Halloween Carnival role asap as that event is coming up soon
  - Right now game night is off as it didn't do so well this year competing with football and holiday weekend, also talk of replacing it with a crab feed or another spring event
- Classroom volunteers tab
  - This is pretty empty
  - Asking class reps to get this filled out
  - Next steps, take descriptions of open positions and send out to your classes and get them filled for next year. Have This back by June 1 so we can review at the next meeting. Want to have all positions filled for next year at this point!
  - This info will also go to new parents so they know what they're getting themselves in to, no one goes in blind
  - We want real clear descriptions/expectations so there are no surprises
    - Next month we will be able to review descriptions 1 by 1.
  - Auction project funding is different this year, instead of \$15 per kid we're asking one parent to fund this with \$200 and this will be that families donation to the auction, no more than 2 parents, \$400 is the max per class. Person running project can be the one to donate this money but it doesn't have to be them.
    - Trying to cut out what parents have to give, paperwork hasn't been updated yet
- New Family Night
  - Will try a zoom feature, breakout rooms
    - Based on grade of student
    - Majority are preschool/preK
      - Janet will talk with them

- Highlight paperwork, how we do weekly communication, safe environment/call to protect (June class has had to be cancelled)
- General PO info
  - Commitment hours
  - Auction
  - Fundraising
  - Jog a thon
  - Beer and brats
    - This is exactly what this is designed for so want to make sure they hear about it early
    - Social event, no worker bees needed
  - Will also invite to auction meeting
- School fund drive - Rebecca
- Earthquake kit/first week of school

#### Upcoming Dates

- 5/14/2020 6:30 PM New Family Night (by zoom)
- 5/21/2020 9:00 AM All School Mass (Parish FB Live)
- 5/29/2020 All Morning School Picnic/Field Day Late May FCE Goes Out
- 6/2/2020 Auction 2021 Meeting Kick-off, Pick a theme, form committees
- 6/3/2020 Graduation 6/4/2020 Teacher Appreciation Morning
- 6/9/2020 PO Org Meeting
- 6/12/2020 Last Day of School