

JPII Parent Association

Executive Board Meeting Minutes – 19 March 2025

Members in attendance – Angela Lowe, Sharon Patterson, Kari Creehan, Mary Rush, Diane Olszewski, and Dr. Jeremiah Russell. (Katherine Luders was conference called in to the meeting because she was traveling, but the connection was broken approximately 10 minutes into the call.)

Meeting called to order by Angela Lowe, who opened with a prayer. Sharon Patterson presented the minutes from the 23 January 2025 meeting (no exec board meeting in February). Minutes were approved as submitted.

Treasurer's Report – Angela Lowe for Wendy Evans. Budget updated to reflect income/expenses through 19 March 2025. Balance in PA account as of 19 March 2025 was \$14,711.23.

President's Report – Brief recap of Catholic Schools Week. Taco Tuesday for teachers/staff. Cookies on Friday for student body. Angela proposed increasing budget for Catholic Schools Week next year. The \$148.98 for 360 Costco cookies was not in the budget this year (paid for out of pocket by PA president), but Cookie Friday was very well received by the students. The PA would like to make Cookie Friday a permanent addition to Cath Schools Week in future years. More urgently, the increasing cost of ingredients for teacher/staff Taco Tuesday makes our \$250 budget for the event very outdated. This year, JPII paid Taco Mama in Town Madison the budgeted \$250 (they only charged JPII for 15 people), and then Taco Mama donated another \$525 worth of food so that the PA could execute the mission of feeding approx. 55 teachers/staff. However, because the PA cannot count on this donation in the future, a significant \$\$\$ increase in the Catholic Schools Week line item on the budget is needed for future years.

Angela updated on the PA Senior Yard sign campaign. Approximately 50 parents purchased signs. Angela said that Vince Bellofatto (JPII Mkt, which produced and ordered the signs through Allied Printing) and Gay Pittman (JPII Bookkeeper, who collected payment through FACTS and other) did most of the legwork, and the PA is appreciative of their hard work. Members of the PA Board assisted JPII with sign distribution.

Upcoming events were then discussed, to include the 2025-26 PA Board nominations, the Wine and Cheese Social on 30 April, Teacher Appreciation Week from 5-9 May, the Senior Picnic on 19 May, and the end of year teacher luncheon on 21 May.

For the 2025-26 PA Board nominations, as per the bylaws, PA VP Katherine Luders will put together a nominating committee consisting of the four PA class liaisons and one member at large. An interest form/nomination form will be sent to all JP11 parents via email through the liaisons, and a link to the form will also be posted on JP11 social media. Dr. Russell asked that the PA/Katherine ensure that the nomination and election process is in strict accordance with the PA bylaws.

Wine and Cheese Social – To be held on Wednesday, 30 April, in the JP11 Courtyard at 5pm, before Dr. Russell's State of the School meeting. Discussion ensued about the idea of continuing to try to host in the courtyard, or if it should be held in the front hallway again this year, as it has been the past year or two due to rain or hot weather. Brief discussion about food and wine served last year. Food was planned by hospitality committee and ordered by Gay Pittman. Wine purchased by Sharon Patterson (last year's PA president), who will give breakdown of exact brands and prices to Angela and the Hospitality Chairwomen.

(NOTE FOR RECORD - Brief summary of last year's purchases- Wine purchased from Costco - ten bottles of various white wine, three bottles of sparkling sweet Moscato, and eleven bottles of various red wine. Last year, we chose to buy from Costco rather than the Class Six on Redstone Arsenal because there was a concern that unused, unopened wine could not be returned to the on-post Class Six store. After the event, the PA returned unopened wine to Costco and was refunded for eight unopened bottles – five red, two white, and one Moscato).

A concern was raised that some parents did not know that the Wine and Cheese Social was open to parents, but only to the Benefactors Society. Angela said that the PA will do what is necessary to ensure that all parents know that the Wine and Cheese Social is a PA event and that all parents are encouraged to attend.

For Teacher Appreciation Week on 5 – 9 May, the PA hopes, depending on budget, to provide a nacho bar on Monday, bagels on Tuesday or Wednesday, Traveling Toms Coffee Truck on Thursday (\$325 for an hour of drinks), and an ice cream bar with toppings/fruit/etc. on Friday. Discussion ensued about gift cards or other ideas, depending on \$\$\$\$. The PA has done five \$25 gift card drawings to one teacher per day in the past few years during Teacher Appreciation Week, but this year it may need to be scrapped, with the budgeted funds being spent on the food/drink related items instead.

Senior Picnic – Angela, Mary Rush (Junior Class Liaison) and Laura Paul (last year's Junior Class Liaison) have met to discuss plans for the 2025 Senior Picnic. Mary Rush

reported that the counseling office told her that there were 138 RSVPs for the 2024 event. (SIDENOTE - A search into last year's emails/records confirmed that the counseling office actually reported 203 RSVPs for the 2024 event – numbers were given by Sharon Wieter to the PA, and last year's PA planning was based on that number.) Ms. Cobb estimates approximately 230 attendees this year (there are 78 members of the senior class), but the exact number will be given to the PA by the counseling office a few days before the actual picnic. A concern was expressed that there were not enough chairs set up at the 2024 picnic, however, that was an issue the PA could not avoid – the PA was only allowed to use what was left over after the counseling office set up for the senior assembly, which takes place immediately before the picnic. The PA was informed on the Friday afternoon before the Monday morning picnic that we would only be given 175 chairs to use for the estimated 203 picnic guests. Short of the PA incurring an unbudgeted last minute expense to rent and transport extra chairs, or the PA moving chairs from the MPR after the assembly through the school hallway to the front green of the school (which the administration wanted to avoid, as it caused a commotion and looked disorganized when chairs were moved in the middle of the events in 2023), the PA had only 175 chairs to set up for the picnic. Dr. Russell said the school has 450 chairs to be used for both events this year.

There was also a concern about there being too much leftover food last year. The catering amounts were based on the exact numbers provided by the counseling office (203 guests). Last year there was a cicada invasion on the JPll front lawn and walkthroughs by feeder schools for the graduating seniors – both of those factors may have contributed to lower numbers for the picnic than the 203 who RSVPed.

Mary Rush, Junior Class Liaison, gave an update of the planning for the 2025 Senior Picnic. She contacted Ted's Barbeque and other entities for prices, Laura Paul, 2023-24 Junior Class Rep, used Ted's last year for the pork and chicken, but she made all the sides herself. Desserts and cookies were bought from Costco, etc. Mary presented a spreadsheet with cost breakdown for different options to feed 230/250 people (BBQ, sandwiches and chips, or grilling dogs and burgers onsite). Consensus at the meeting was that BBQ from Ted's would be the easiest/most desirable option. Because there were so many leftovers last year, Dr. Russell suggested that the PA order only enough to feed 150 people this year. Therefore, Angela asked Mary to follow up with estimates on BBQ and sides from Ted's, along with cookies/desserts, for 150 people, rather than 230/250 people. Mary and members of the PA and Junior Class will also work on decorations, games, table set up and centerpieces. Because it is a celebration of the senior class, the sentiment was to continue to use cloth tablecloths and more of a formal theme rather than paper/plastic tablecloths.

Angela discussed the upcoming end of year Teacher Luncheon. Dr. Russell and Diane expressed the desire to have Olive Garden brought in again this year, as it was well received last year.. Angela asked Sharon Patterson if she had a cost breakdown for last year's Olive Garden order, and Sharon mentioned that she only has records for what she bought from Olive Garden, but none of the other costs. Sharon will provide a copy of her reimbursed cost by email/text to Kari, Marie, and Angela. Sharon mentioned that because she was not a part of the meeting where the budget was set for the 2024-25 PA year, she still does not have a copy of the final actual expense summary from 2023-24 PA year. Because there were several end of year expenses accounted for/submitted on the final budget sheet that was used at the 2024-25 planning meeting, Sharon requested that she be forwarded a copy from Angela as soon as possible so it can go in the official binder to close out 2023-24 and turned over to Katherine Luders for next year.

Administration Report – Dr. Russell. As previously mentioned, Dr. Russell requested that the nominations for 2025-26 PA officers be in accordance with the procedure outlined in the PA bylaws and overseen by the PA VP. Additionally, Dr. Russell then informed those present that the PA by-laws would be changed to remove Section 1.42 regarding PA bank account signatories. The by-laws currently list several PA officers as signatories on the PA bank account, but that section will be removed. The PA president, VP, or treasurer have not been allowed to write checks from the PA bank account for several years now, so the school is making that official change to the bylaws, which will then go for approval before the Board of Trustees.

Committee Reports -

Vickie Marks, chairwoman of the 2024 Oktoberfest, and Libby Parker, chairwoman of the 2025 Oktoberfest, have already met to hand over files and transition leadership to Libby for the Oct 2025 event.

Social Media - Nothing to report. Angela to do an end-of-year wrap-up from the PA President to the parents.

Diane asked Angela which PA board member should be sent Lands End info for the PA to distribute to parents. Angela says to forward it for now to her and to Abby Dobbins. If a new Social Media chair is in place for next year, it would then go to that person. Diane says that they are relying on the PA to distribute information about Lands End sales, especially through the summer, as JP II will not be posting it on the main JP II Facebook page.

Meeting was adjourned at approximately 2:50 pm.

