

Parent Association Board Meeting Minutes
Wednesday, November 4, 2020 5:00 pm
JPII Conference Room/Virtual (Zoom)

Attendees: Tony Pellegrino, Sharon Wieter, Pam Bourque, Liz Butler, Jennifer Geist, Denise Schovel, Susan Page

Zoom attendees: Lisa McCord, Jennifer Marx, Melanie Sturgis, Stephanie Good, Marie Schneider

1. Call to Order 5:17 pm
2. Welcome and Opening Prayer – T. Pellegrino
3. Reading of Past Minutes – Liz Butler: September 24 meeting minutes approved
4. Treasurer’s Report - Jennifer Geist
 - a. Current balance \$12034.30
 - b. 4 new memberships. Total families 160
 - c. Tinsel Trail Tree actual cost \$283.52
 - d. Upcoming expenses:
 - i. GiveSmart \$4K retainer - cancelled. No money needs to be set aside for it. Removed from budget.
 - ii. Turkey Bowl cancelled.
 - iii. Christmas luncheon/Teacher Appreciation Gift/Gift Catalog - Christmas luncheon scheduled December 21. Budgeted \$400 for Christmas Teacher Appreciation gift cards. Request made for an additional \$25 gift card for each faculty and staff that did not create a wish list for the Gift Catalog so everyone receives something . Estimated total \$500. Request approved.
 - iv. Giving Tuesday - Request made to the PA for a donation to the Giving Tuesday program. Motion for \$3000 donation. Approved.
5. Enrollment Committee: PA Participation/Assistance - Susan Page
 - a. Monique Brazille, Susan Page, Marie Schneider - S. Page presented for the enrollment committee.
 - i. Wanted to give thanks for providing the funds for the Tinsel Trail Tree. The National Art Honor Society (NAHS) are creating ornaments for the tree.
 - ii. Request to add March 2 - Showcase Day to PA calendar to support. Showcase Day is similar to 8th Grade Visit Days but the plan is to have 3 different 1.5 hour sessions that

will be open to all schools. Parents will either drop off the students or can stay for hospitality/PA presentation.

iii. Parent Ambassador Program: Request made for the PA to partner with the Parent Ambassador Program. S. Page has a list of new families and potential families that she would like paired with a Parent Ambassador that would be available to welcome the family and/or answer any questions they may have. S. Page would like to have a PA liaison to work with so there is a dedicated point of contact within the PA.

- S. Page will send scripts (ie, welcome, FAQ, etc.)
- S. Page will send the list of prospective families.
- PA to add Parent Ambassador volunteer interest on membership form.

6. Committee Reports

a. Hospitality - Melanie Sturgis

i. December 21 Teacher Christmas Luncheon is the next event for hospitality. Checking on options for event.

b. Gala/Fundraising – Still in work.

7. Class Liaison Reports

a. 9th Grade – Stephanie Good: Lost connection.

b. 10th Grade – Janet Pellegrino: Via T. Pellegrino - Feedback from several parents regarding removal of power hour. Discussion held about power hour future, lunch scheduling impact, and potential options.

c. 11th Grade – Denise Schovel: D. Schovel will send out a reminder to the Juniors regarding class ring purchase and ring blessing to be held in January.

d. 12th Grade – Lisa McCord: No report.

e. Virtual Liaison – Jennifer Marx: No report. Needs an updated list of virtual parents. S. Wieter to provide list.

8. JPPI Representative Report – Sharon Wieter, Dr. Russell

a. SWOT Survey completion deadline extended to November 13. The initial survey was sent out October 16. Has only gotten a few responses. The strategic planning committee needs parents input. The SWOT survey is canvassing the entire community - not just the JPPI parents.

b. Helping Hands Giving Hearts: PA participation

- i. Overview: Date: December 2, 2020. The goal is \$500K. Anything over the goal can go towards endowment.
- ii. Publicity
 - Facebook, The Falcon newsletter, JPPI website, WAAY31 story - also in Spanish
 - Email(s) from Class Parent Liaisons; Starting this week, 11/2/2020. Denise Schovel has provided an example
 - Phone calls: On Nov 22 and Nov 23 from 5-8 pm, students will be making phone calls to let people know about this upcoming campaign. A Phone-A-Thon Script sample was given. These calls are not asking nor collecting money. Suggest that the PA contact current parents.
- iii. PA Donation Match - PA has decided that \$3K is available to match
 - PA Audience for Donation assistance (friends, family, community, social media)
 - There is a link/donate button on the JPPI website so people can start giving now.
- iv. Tax Credit - Tax deductible donations need to be received before June 30. Recommend if using tax credit to SGO to send to Rocket City since that money currently stays within Madison County area. JPPI is one of the schools that benefits from their site.
- v. PA Volunteer lists
 - L. Butler to send list of PA fundraising volunteers to T. Pellegrino
 - L. Butler to send list of Special Skills (graphic design especially) volunteers to S. Wieter
- c. Faculty/Staff Gift Catalog: PA is currently soliciting assistance for this effort. Decided that a PDF file of the Gift Catalog will be published initially. Parents can peruse the catalog and select items/amounts to “purchase”. JPPI will collect the funds - potentially via FACTS. JPPI will also handle the logistics of purchasing the items.

9. PA Calendar

a. Upcoming Events (X indicates hospitality needed)

November		
4	(October) PA Board Meeting	
19	PA Board Meeting	
27	Turkey Bowl (Cancelled)	X

December		
1	Day of Giving	
15	Christmas Concert (Virtual/Live Streamed)	
17	PA Christmas Gathering	
21	Teacher Christmas Luncheon	X

10. Topics to Discuss

- a. **JPII Parent Association (PA) By-laws:** Needs review to update for 2020-2021; schedule meeting after new year
- b. **PA presence on JPII Website**
 - i. Need to add latest meeting minutes to the website - L. Butler will send September meeting minutes to S. Wieter. Note - minutes are to be sent after being approved and in PDF format.
 - ii. Need to add latest Calendar to the website

11. Meeting adjourned 7:20 pm