

MINUTES

Date | time November 8, 2023 at 8:30 AM *Meeting called to order by* Amanda Bartoszek

In Attendance

Amanda Bartoszek, Vice President
Christina Hanna, Secretary, Little Sprouts Liaison
Jane Thom, Communications and Community Relations Director
Mark Gedris, Volunteer Coordinator
Adrienne Jewett, Head of School
Kathleen Holroyd
Monica Siniff
Jenna Perez
Claire Smith
Melissa Cippel
Neev Exley
Sarah Pitkin

Opening Prayer/Introductions

- Amanda Bartoszek read the opening prayer.
- Around the room introductions.

Items Discussed

Upcoming PSG Events:

- Lunch for Conference Day – 11/10 – PSG to provide teachers and staff with Chick-Fil-A box lunches. Ginni or Amanda will deliver. Adrienne sent an email to all teachers and staff requesting orders.
- Mickman Brothers Greenery - Online ordering 11/1 – 12/7 – Will promote on social media in addition to weekly Guild emails.
- Buckland Farms Thanksgiving Fundraiser – Online order form available 11/1 – 11/8 – Currently 32 families have ordered, 102 items total. Several new options for baked goods are available this year in addition to pies. Ginni will pick up all orders the morning of 11/21 (may need another volunteer to help with pick-up). Amanda to confirm pick up time with Bucklands and provide final order on 11/10. Volunteers will be needed to help organize orders in the gym after 1st grade play. Pick-up will be in the gym or right outside gym (depending on weather) from 1-3 PM. Adrienne noted that 5th grade is scheduled for PE during that time so they can help distribute orders, and we can email our volunteer list if additional help is needed.
- November Birthday Celebration for Staff – 11/13 – Gift cards will be distributed.
- Guild Dress Down Day - 11/14
- Stock the Lounge – 11/27 – Sign up for all stocking the teacher's lounge is available through Lome.

Upcoming School Events to Support:

- Giving Tuesday - 11/28 - Guild will support with any needed set up. The event is 8:30-10am in the gym. Families can bring an ornament to decorate the tree. Families will have more of a shopping experience with a variety of options and choose what they would like to support.
- LHS Gala – 3/9/24 “Casino Night” theme at Brentsville Hall on the 2 Silos campus. Guild offered to cover cost of DJ and/or a table for the Sisters. Kathleen will think about what would be the best way for the Guild to support with funds.

Upcoming Spirit Nights:

- Panera– 11/15 – 4-8pm -Bristow location only
- Panda Express – 11/18 hours of operation - Questions regarding this being a nationwide event that we could share with family and friends, or if this was just the Gainesville location. Confirmed Gainesville location only.

Current Financials:

- Carry over as of 11/6 is \$6,600
 - Cover cost of car wash for TAW (\$2,500 estimate)
 - Graduation signs:
 - Preschool graduation signs (65 – \$568 estimate)
 - Kindergarten graduation signs (22 - \$214 estimate)
 - 8th grade graduation signs (27 - \$245 estimate)
 - Suggestion made to also do something for students “graduating” from lower school to upper school (4th to 5th grade). Adrienne to brainstorm ideas.

Fundraising items the PSG would like to cover expenses for:

- Holiday ice cream social- PSG will provide ice cream cups and candy canes during lunch on 12/15 to students and will also have an allergy friendly option such as popsicles.
- Pending approval- Spring book drive- Guild would like to donate books to students and/or classrooms from the spring book fair. Adrienne to look at some options for doing this.
- Spring movie night at LHS- Guild would like to show the movie “Hop” sometime around Easter and maybe do an easter egg hunt with the event. Need to look into licensing for the movie and location logistics (outside or in the gym - weather and number of attendees to consider). The school has a large movie screen we can use.
- Teacher Appreciation Week activities – Guild to provide a variety of things to treat teachers/staff for TAW end of April. Open to new ideas/suggestions for this.
- Adrienne and Kathleen also asked if we could look into using PSG funds to buy a portable salad bar cart. It could be used during lunch to give students more options for sides (such as fruit) and could also be used for treat days or special events (such as an ice cream bar). Adrienne is working on getting quotes to review.

Upcoming Fundraising Opportunities by Month:

- December - Holiday Gift Shop – week of 12/11 – 12/15 in the multipurpose room - This year we are using a small business out of Nokesville. Can conveniently restock inventory as needed.

- Lome sign up will be created for volunteers.
- Will work with Adrienne/teachers to create a shopping “schedule” for school and volunteers.
- Little Sprouts will be able to participate and shop with their families after pick-up on 12/11 and 12/12
- January – Penny Drive and car magnets
- February/March – See’s Candy fundraiser and Lynx Croc charms for Easter baskets
 - The suggestion was made to also offer key chains and/or bracelets in addition to Croc charms.
- April – “You’ve Been Flocked” fundraiser for April Fools – Need to further discuss logistics for selling flamingos.
- May/June – Possible Family Mini Golf Night – Ginni to look into cost estimate.

Around the room updates:

- Adrienne discussed a Spring Service project in collaboration with the Sisters to collect toiletries for the homeless and have students help put together toiletry bags for distribution.
- Adrienne mentioned the House of Mercy Holiday Toy Drive in collaboration with the Sisters. Toy drop-off will be 11/28 – 11/30.

Actions to be taken this week/before next meeting:

- Guild Bylaws were finalized and voted on by the Executive Committee. Sent to Adrienne for signature.
- Update website with upcoming event dates, meeting minutes, and bylaws. Will send all updates to Becky once ready.

Next Meeting

- December 6, 2-3pm in the Cafeteria. Open to all Guild members.