



## Parent School Guild Meeting Minutes

March 13, 2020

### Attendees:

Tara Chhay- Chair  
Ashley Luksik  
Leigh Ann Passero  
Sophia Seal  
Jill Colangelo

Tara Pascale  
Kim Lawson  
Neev Exley  
Tara Jenkins  
Lucy Gomez

Reena Bajaj-Diwan  
Kate Prouty  
Becky Michaelangelo

Meeting called to order at 8:31 AM, by Guild President Tara Chhay

### I. Updates

- BINGO
  - \$3200 in profit for 2020
  - \$2500 in profit for 2019
  - New Guild will need to start planning for BINGO '21 in the summer
  - List of people who donate
  - Theme should change from previous years
  - Registration and limiting the amount of people will be important
  - Offsite will not work just because of the amount of money you will spend for location
- Flowers
  - Switched to online orders
  - No longer having to return orders
  - Meadow Farms sets the deadline
  - Tara Jenkins will volunteer to help distribute

### II. Executive Committee Member Updates

- Ashley, Vice President
  - Flower Sales
    - Sales are down from last year
    - Families are being impacted from COVID-19
    - Flower fundraiser aren't a be money maker for the Guild
  - Uniforms
    - LHS will switch to summer uniforms on 4/20/20
    - Winter uniforms are still in the closet, however in a smaller quantity
    - Closet will open next week for families to shop
- Jill, Corporate Sponsorship Special Contributor
  - Box Tops submitted to UPS

- \$93.40 for February submission
- \$420.16 total for year so far
- Spirit Nights—Will contact both for postponing nights for COVID-19
  - 3/19/20- Cookie's and Cream 6:00-9:00 PM
  - 4/7/20- Skate n Fun Zone
- Leigh Ann, Secretary
  - Typed and distributed minutes for EC meeting
  - Updated website
    - Flower sale information
    - TAW information
  - Created Flyers for TAW
  - Updated Sign up Genius for TAW
  - Sent Stephanie SUG links for TAW to put in Poole's Page

**Teacher Appreciation Week**  
**March 30 – April 3, 2020**

| <b>Monday 3/30/20</b> | <b>Tuesday 3/31/20</b> | <b>Wednesday 4/1/20</b>           | <b>Thursday 4/2/20</b> | <b>Friday 4/3/20</b> |
|-----------------------|------------------------|-----------------------------------|------------------------|----------------------|
| Coffee Bar            | Guiseppe's Lunch       | - Car Wash<br>- Fruit and Veggies | Taco Lunch             | Hot Breakfast        |

Mexican Fiesta theme and healthy options for lunches

**III. Teacher Appreciation Week**

- Traditions are continued from previous years
- Guild will oversee Food Events
  - Sign Ups
  - Set up/Clean up
- Community email will go home for Sign up Geniuses
- Mrs. Burns gave feedback about lunch and snacks
  - Most teachers want healthy items
  - Weight Watchers Points will be out during lunch
- Be mindful to have things that are meaningful due to COVID-19
- Guild will take care of Administration and Business Office

**MONDAY—3/30/20 7:30 AM - 8:30 AM—COFFEE BAR**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>● Guild was asked not to bring donuts</li> <li>● Tara to bring in balloons</li> <li>● 4 regular coffee boxes</li> <li>● 1 decaf coffee box</li> </ul> | <ul style="list-style-type: none"> <li>● Different creamer and syrups to flavor coffee</li> <li>● Iced Coffee</li> <li>● Hot water for tea drinkers</li> </ul> |
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**TUESDAY—3/31/20 10:30 AM - 12:30 PM—GUISEPPE'S LUNCH**

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|--|--|
| <ul style="list-style-type: none"> <li>● Guiseppe's donated 1 tray of food</li> <li>● 20% off everything else</li> <li>● Lunch to be ready at 11:00 AM</li> <li>● 3 trays to feed about 60 people</li> <li>● Lasagna tray</li> </ul> | <ul style="list-style-type: none"> <li>● Penne Pasta with Veggies tray</li> <li>● Chicken Marsala tray</li> <li>● 2 Garden Salad trays</li> <li>● Thank you sign on table to Guiseppe's</li> </ul> |
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**WEDNESDAY—4/1/20 1:00 PM—CAR WASH AND FRUIT & VEGGIES TRAY**

- Pete will donate a few raffles for teachers
- 2 Fruit trays
- 1 Large Vegetable tray
- Hummus
- Tzatziki Dip
- Dove Chocolates
- Melted dark chocolate for dipping fruit
- Ricotta

**THURSDAY—4/2/20 10:30 AM – 12:30 PM—CAR WASH AND TACO LUNCH**

- 2 Crock Pots of Beef-PROVIDED BY GUILD
- 1 Crock Pot of Chicken-PROVIDED BY GUILD
- Mexican dessert cut into smaller pieces
- Sign up Genius went out to community for sides

**FRIDAY—4/3/20 7:30 AM - 8:30 AM—HOT BREAKFAST**

- Scrambled eggs
- Flour Soft Taco
- French Toast Casserole
- Veggie Omelet Casserole
- Hash Brown Casserole
- Mini Quiche
- Chorizo
- Overnight Oats
- Fruit and Yogurt

**IV. TAW—Teacher’s Favorite Things**

- Highly requested by teachers
- Room Parents will ask home room and co-curricular that is assigned to them what their favorite things are
- Send in items on Monday and Tuesday
  - Send reminder email Monday night
- When creating Sign up Genius for class-make sure to keep language upbeat and positive
- Monitor Sign up Genius
  - If no one is signing up-send friendly email
- Co-Curricular
  - Very important to not forget

**V. TAW—Thank You Notes**

- Room parent to organize
  - Send email home to have child send in thank you
- Thank you in some way

Adjourned 9:48 AM

Respectfully Submitted by Leigh Ann Passero, Secretary

Approved by Tara Chhay, President