



Guadalupe Home & School Club
Membership & Board Meeting – MINUTES DRAFT

When: Wednesday, February 16, 2022
Time: 8:00pm – 9:00pm
Where: [Meeting Zoom Link - https://us02web.zoom.us/j/83812436766](https://us02web.zoom.us/j/83812436766)

- I. Call to order / Welcome / Thank-You's – Called to order at 8:08pm by Joyce Wong. Thank you to Sarah Mettler and Laura Buchanan for Bookfest. Stacy Park and Carmen O'Hehir and all Book Fair volunteers. Ashley Failing, Becky Fan and all ceramics volunteers. Math Olympiad leads.
- II. Treasurer's Report –
 - a. We have a surplus of \$15K in our budget to spend. Dale requested about \$7600 of our surplus money to fulfill OT requests, tables for outdoor STEAM Lab, Reading comprehension passages, new laminator for teachers and portable speaker. 4th grade teachers would like to take whatever they can get for the Gold Rush Fund. Ms. Killen brought up the idea that she would like to see if we have a lump sum per grade level and they can decide how to spend that money for curriculum within the team.
 - b. Bookfair proceeds will go towards purchasing more books for the library. All reimbursements need to be made online and provide original receipts.
 - c. Reimbursement cutoff for personal checks is the 30th of each month. For vendor reimbursement checks, allow at least 7 days.
- III. Communication Report – Graduate signs for sale on GHSC Toolkit Store.
- IV. Volunteer Coordinator Report – Ceramics have been looking for a few more volunteers. Art Vistas and Project Cornerstone have enough volunteers. Essential parent volunteers need to be reported to Jeannie Hamchuk by teachers.
- V. School Board Meeting Report – Nothing to report.
- VI. Teacher's Report – Conferences are coming up starting March 2nd; make sure to sign up. Second trimester expected standard on a report card is a 2. Parents are encouraged to talk to teachers regarding their student's progress.
- VII. Principal's Report – Registration for next year has begun. Please register early. T-K will be offered at Guadalupe next year. If you have a 4-year-old, please talk to Jeannie Hamchuk to have them registered for T-K. This week is kindness week. Students have made posters and displayed them around school.
 - a. Outdoor Learning Space – Thank you to Ashley and Brian Failing for their help with the outdoor learning spaces.
 - b. P.E. is currently unavailable due to the P.E. teacher leaving to complete his education. Mr. Jones is currently interviewing a new candidate.

VIII. Committee Reports

- A. Bookfair – Both kids and parents enjoyed Bookfair. Over \$7k was raised to buy books and supplies for the library. An extra cash register will be added for next year to help ease the long lines. E-Wallet was a success; kids do not need to have a physical card.
- B. Bookfest – Overall successful in getting kids to read more. Read-a-thon on a Wednesday was not very successful. Thank you to Lauren and Brian H-K for helping make popcorn for kids. New volunteers and a bigger team needed for next year. Teachers will be appreciated on Bookfest team.
- C. Variety Show – Was a big success. Thank you to Brian H-K for his help. The emcees were fabulous. 50 acts across the grades. Next year would be Jill and Robert’s last year at Guadalupe. Looking for marketing/communication leads, and production/performance lead to shadow Jill and Robert.
- D. Community Meetings – Parent talk series a success. Next one will be on self-esteem.
- E. Education Speaker Series
- F. Yearbook – 5th grade advertisement sales are done. Please order yearbooks by March 21st to be able to personalize and receive sibling pricing.
- G. Spring Carnival – Planned for Friday March 6th. Two food trucks. Art Vista has reached out to start displays.
- H. Other – The role of the treasurer is heavy. The board would like to hire a third-party bookkeeping and accounting firm. In the next 30 – 60 days transition would begin. The firm considered for hiring is named “AccountTeam.” The cost would be over \$5k. Joyce is waiting on bank account numbers etc. and will sign the contract and get AccountTeam going.
- I. New Business – It was proposed that we do not promote/advertise programs and companies in our newsletter. If a company asks us to help solicit their business, we can put up a Facebook post. The business should be either a sponsor of GHSC and/or a vendor that is approved by the district and their flyer is on the district and school website (i.e., Snapology / Soccer etc.)

IX. President’s Report

- a. Calling parents interested in GHSC Board openings for 2022-2023 to reach out to the board. We will try to do an in-person meeting and a coffee.

X. Meeting Adjournment – 9:06 pm

OPEN ITEMS/TASKS	RESPONSIBLE PARTY(IES)	DUE DATE/UPDATE