

St. Cecilia School PTG Minutes

08/17/2009

Present: Randy Fiorentino-President
Jeanne DePasquale-Teacher Representative
Michelle Cervantes-VP Fundraising
Darlene Bayardo-Auction Chair
Becky Byszewski-Auction Chair
Nancy Walz-Auction Chair
Jen Gourde-Publicity
Rosemarie Bako-VP Volunteers
Traci Hassett-Hospitality
Diane Smit-Treasurer
Roselyn Quileza-Hospitality
Arron Mahoney-Correspondence
Kathy Ayuyao-Community Events

Guest: Jackie Creed-Uniform Sale Coordinator

Absent: Mary Alvarado-Principal
Sonja Gallegos-Communications

The meeting was called to order at 7:05pm by president, Randy Fiorentino. Mrs. DePasquale began by reading *Mrs. Spitzer's Garden* by Edith Patton. It was a reminder that our job as

parents and teachers is to plant seeds but to remember our children all grow at different rates. The June PTG meeting minutes were approved as written.

Principal's Report:

- Randy went briefly through the schedule of speakers for Jump Start the New Year. Mrs. Alvarado plans to stay tight on time schedule to allow evening to go as planned. The idea behind Jump Start is to go over all "school business" and leave Back to School nights to focus on curriculum. There will be sign-ups for parent teacher conferences at Jump Start as well as back to school. Our goal is to have as many families participate in Jump Start as possible.

President's Report-Randy Fiorentino

- The New Parent Dinner is this Thursday, August 20th. Pre-school and Pre-K parents will be given all school forms to fill out. They must be completed and turned in to the front office prior to the beginning of school. Numerous PTG parents have volunteered to have their children participate in a fashion show to model the new, approved school uniform that is mandatory for next year. All children who participate will be given a free dress pass. PTG members have been asked to wear red if attending this event.
- All receipts for PTG purchases must be turned in within 30 days of the event to reflect current month activity in accounting.
- Board members will be asked to review their respective portions of the budget each month for accuracy and initial.
- All board members were asked to review the newly updated bylaws. There were no questions. Brenda made a motion to approve the new bylaws. All were in agreement. Motion carried.
- The first semi-annual school Parent Mass will be Sept. 25th. A sign-up sheet was passed around. Randy will be setting up a planning meeting. It is not limited to PTG. All school parents are welcomed.
- Randy brought up the need for a historian-someone to take pictures at PTG sponsored events to show other parents what PTG is doing. There is a historian on student council. Randy will contact them to see if they are interested.
- All board members were given a handout which included the budget for the 2008/2009 school year including budget, actual and difference. From this the proposed budget was drafted for the 2009/2010 school year. The new revenue items are Auction-Fund An Item and Community Building. The new expenditures were Auction-Fund An Item, Childcare PTG meetings, and Parent-Student education includes an allocation for Family Life presentations. The reserve expenditure is the amount transferred to the endowment fund. The Halloween Carnival has been discontinued and FUDGE night was moved to community building. PTG has allocated \$75.00 per student for Leadership Camp. A motion was made to approve the proposed budget. All were in favor.

Teacher's Report-Mrs. DePasquale:

- All teachers will be trained in CPR prior to the new school year.
- They will have a week of meetings starting August 24th in preparation for the new school year.

Treasurer's Report-Diane Smit

- No new business other than budget approval discussed above.

VP Fundraising-Michele Cervantes:

- The Innisbrook Fundraiser will be on-line this year with "Easy Order". Her co-chairs for this fundraiser are Cheryl Stoutenburg and Angela Sparks. There will be a kick off assembly the first day of school. Instead of a limo ride, this year, the GAME STOP TRUCK, will be here on campus and students will also get a little ice cream treat of some kind. Must sell 25 items or more or 60 items for families of 3 or more children.
- In-N-Out will be Friday, Sept 11th. Each meal will be \$4.00. Jackie Creed will contact Gisella Rewers, the 5th grade room mom, to see if she wants the template to put this year's flyer together. Proceeds benefit 6th grade outdoor education. Restaurant night at Tustin Brewery is Sunday, August 23rd.

Hospitality-Traci Hassett and Roselyn Quileza:

- Donuts and coffee will be served in the hall on the first day of school. Jackie Creed will find out if they want to have a used uniform sale at this time.
- At New Parent Night, dinner will be served. Everyone will be given a name tag. So all were encouraged to RSVP. PTG members were asked to wear red and welcome angels were asked to wear white. Event runs from 6-8pm. They were asking for help setting up at 4:45pm. Some PTG members volunteered to help out.
- At Jump Start, they plan to purchase 300 ice cream cups to have in the hall after the business presentations. Traci will find out how Mrs. Alvarado wants the chairs set up so this can be requested. Randy will verify. Cookies, water and coffee will be served to the parents during the presentation.
- Since Back to School will only be held in the classrooms, it is the understanding that no refreshments will be necessary. Randy will verify with Mrs. Alvarado.
- Randy will check with Mrs. Alvarado regarding morning Coffee & Donuts on first day of school. There is a concern that participation will not be as strong because of late start. Randy suggested perhaps the following Tuesday, September 8th.

Correspondence-Aaron Mahoney:

- She sent a card to Mrs. Boyle congratulating her on her new baby girl.
- A monetary donation was sent to the Subias Family with our condolences.
- A card was sent to Father Koi Pham who was newly ordained.
- Mrs. Rubino had a baby girl. A congratulations card will be sent.

VP Volunteers-Rosemarie Bako:

- There are volunteers for all positions except driveway duty. Please encourage other school parents to volunteer.

Community Events-Kathy Ayuyao:

- Roselyn has organized our first community event for this school year. It will take place Saturday, Sept 12th, from 1-3pm at Incredible Edible Park in Irvine. Activities include harvesting, planting or weeding. It supports Second Harvest Food Bank. Limited to the first 50 people who sign up. Confirmations will be sent. She will have the office email the forms this week and sign-ups will be at Jump Start Night.
- A date is pending for a family movie night in September.
- Kathy gave a list of events to Randy and he will confirm all the dates with Mrs. Alvarado.

Communication-Sonya Gallegos:

- No report.

Publicity-Jen Gourde:

- Newsletter items are due by 16th. Randy recommended waiting to send out the newsletter until after the Sept 8th meeting.
- Randy recommended the idea of a financial corner recapping monthly activity in the newsletter. This was discussed. It was decided that we would add a note to parents to see the school website for current PTG activities and financial data.

Uniform Sales Update-Jackie Creed:

- The last sale brought in \$340.00.
- She will still take donations of all sizes.

Auction Update-Becky Byszewski:

- Theme is Masquerade Ball
- Irvine Marriott, Oct 30th
- Gift gathering Sept 30th.
- Sponsorship is okay.
- Solicitations are good.
- T-shirts will be sold at Jump Start. They are red and students can wear on Wednesdays.
- Letters will be going out soon. Each grade will again be assigned a task to help with the auction.
- Room rates are still being determined.
- Early bird special: Auction Dinner \$65.00/person before Oct 1st. Then goes up to \$75.00.

New Business:

- Julie Saputo worked on trying to get the website going for online hot lunch ordering. The website cannot accommodate us at this time and has been tabled. She will do some more research and see how other schools are using it. There will be no changes to the hot lunch ordering procedure at this time except orders are now due no later than Wednesday prior to the Friday counting day.
- Our goal was to go green and stop biweekly envelopes. This has been put on hold until hopefully January 2010. The school just had to purchase a new server and tech support has recommended that we do not do this until all the bugs are worked out. PTG will be a test group.
- Board members have asked that all files be converted to PDF files as we are not always able to open them.
- Brenda asked if the biweekly envelopes could be handed out at Jump Start to give us more time to fill everything out.
- Brenda recommended that we send out a flyer outlining all the ways we can support the school with everyday things like Target Red Card, Box Tops, Albertsons, EScrip and more. This should go out the beginning of the year and will also be outlined in the PTG newsletter.
- A reminder will go out that Box Tops are due the first part of October.