

# SFX PTO Board

## Meeting Minutes

**Meeting Called to Order By:** Debbie Serpas @ 7:05 pm

**Date:** August 29, 2023

**Location:** SFX School Library

**Attendance** (20 attendees)

Debbie Serpas, Lizbeth Zepeda, Angie Resendez, Carol Parszik, Cheri Kehrli, Samantha Sanchez, Stephanie Rofail, Teresa Smith, Debbie Maddigan, Melissa Sullivan, Rena Nottingham, Michelle Funero, Cherry Altobar, Elda Link, Rita Recker, Kerrin Conroy, Maricela Buhen, Stacy Karabuykov, Jessica Merino, Bouvier Eulen

**Opening Prayer** by Samantha Sanchez

### President's Report: Debbie Serpas:

- Planning for upcoming General PTO Meeting
  - Debbie wants to know who is presenting: Father Sebastian, Debbie Serpas, Samantha Sanchez, JAT committee – Angie, Carol, Melissa, Mrs. Rosie Roope, Debbie Maddigan.
  - Set up by Hospitality
    - Tables: Alumni table, JAT table, Uniform Exchange table
    - 50/50 raffle – Stephanie Rofail
- Finances - PTO Guidelines per guidelines Bylaws
  - Need to follow Bylaws when collecting money for events/fundraisers.
  - Budget recaps need to be provided after events/fundraisers per Bylaws.
- Childcare for Events/Fundraisers
  - Chair will seek childcare through after school care ladies first, if not available then seek outside caregivers.
  - Afterschool childcare ladies charge \$25 per hour per childcare giver.
  - Check can be requested in advance by event chair.
  - Parents are required to pay any late fee to caregiver. It maybe in event chair's best interest to put late fee notice on sign-in sheet when signing in child, and to sign the sign-in sheet.

### Principal's Report: Ms. Samantha Sanchez

- Computer lab – currently working in computer lab to check and review all computers to make sure all are properly working.
- CYO getting registered by Coach Altobar.
- Mock Trial & Academic Decathlon is getting started. Need a coach for the Academic Decathlon team.
- 1<sup>st</sup> school mass was today (8/29/23) – the buddy system is back for the younger students. Mass went well.
- Fire drill and earthquake drill will be monthly. Lockdown drill will be quarterly.
- Next year is accreditation year – starting to work on that now.
- Vision to Learn – Program run through the Archdiocese. Free eye and vision exams to all students. Exams to start in school on Sept. 12<sup>th</sup>.

### Secretary: Stephanie Rofail

- Secured sign-in sheet.
- Secured snack/drink sign-ups.

#### Treasurer: Rena Nottingham

- Total restricted amount - \$48,930.83.
- Total unrestricted amount - \$89,788.60
- 8<sup>th</sup> Grade Dinner Dance – current budget \$3,900; increased amount to \$4,700
- Calendar – current budget \$2,615; changed budget to \$2,400
  - 8<sup>th</sup> Grade Dinner Dance and Calendar – Cheri motioned to approve and Michelle 2<sup>nd</sup>.
- Computer Lab – new computers are needed as many are not in working condition.
  - Need 35-37 Dell computers – includes monitors, speakers, mounts and installation.
  - Total amount \$41,715.30 plus 2 additional computers
  - Melissa motioned to move \$41,715.30 plus the cost of two additional computers from unrestricted funds to pay for the 35-37 Dell computers for the Computer Lab, Lizbeth 2<sup>nd</sup> motion.

#### 1<sup>st</sup> VP: Lizbeth Zepeda

- Back to School Night – Will make a flow chart (like come grow with us) identifying all chairs on PTO.
- Assemblies for School Year – working on the following: Bubble Mania (science based), Mental Health assembly for kids, Bullying, JPL Truck with Trailer. Open to other topics/ideas.
- Red Ribbon Week – Possibly have Det. Voorhis come and talk to kids; teachers to show kids DARE video.

#### 2<sup>nd</sup> VP: Melissa Sullivan - Fundraising

- JAT – Chairs: Angie, Carol and Melissa.
  - Using Booster for donations, video was good for getting sponsorships.
  - Similar give aways and prizes as the previous year – Principal of the Day, Raffle Tickets, Disney Sweatshirt (new this year)
  - JAT student art contest is next week for spirit shirts.
  - Increasing amount raised to go to Disneyland to \$170.
- Monthly Dinner Nights are back – first up is dinner at Barragan's.
- Skate Bash – family activities (not a fundraising event – meant to cover cost and breakeven).
- Book Faire – Chairs: Elda and Melissa; Dates Oct. 10 – 16.
- NATR – scheduled for 11/3/23; Will start to sell horses at JAT
- See's Candy – November (will sell for 2 weeks instead of 1 week); and the Spring date is pending.
- Dinner Auction – Scheduled for Castaways, theme possibly casino night.
- Golf Tournament – Scheduled for April 19<sup>th</sup>.
- St. Francis Xavier back-drop for photo ops (used for school events typically)
  - JAT money paid for it. Melissa proposed PTO pays for it.
  - Back-drop cost \$788.
  - Mari motioned to move \$788 from unrestricted PTO funds to JAT, Michelle 2<sup>nd</sup> motion.
- Melissa Sullivan gave resignation as 2<sup>nd</sup> VP and is stepping down from PTO Executive Board.

#### Room Parent Chair: Cheri Kehrli

- Google templates for all grade levels completed by Cherry Altobar.
- Most classes will be moving to Band app due to more user friendly and pictures can be shared easily through app.
- Back to School Night info out to room moms and will assign food to bring per class.

#### Family Activities: Stacy Karabuykov

- Back to School Picnic was a great success.
- Halloween Trunk or Treat – will be Saturday before Halloween
  - Possibly prizes for best decorated trunk (tbd)
- Camping – Easter break
  - Likely same location as previous year
  - Advance warning email/notice will go out to all families to let them know when sign-up for camping spots will go live.
  - Guidelines will be in place before camping sign-up goes live.

#### Hospitality: Angie Resendez and Jessica Merino

- Prepping for Back to School Night/General PTO Meeting

#### PSA: Michelle Funero

- Needs a list of chairs for all events/fundraisers.
- Requests that not more than 40 hours are logged. Once you hit 40 hours, stop logging hours.
- Going to set up a PSA/Volunteer hour newsletter.
- Going to set up a webinar/zoom regarding PSA hours and Track It Forward

#### Community Liaison: Carol Parszik

- Krispy Kreme gift certificates still offered. Price is now \$11 per regular glazed dozen.

#### Alumni Liaisons: Elda Link and Cherry Altobar

- Sold many Alumni shirts; still have some available for those interested.
- Last years 8<sup>th</sup> grade was gifted the Alumni Shirt.

#### New Parent Chairs: Bouvier Eulen and Maricela Buhen

- There has been open communication with new parents.

#### Church and School Business Manager: Rita Recker

- Nothing to report on at this time.

#### Teacher Representative: Teresa Smith

- New teachers are school are happy to be at SFX.

#### Other Items Discussed

- Beautification Project – Debbie Maddigan
  - Summer Survey reveal mixed opinions across the board from parents – simplify, outdoor library, green space, reflection benches, etc.
  - Meeting with contractor to see what we can do with the funds we actually have. (roughly \$30k - \$40K)

- We will table the possible need to move additional funds from unrestricted to the Beautification Project after the meeting with the contractor.
- Fee of 15% charge when using credit/debit card on eCatholic.
  - Encourage for cash or check donations instead.
  - Need to determine if credit/debit card is used then how much of the fee do we want the person donating to pay. Possibly up to the event chair to decide on the amount. The % amount was not decided on.
- Pizza Friday – Debbie Serpas
  - As a school weekly fundraiser bring Pizza Fridays to school.
  - Possibly use Pizza Hut – still working on pricing out for cost.
  - Make a combo option (1 slice of pizza, chips and drink), additional slice extra cost.
  - Pricing tbd.

➤ **Meeting Adjourned** by Debbie Serpas @ 9:44 pm