

# SFX PTO Board

## Meeting Minutes - November

**Meeting Called to Order By:** Debbie Serpas @ 7:10 pm

**Date:** October 30, 2023

**Location:** SFX School Library

**Attendance** (16 attendees)

Debbie Serpas, Lizbeth Zepeda, Jennifer Nelson, Debbie Maddigan, Stephanie Rofail, Stacy Karabuykov, Autumn Hish, Christine Barragan, Carol Parszik, Jessica Merino, Michelle Funaro, Cheri Kehrli, Maricela Buhen, Rita Recker, Kerrin Conroy, Samantha Sanchez

**Opening Prayer** by Samantha Sanchez

President's Report: Debbie Serpas:

- General PTO Meeting will be November 9, 2023, at 7pm on Zoom.
  - Elections - Jennifer Nelson as 1<sup>st</sup> VP and Lizbeth Zepeda as 2<sup>nd</sup> VP.

Principal's Report: Ms. Samantha Sanchez

- Safety/Security – church entries have changed.
  - Parents/Parishioners attending school masses must check in at Parish Office and obtain a yellow visitor sticker and be let onto the campus.
- School – We will be moving to a “no driving” on campus rule during school hours.
- 8am daily mass – Parents/Parishioners can enter campus from the drop off-line and park on lower school parking lot to attend 8 am mass. After mass, exit school from long driveway. All gates will remain locked.
- Disaster Bins – water needs to be changed out. Volunteers to empty and re-fill water bins.
- Living Rosary/Confession recently took place and went well.
- School will participate in All Saints Day mass.
- Fall sports are coming to a close and basketball will be starting.
- Mock Trial starting. Academic Decathlon will be starting soon.
- Burbank Police Chief will be talking with older students – good citizenship/driving/etc.
- Next Wednesday Student Council installation service will take place.
- School Disaster Drill is scheduled for 11/09/2023.
- Parent teacher conferences all took place. Report cards were handed out in person at conference.
- Teacher's Professional Development Day went well.
- WASC – working on foundation for upcoming credentials.
- Waiting to hear if we got into a new standardized testing through ARK.
- Mrs. Smith asks that all communication from Room Parents be approved and/or go through the teacher first before sending out to parents.

Secretary: Stephanie Rofail

- Secured sign-in sheet.
- Reviewed October 3, 2023 Minutes – Kerrin Conroy motioned Minutes, Michelle Funaro second the motion – all agreed.

#### Treasurer: Rena Nottingham

- September financial budget – Michelle Funaro motioned budget, Lizbeth second the motion – all agreed.
- Reviewed JAT finances.
- Melissa Sullivan bought early Dinner Auction items and has submitted receipts for reimbursement.
  - Items that were purchased has not yet been turned into the school.

#### 1<sup>st</sup> VP: Jennifer Nelson

- Assemblies for School Year.
  - Fall - Sky Dome Planetarium – scheduled for November 20, 2023.
  - Spring – Young Authors – scheduled for March 6, 2024.

#### 2<sup>nd</sup> VP: Lizbeth Zepeda - Fundraising

- Book Fair raised approx. \$3,000 in cash and the rest in scholastic dollars for the school.
- Nite at the Races
  - Scheduled for 11/04/2023
  - Horses have sold out
  - Volunteers all set
  - Teachers will be attending
- JAT – Chairs: Angie, Carol and Melissa.
  - Out of 231 students; 219 students will be attending Disneyland.
  - 11/17/2023 – JAT assembly winners will be announced, and raffle will be drawn.
  - Rough estimate of net profit \$46,000.
- Dinner Auction – Project Manager – Lizbeth Zepeda.
  - All hands-on approach.
  - All PSA hours need to be reviewed.
  - Dates will be either February 23<sup>rd</sup> or 24<sup>th</sup> – location is Castaways (Mountain View Room).
  - Theme – Roaring 20's.
  - Possibly reach out to new families to help with more projects.

#### Parliamentarian: Debbie Maddigan:

- Beautification Project
  - 1<sup>st</sup> phase – Hardscape – roughly \$36,000 estimate from contractor.
  - Looking to start phase 1 right at Christmas break (Dec. 15)
  - 2<sup>nd</sup> phase – Landscape – estimate coming.
  - Need to move \$25,000 from unrestricted to Beautification Projection. Michelle Funaro motioned to moved \$25,000 from unrestricted to Beautification Projection, Cheri Kehrli second motion – all agreed.

#### Room Parent Chair: Cheri Kehrli

- No new information.
- Mrs. Smith asks that all communication from Room Parents be approved and/or go through the teacher first before sending out to parents.

#### Family Activities: Stacy Karabuykov

- Halloween Trunk or Treat – was Saturday October 28 from 6pm to 9pm.
  - Mazed was moved inside because of wind.

- Volunteers were low.
- Great student/family turn out for the event.
- Not a fundraiser, but made money – still need a final count on funds.
- Camping – Easter break
  - Camping flier has been created
  - Estimated a large number of families will be attending.

Hospitality: Angie Resendez and Jessica Merino

- Nothing to report on until Tk/K open house.

Choice Lunch: Christine Barragan:

- Volunteers have been great.
- Pizza Mondays moving to digital have worked out great.
  - No transfers/no refunds.
- Need a Chairperson for Pizza Mondays – chairperson doesn't need to be present, can be remotely.

PSA: Michelle Funero

- PSA webinar needs to happen soon, possibly after the General PTO meeting.
- PSA hours should be given for pre-approval items only. Not to be given for items that were purchased and then later asked for hours for those items.

Community Liaison: Carol Parszik

- Card and \$50 gift card to a golf course was sent Dr. Sullivan.
- Card will be sent to Mrs. Konzen.

Alumni Liaisons: Elda Link and Cherry Altobar

- No new information.

New Parent Chairs: Bouvier Eulen and Maricela Buhen

- No new information.
- Will send an email to new families and make them aware of PSA hour opportunities and volunteer opportunities.

Church and School Business Manager: Rita Recker

- Nothing to report on at this time.

Teacher Representative: Teresa Smith

- Nothing to report on at this time.

### Other Items Discussed

- Old Business:
  - None.
- New Business:
  - **Parents Night Out (Christine Barragan)** – Will start November 17 from 6pm – 10 pm, \$20 per kid
    - E-Catholic for payment
    - Staffing will depend on how many kids sign-up to attend
    - Financial Penalty for being late for pick-up.
  - **Teacher Communication (Christine Barragan)**
    - Wants to standardize communication for all teachers and not have multiple platforms of communication.
    - Wants school administration to address teacher communication.
    - Room Parent Volunteers made a decision to use the platform of communication that works best for their class.
    - Christine Barragan requests that teachers are encouraged to utilize Gradelink for communication.
    - Every grade level has different needs and therefore different communication platforms are used.
  - **School Security (Autumn Hish)**
    - Lower entrance breezeway security gates and hiking area – appear to possibly be easy access onto campus.
    - Hiking area behind school property is City property and not part of the school.
    - The breezeway gates are currently being looked at to possibly be addressed for more of a secure closure. Currently the gates remain locked during school hours.
    - Autumn brings up removing school mass times from the school calendar and website calendar. This will be reviewed with Father Sebastian.
    - Currently being reviewed whether a security guard is needed/warranted.

➤ **Meeting Adjourned** by Debbie Serpas @ 9:35 pm