

# Saint Mary PTO Meeting Minutes

**Date: September 4, 2013**

**Location: Saint Mary's Computer Lab**

**Time: 6:30 pm**

**Meeting Called to Order By: Jennifer Santana @ 6:43 pm**

I. **Prayer by: Mrs. Laferriere**

II. **Attendance:**

Kate Laferriere

Father Vaughn

Jennifer Santana

Allison Markey

Gabriela Diaz

Alicia Garay

Sandra Zepeda-Contreras

Seleste Mejia

Norma Garcia

Christina Rubio

Nennette Barriga

**Not In Attendance:**

III. **Welcoming of Special Guests:**

Mrs. Boyd

IV. **Minutes:**

Minutes from previous meeting passed

V. **Executive Reports:**

**Principal: Mrs. Laferriere**

- Thank you to those of you who attended the Summit over the weekend.
- School will be closed on Friday, Sept. 27<sup>th</sup> and Monday, Sept. 30<sup>th</sup> in order to set up and break down after the Parish festival.
- Parish Festival is three day event.
- We are asking the kids to perform on Friday night. Children will begin performing at 7 pm.

- A character count will be handed out or maybe ice cream party for the class with the most participation. Children will perform from 3-11 p.m.
- The wrist bands for the Festival will be sold for 20 dollars.
- Wrist bands will be available for sale at the school, prior to the event.
- Mr. Blischke will make sure we will have enough hamburgers and will coordinate the booth.
- We need gloves and hair nets in order to work in the booth.
- Double service hours to be promoted to parents that will help out during the Parish Festival.
- Room parents and other ministries to help out during the parish festival.
- E-blast to go out for donations for the fair.
- Thank you to Mr. Albert for working so hard and diligently on swapping out all of the water pipes in our school. Mr. **Albert** will be presented with a plaque during our first general PTO meeting on Wednesday, September 18.
- Debbie Allen dance group offered 100 tickets to the Nutcracker.
- We are getting free tickets to the Rose bowl for UCLA--100 tickets.
- Tickets are free, just the cost of the bus. Nov. 2<sup>nd</sup>.
- This year our 8<sup>th</sup> graders and NJHS have the opportunity to travel down to Pasadena and work on a float for the Rose Parade.
- The date is Dec. 28<sup>th</sup>. The students will leave at 8 a.m. and end at 4 p.m. They will be putting the flowers on. Students must be 13 and over. A third of the 7<sup>th</sup> graders and all of 8<sup>th</sup> graders qualify.
- On the third Friday of every month, school will let out at 12 pm; except in December & April.
- The school will be moving forward to common core. Participating school's would like to promote and emphasize common core in the school. It will be mandated for the children to be tested in common core in 2013-2014.

- As of right now, it is too soon to start a common core report card. We need time to present common core to the parents.
- Duck race and Relay for Life are right around the corner.
- Every week in September will be busy. We are a very busy school.
- Father Vaughn is having lunch with our students. Our children look forward to it.
- Soccer team walks to Tumbleweed Elementary School because the field is not ready yet. Therefore practice has been canceled because it is too hot for the children to walk in this heat.

**President:** Jennifer Santana

- Thank you to all the parents who participated in the parent mass last Friday.
- Sandra had enough parents who came forward to help.
- We have another mass on May 30<sup>th</sup>. They will need volunteers.
- Palmdale Trophy needs someone to go in and have a shirt done... We all need to get the same shirts.
- Teachers to continue to be encouraged to give request's in writing.
- Birthday gram will not happen this year. There are plenty of challenges presented. We will discuss further and hopefully launch it next year.
- The fashion show has been approved. PTO will have the fashion show on March 8<sup>th</sup>, when the new parish hall is open.
- Trunk or treat is Oct. 25<sup>th</sup> at 5 p.m.
- Mrs. Machain (spelling?) will have a taco stand. She is happy to help.
- PTO will take preorders that day for a \$1.
- Movie night for social. Mr. Matulak (spelling?) and Santana did a test run for the sound system.

- Receipts need to be turned in right after the event. Movie starts at 7 p.m.
- Five different candies to be sold.
- Parish meeting is on the 20<sup>th</sup>, flyer to be given to Allison to get approved and handed out at the festival.
- Mc Teacher's night to be set for January, 15<sup>th</sup> potentially.
- Barnes and Noble to take place on November 15<sup>th</sup> and 16<sup>th</sup>.
- We will keep Shakey's on October 16<sup>th</sup> from 5-8 p.m.

## VI. Committee Reports

### Ways and Means:

- Jersey Mikes to take place on for Sept 25<sup>th</sup> from 4-8 p.m. Owner needs a rep. to be there 15 minutes prior and flyers need to be passed out prior to the event in order for the 50% to be given back to the school.
- Booked the date for Shakey's night Oct. 16<sup>th</sup> from 5-8 p.m.
- An agreement was made, to meet up at the church office in order to stuff the church bulletins on Saturday, Sept. 21<sup>st</sup> at 8 a.m.
- Christina is volunteering to show up and stuff envelopes.

### Treasurer:

- Currently the PTO account states it is **\$219** over. The account says PTO is over more than act the actual amount in the box. Mrs. Duran and Mrs. Kudrowski need to cash their checks for a total of 300 dollars.
- Make sure to cash out the petty cash check.
- Ending balance is 974.33 in the check book.
- Reimbursement of 119 is to be taken out.
- Norma is to be given \$120.00 for the food for the movie night. The money is also to be used to buy candy for the concession stand.
- Christina motions for no more than \$120.00 dollars to be given to Norma, Nennette seconds the motion.
- PTO has \$117.58 in petty cash.
- Ms. King cashed her check and will submit her receipts.
- Ending balance is \$700.00 dollars to start this year.

### **Social:**

- Awesome job so far, everything that has been planned has been great so far.

### **Box Tops:**

- No expired box tops. Please label and place in a Zip-lock bag. A child will receive **ONE** character count for every ten box tops turned in.
- A movie basket and free dress will be awarded to top child in grades K-2; 3-5 and 6-8 for a total of three prizes.
- The teacher with the top class will get a five dollar gift card.
- PTO will discuss "How much money did we get from box tops last year?" during the next meeting.

### **Publicity and Halo:**

- Is to take pictures at all events.
- Box Tops to be added to Halo News and all other flyers to continue support and promotion.
- Halo News is to be completed and submitted by the 25<sup>th</sup> of every month to the VP for approval.
- Website is to be updated at least once a month.
- Nennette is to update the cafeteria bulletin board with Virtus information.
- Can Mrs. Laferriere look at the information that is to be posted prior to being put up?
- Mrs. Laferriere agreed to give Nennette, Virtus information websites in order for the bulletin board to be accurate.
- The outside board is to stay the same. It looks great!
- Can we have a nice box top to represent box tops in order to promote inside the classrooms?
  
- Nennette would like every committee representative to forward any information or changes to her. She will not come out and get information from you to put on the Halo News or Website.

### **Service Hours:**

- Great Job Seleste!
- Seleste to hold off on service hours until Mrs. Bautista gives her an update family list.
- Please make sure you forward any updates to everyone.
- Service hours are to be collected next Friday because some families left and the list is to be updated.
- Parents to get only one hour per family for the General PTO meeting. If two parents show up for the PTO meeting from the same family, they will only get one hour.

- Mrs. Laferriere to announcement that families that show up to all General PTO meetings will not pay the \$400.00 registration fee at the end of the year.

**VII. Correspondence**

- A thank you letter from the NJHS for offering to share the proceeds of the Jersey Mike's fundraiser. ,
- NJHS will get 20% and we will get 30% profit from Jersey Mike's fundraiser.

**VIII. Announcements/Items to be discussed further:**

- Trunk or Treat to be planned out in greater detail during our next meeting. Oct. 15<sup>th</sup> tentative date?
- Turkey Bowl to raise funds for Thanksgiving Feast Turkey.
- Barnes and Noble to take place in November.
- Fashion Show to take place in March.

**IX. Closing Prayer:**

- Allison Markey
- Meeting adjourned at 8:16 p.m.
- Next meeting will take place on Oct. 3, 2013
- Location: Computer Lab
- Minutes compiled By: Gabriela Diaz, PTO Secretary