

SPX PTG MEETING MINUTES

SEPTEMBER 16, 2020

Attendees

Principal Present: Mrs. Amann

Pastor Present: N/A

Board Members Present: Lupita Catano, Diana Benitez, Ana Lopez, Jim Horst

Committee Chairs, PTG Members, and guests present: Cate Halliday-Roberts, Dave Siddons

Call to Order & Opening Prayer

- Meeting was called to order at 1833 hours
- Opening prayer: Mrs. Amann

Review and Approve Agenda & Minutes

- Review/Changes to Agenda: No changes
- Motion to approve minutes: No previous minutes
- Vote: passed unanimously on approving September agenda

Principal's Report Mrs. Amann President's Report Lupita Catano

- Principal encouraged all members and family to participate in PTG to shift culture of what PTG is and does for the school and the community.
- All PTG members should have access to by-laws and constitution. Working with Advisory Board to change/update.
- Accessed previous PTG email account to retrieve treasury report and financial reports.
- Will gain access to Teams accounts to retrieve files/documents for PTG sponsored events.
- Contacted Mariachi band who were previously scheduled for school Gala. They will place a hold on deposit, honor the deposit.
- Mrs. Hernandez had sent an email out to previous PTG members to submit any items that belong to school/PTG. Mrs. Amann will follow up.
- PTG members organized/labeled PTG storage container.
- PTG raised a total of \$605.00 in used uniform sales. Plenty of used uniforms still available for sale. Looking at another possible date to sell.
- Look into Strava application to track miles for Turkey Trot.
- Engaged Mrs. Lopez to review previous/current financial reports. Discuss discrepancies.

Vice President's Report

Treasurer's Report Jim Horst

- Presented previous financial report, establishing current balances and previous costs.
- Provide list of how much was paid to Shea Homes, architect for mapping out renovations for restrooms and lunchroom. Need more details on how much was spent on classrooms, water fountains and digital marquee.
- 2019 Turkey Trot- total raised \$26,312.65/total expenses \$2,242.48/net raised \$24,070.17. 2019 Fall Fest- total raised \$17,935/total expenses \$9,673/net raised \$8,259. 2019 Gala- total expenses \$1,869.98.

Secretary Report

- NTR

SPX PTG MEETING MINUTES

SEPTEMBER 16, 2020

Ana Lopez
**Room Parent
Coordinator
Report**
Cate Roberts

- Survey to be sent out to parents polling for room parents volunteers, committees, events, etc.
- Once polling is complete, a meeting will be set up through zoom to communicate duties and responsibilities and upcoming events.
- Continue to receive updates on class projects/baskets from teachers and parents. Need to locate them.
- Parents need to submit money and gift cards to Mrs. Lopez, to avoid any issues between parents and PTG. Money collected should go toward the classes account for future projects/events. Email to be sent out to parents to update them on the status of money/gift cards.
- Halloween Trunk or Treat, each classroom will be responsible for decorating a vehicle and passing out candy to students. Map was presented to show placement of vehicles, entrance, exit, temperature/sanitizing station, etc.
- Decorate school on 10/02/2020 after the blessing of the animals to promote a healthy and joyous Halloween (guidelines have been established by Father Jay and should be followed).
- Virtual Turkey Trot, the biggest fundraising event, need ideas.
- Spring event will be replaced by family-oriented event, more information to follow.
- Christmas Wreaths fundraiser. Packets with brochures with information to be sent with children in their backpacks. Drafting email to be sent out to parents to be on the lookout for packets. 10/06/2020 place packets in kids' backpacks, 10/16/2020 collect sales, 10/22/2020 final email to parents. Fundraising ends 10/26/2020 with an estimated delivery date of 11/30/2020-12/04/2020. Begin fundraising outside of Mass on 10/04/2020.
- Amazon Smile, Mrs. Amann will follow up with Father Jay about account and how to separate school from parish.
- Box Tops, Mrs. Amann will include link in next week's newsletter.
- Popcorn sales to possibly begin in November after wreath sales.
- Krispy Kreme purchase cards for additional fundraising throughout the year.
- Kona Ice school receives 15% of all sales, possible booking for Trunk or Treat. Collecting money through FACTS or Venmo (school accounts)
- Turkey Trot going virtual, continue to brainstorm for ideas on how this event may be executed.
- Drafting solicitation letter for potential sponsors/donations for future events.
- Push fundraising in every social media platform, parish/school newsletter.

**Fundraising/
Marketing
Coordinator
Report**
Dave Siddons

SPX PTG MEETING MINUTES

SEPTEMBER 16, 2020

- Faith-In-Action Coordinator Report**
Vacant
 - Interested members Summer Estrada and Theresa Villafana, awaiting response.
- Hospitality Report**
Vacant
 - NTR
- Committee Reports**
 - NTR
- New Business**
 - Back to School Night 9/22/2020 via Zoom, link has been sent out.
 - Blessing of the animals after mass on 10/2/2020.
 - Red Ribbon Day, Student Council will plan for event
 - Halloween costume contest on 10/29/2020
- Unfinished Business**
 - Auction/Class projects will not be auctioned at the time. Brainstorming for other ideas soon.
- Open Forum**
 - Name: Question
 - Name: Suggestion
 - Name: Concern
- Follow-Up for Next Meeting**
 - NTR
- Prayer & Adjournment**
 - Meeting called to end at 2031 hours.
 - Closing Prayer: Mrs. Amann
 - Adjournment: Lupita Catano

Next PTG Meeting 10/06/2020