



SAPTO General Membership Meeting Minutes

September 17, 2018

I. Call to Order (Min Min Sun)

- a. President Min Min Sun called the meeting to order at **7:08** pm in Moriarty Hall. Board members present are Serena Rizzo, Therese Van Steen, Albert Fong, Sarah Egdal, Cassandra Wallerstein and Sasha Gorospe.

II. Opening Prayer (Fr. Dan Nascimento)

III. Pledge of Allegiance (Min Min Sun)

IV. Approval of May 2018 end of year Minutes (Min Min Sun)

The May 2018 meeting minutes were posted on the school's website ~

May I have a motion to approve the May 2018 meeting minutes?

(m/s/p): 1st: Ramelle Ruff 2nd Bonnie Cheng Motion: Carried

V. Welcome (Min Min Sun)

- a. Meeting run according to Robert's Rules of Order – majority rules, greater than 1/3.
- b. If anyone is not on agenda and wishes to address membership, please do so during Open Discussion. Please limit to 2 minutes.
- c. Address concerns or questions about school to Mr. White or I, who will gladly address concerns to Mr. White or the appropriate source.
- d. 2018-2019 Board Members: Introduction
 - Serena Rizzo – Vice Chair
 - Therese Van Steen – Treasurer
 - Albert Fong – Financial Secretary
 - Sarah Egdal – Recording Secretary
 - Cassandra Wallerstein and Sasha Gorospe – Auditors

VI. Treasurer's report (Min Min Sun for Therese Van Steen)

May 1st Balance:	\$ 112,240.63
Deposits:	\$ 16,071.88
Disbursements:	\$ 103,803.36
August 31 st Balance:	\$ 24,508.65

A reminder to our event chairs: Please submit everything for your event, including your event report, original receipts, check requests and any unused advances to our Financial Secretary, **Albert Fong, c/o Kayla Fong 7-1**. Kindly arrange with him if you have cash deposits to remit and direct all questions of event reporting to him. Upon his review, everything will be forwarded to our Treasurer, Therese Van Steen for deposit and/or check disbursement.

VII. Auditors Report (Min Min Sun for Cassandra Watterstein and Sasha Gorospe)

- a. Our school year's auditors, Cassandra and Sasha are finalizing their reports and will be reported out as soon as it is finalized.

VIII. Principal's report (Mr. Thomas White) –

Thank you to Cindy Ng for the hospitality.

7th and 8th Grade teachers are present. Katie Wilson & Pat Meek, Kathy Kelly and Catherine Vollert.
New aids – 1st Grade and 3rd Grade.

USF Volunteers – Volunteer 3 hours / week to cut tuition in half. Volunteers in Kindergarten and 3rd Grade.

Kids Safe Zone – Taraval police station came up with a program in the community that allows merchants to put up a special purple sign so that they can be a safe area for any children who feel unsafe. We'll be telling the children about this at school.

Star Tests – Concluding this program – finishing up this week. Evaluates child's educational readiness at a particular time of the year. Sept – grades 1-8; Nov – Take it again; May – Take it again. Difference between this and the Iowa Test or the SAT is that those tested what you know after a year of learning while Star testing is a formative test (e.g. where are you today and expecting that you learn and grow each time) - it's adaptive - as you answer questions it adjusts the difficulty of the next question and the next test will adapt to where the student ended the prior test. This is a nationally normed test that allows the teachers to see how the students are doing and adjust the teaching.

Ambassador Program – To reach out to our preschool / prek program and introduce them to our community and make them feel welcome in it. Thank you to those who volunteered for the ambassador program.

SAPTO has an opportunity to build the community and make it stronger than it is today.

Archbishop Cordileone visited today – started with mass at 8:45AM – children were their usual selves at mass and he commented three times saying thank you for having such wonderfully behaved and involved children. We are 60% non-Catholic, but the respect for the faith and the sacraments the children go through was evident. The children really represent the parents and what the teachers hold them accountable for.

Peer tutoring starts tomorrow.

Seismic work is almost done. Boiler issues seem to be close to resolved. Tomorrow is the final phase of getting the final punch list items checked off.

First school tour is Friday, Sept 28 – two per month, posted on the school website and in the Wednesday newsletter – please tell family and friends who may be interested.

Thank you to the new board, the old board, and to Min.

IX. Pastor's Report (Fr. Dan Nascimento) –

Thank you to teachers – they didn't have to do anything different or better for the Archbishop's visit. He came away with a great impression of our school.

Jr. High youth ministry will continue. More to follow later in agenda.

Two more programs – 1. 7th and 8th Graders last year had Alpha, a program for helping teenagers who want to become Catholic. This is an after-school class for 15 weeks or so. There is also a program Alpha for adults – Wednesdays in October to learn about the Catholic faith. 2. Faith sharing group for adults. Sunday mornings 9-10AM in the school library. "The Crying Group" - Two parents (not from St. Anne) presented the details on the program - Group includes Catholics and non-Catholics, parents of kids of all ages. It's a great support group for faith sharing and struggles as a parent. Starts Oct 14.

X. Event Reports (Min Min Sun)

a. May Hospitality

- i. Total spent on food and supplies for the May dinner was food – food **\$410.49** and supplies **\$228.97**.

b. Graduating Parent Gifts

- i. Coordinator: Bonnie Cheng
- ii. 22 graduating families were presented with gifts in recognition for their years of service. A total of **\$589.05** for gifts and supplies and **\$321.71** Board member gifts.

c. Year-end distribution

- i. Total disbursements including restricted funds in the amount of **\$86,316.18** were issued as of **May 30, 2018**. The restricted funds of **\$16,719** have been earmarked for specific events.

d. New Parent Dinner

- i. Event Coordinator: Min Min Sun / Kathy Aclan
- ii. The dinner took place on August 15. We spent a total of **\$591.88**, thank you to Kathy and all the New Family Ambassadors for making the event a success.

e. Faculty Back to School Lunch

- i. Event Chairs: Bev Perea / Adrienne Lew
- ii. The lunch took place on August 20 and we spent a total of **\$417.04** for the event.

f. Coffee Klatch

- i. Event Chair: Min Min Sun & SAPTO Board
- ii. Coffee and Pastries were provided on the first day of school for parents. Total used for event was **\$128.19** for pastries and coffee for event.

g. Ambassador Program and New Parent Playdate

- i. Event Coordinators: Cassandra Wallerstein, Marie Schurzendorf, Judie Han, Ronda Lowe, and Judy Glasser (Pre-school Director).
- ii. Ambassadors attended our new parent dinner to meet and greet. A playdate to welcome new families took place on August 26th.
- iii. Look for more information in the virtual envelope for any future updates or playdates.

h. Back to School Nights

- i. Back to School Nights were held September 5th and 6th. Total used for event was **\$103.61** for water and snacks, left overs being used for SAPTO Hospitality tonight.

i. 5K Walk (Bonnie Cheng)

- i. The 5K Walk will be taking place on Friday, October 26. Bonnie Cheng, our chair for this event is here and would like to give us some wonderful news about this event.
- ii. Bonnie – Kick off on Friday. Hopefully everyone looked at the packet. Event is next month on Friday, Oct 26. Back to our normal schedule – food service in the cafeteria (BBQing in the yard). Limited parking in the yard due to parish festival so please carpool, take public transit, or park in the neighborhood. Signup.com is active for this event and half the slots are filled. Donations are online this year for the first time with the hope of generating more revenue. Directions are on page 2 of the packet. Fundraising goal of \$200 per student (not per family). With two children – register both children, system will generate an email with a link for each child and will split donations between the children. Donor immediately receives a thank you / tax receipt. Prizes – Top 5 children fundraisers - 5 hours of volunteer credit. Online system entry of 10 friends / families earns a free dress pass. Early bird – if you meet \$200 requirement by Oct 1, you earn a homework pass. If you raise over \$300 – 10 parish festival game tickets. Top 3 classrooms will get a pizza party on the night of the Christmas program (Dec 18) - pizza, fruit, salad, drinks, cookies. Tshirt design contest is ongoing. Please fill out the permission slip by Oct 15. This is my last year, Pui Yee will be taking over next year.
- iii. Pui Yee – Wanted to kick off an incentive for families to obtain more corporate donations. Corporate donations will start at \$500. Also consider corporate matching. Let Pui Yee know if you are interested.
- iv. Open up for questions -
 1. Q. Do I get my own personal link to text or post on Facebook? A. Yes!

2. Q. For the top 3 fundraising classes – is it total per class or percentage per student? A. It's total dollars by class.
3. Q. Can we incentivize participation? First grade is so small. A. We'll consider what we can do for first grade.
4. This is the only mandatory fundraiser and that's part of why we opened it up to use online options so that it can go to friends and family.

j. Harvest Festival (Kathy Aclan)

- i. The Harvest Festival will begin Friday, October 26 after the 5k Walk and run through Sunday, October 28, Kathy Aclan the chair for this community event is here to give us more information about this event.
- ii. Kathy Aclan – Festival packets have gone out. Forms for purchasing raffle tickets, food, etc. and for volunteering. Last year we did not have a festival due to the retrofit and it's the biggest fundraiser for the parish. It is open to the entire St. Anne community and neighborhood. Fri / Sat will be games and activities. Sat will include virtual reality. Sun will be pancake breakfast. Please note change in raffle ticket prices. Incentives for raffle ticket sales – free dress, ice cream social. Gentle reminder – Only accepting new items for game prize booths and bingo prizes. Monetary donations are accepted as well. Volunteers can sign up on signup.com - from school homepage click "Parents' Corner" and the "Volunteer Signup" to get to the page. If you're interested in working on a fun event, let Kathy know.

k. Parish Youth Ministry (Rene Baff)

- i. Rene is taking over what Rachel Leluc started last year, our Parish Youth Ministry – along with Mariana and Fr. Pete. She's here tonight and would like to give you some information regarding the program which is focused on engaging our Jr. High group.
- ii. Rene – 7th and 8th grad parents will be receiving information. Focusing on Service, Social, Spiritual. They use the St. Anne Friendly Environment (SAFE) space. This will be an after-school activity. The students receive service hours. Activities include bake sale, blessing of the animals, and more. Contact Rene for more information.

XI. Committee Reports

a. Athletic Department (Min Min Sun for Mie Mie Kwong)

- i. The September announcements should have been sent by room parents to all grades eligible to participate. If you didn't get the announcement and would like to join one of the wonderful sports teams, please see the sign in sheet table for handouts. Boy's soccer and girl's volleyball has just started their season. Cross country starts end of September, and boy's basketball evaluations will be held on October 13th and 14th tentatively. Great programs to keep everyone active and learn about team work, sportsmanship, and just have fun playing or running. Continue to look for updates and deadline dates.

b. Sunday Hospitality (Min Min Sun for Michelle Liwanag)

- i. Coordinator: Michelle Liwanag

- ii. Michelle has requested a budget of **\$1,075** for all the Sunday Hospitality for this school year. This amount also includes funds for the Christmas and Easter Celebrations.

The board proposes that we approve a budget of \$1,075 for the Sunday Hospitality.

(m/s/p): 1st: Ken Wu 2nd: Kathy Aclan Motion: Carried

c. Sunshine Correspondence (Min Min Sun for Adrienne Lew)

- i. Coordinator: Adrienne Lew
- ii. August - **\$32.60** was spent on flowers and well wishes to our own Bev Perrea for a quick recovery.
- iii. Adrienne would like to request a **\$300** budget for the school year.

The board proposes that we approve a budget of \$300.00 for Sunshine Correspondence.

(m/s/p): 1st: Jane Pun 2nd: Ann Nip Motion: Carried

d. Afterschool Treats (Min Min Sun for Kimmy Goldkrantz)

- i. Event chair: Kimmy Goldkrantz
- ii. Monthly afterschool treats. The First AST will be root beer floats for \$1 on October 6th

e. Uniform Exchange (Min Min Sun for Giselle DelMundo)

- i. Coordinator: Giselle DelMundo
- ii. Please sign up to help and or donate any items to the cause.

f. Toner Recycling (Min Min Sun for Chira Tanyolac)

- i. Please continue to bring in your used toner cartridges. You can drop them off in the grey bin by the door in extended care.

g. Year Book Committee (Min Min Sun for Wai Wong)

- i. The group is looking for more volunteers to help take photos at various events and or field trips to be included in our annual yearbook as well as help put it all together on a publishing application, easy to use.

h. Scrip and other fundraising cards (Min Min Sun for Judie Han) –

- i. Coordinator: Judie Han
- ii. We no longer have Scrip requirement for our school, however we still have Scrip cards to sell through and it still a program which provides additional contributions back to our school and community when you purchase these cards. Need to sell through these. If you need Dave & Buster and Jamba juice cards – contact Judie.

i. SAPTO Hospitality (Min Min Sun)

- i. This year, Cindy Ng, has graciously agreed to continue her role as our SAPTO Hospitality Chair. Thank you, Cindy for providing our dinner this evening.
- ii. I'd also like to extend a big thank you to the 7th grade parents for their help sponsoring this meeting and thank you for the teachers – Ms. Meek & Ms. Wilson for their support.

The board proposes that we approve a budget of \$500.00 for each month's SAPTO dinner.

(m/s/p): 1st: Esther Lam 2nd: Lisa Lucas (Yap) Motion: Carried

j. Christmas Show Hospitality (Min Min Sun)

- i. Cindy Ng has also agreed to chair and host our Christmas show hospitality - Thank you!

The board proposes that we approve a budget of \$500.00 for this event.

(m/s/p): 1st: Serena Rizzo 2nd: Chira Tanyolac Motion: Carried

k. Morning Drop Off (Min Min Sun for Stewart Goldkrantz)

- i. Coordinator: Stewart Goldkrantz
- ii. We are in need of volunteers every morning from 7:50-8:15. If you are able to help out, please sign up for at Signup.com. or just stop and help out if you have a little time.

l. Signup.Com

- 1. Signup.com is the volunteer website we use for volunteers to sign up for various volunteer opportunities. The link is live on the school website. You can log on to see what events are coming up and sign up to volunteer.

XII. Committee and Event Chair Openings (Min Min Sun)

- a. Monte Carlo Night Fundraising / Spring
- b. First Holy Communion (preferably chaired by a 3rd grade parent) - Giselle Delmundo volunteers to chair.
 - i. If anyone is interested in chairing any of these events please let me know.

XIII. Open Discussion (Min Min Sun)

Casey Martinez – Fundraisers for 7th & 8th graders going to DC. Looking for parents to help coordinate the rummage sale.

Toni Kleppin - Chocolate sales will start soon for the 7th & 8th graders going to DC.

XIV. Meeting Adjournment (Min Min Sun)

Motion to adjournment the meeting at 8:22 pm.

(m/s/p): 1st: Denise Fong 2nd: Toni Kleppin Motion: Carried