



SAPTO General Membership Meeting Minutes

January 8, 2018

I. Call to Order (Beverly Perea)

- a. President Beverly Perea called the meeting to order at 7:12 pm in Moriarty Hall. Board members present are Carol Quan, Therese Van Steen, Albert Fong, Min Min Sun, Cassandra Wallerstein.

II. Opening Prayer (Fr. Dan Nascimento)

III. Pledge of Allegiance (Bev Perea)

IV. Approval of Minutes (Bev Perea)

November minutes were posted on the school website.

May I have a motion to approve the November minutes?

(1st Ramelle Ruff, 2nd – Keith Perea)

All in favor? Any oppose? Motion: carries/denied - **carried**

V. Treasurer's report (Bev Perea for Therese Van Steen)

October 31th Balance:	\$ 85,546.03
Deposits:	\$ 9,697.86
Disbursements:	\$ 10,606.05
November 30 rd Balance:	\$ 84,637.84

A reminder to all event chairs, to submit all receipts to our Financial Secretary within a month of the close of the event. Also, any request for budgets for upcoming events should be made at least a month prior to the event.

VI. Auditors Report (Scott Spertzel) – 7:14 pm update

- a. Last year's audits have been finalized and the reports should be published soon.
- b. The current year 6- month audit will be completed this month by the auditors and this includes a Scrip inventory.

VII. Pastor's Report (Dr. Dan Nascimento) – no update for this month's meeting –

VIII. Principal's report (Mr. Thomas White) – 7:15 pm

Welcome and thank you to 4th grade teacher – Ms. Sturges and parent volunteers for this month's SAPTO meeting. Seismic retrofit is complete with small finishing touches still in the works. Overview of upcoming important dates and events. Update for Catholic Week and mass on Jan 28, 10:30 with open house after. Grand Parent's Day is 1/31, WED. Science Fair projects will be on display during Catholic Week and open house. 7th & 8th grade Confirmation coming up – 3rd Sacrament of initiation to our church – involves all family members to share in the faith. We do this every other year to include both 7th and 8th grade. Bishop Walsh will be conducting the Confirmation. Please join us in celebration for these fine young people being confirmed into our community. Western Catholic Education Association (WCEA) will be coming to the school to review the school's self-evaluation to determine if current school programs and curriculums

matches with the evaluations. They will be conducting their review in March, and the group will provide assessment and recommendations to align our school with any requirements as needed to improve or continue with the current programs and curriculums.

IX. Committee Reports

a. Athletic Department – Bev Perea

- i. Crab Bash will be held on February 3rd, it will be \$45.00 per person.
- ii. Girls Basketball try outs will be held on Sunday, January 14th. Times will be determined shortly and announced via email.

b. Sunday Hospitality (Bev Perea for Michelle Liwanag)

- i. The Christmas Celebration was held on December 10th. A total of \$541.04 was spent on the lunch and miscellaneous supplies.
- ii. Thank you to Michelle Liwanag and all the volunteers who made this a memorable event.

c. Afterschool Treats (Bev Perea for Kimmie Goldkrantz)

- i. Smores were sold on Friday, January 5th and netted a profit of \$119.33
- ii. The next AST will be March 2nd and we will be selling churros.

d. Uniform Exchange (Bev Perea for Giselle DelMundo)

- i. Our first uniform exchange was held today. Thank you to Kathy and Giselle for taking this on.

e. SAPTO Hospitality (Bev Perea for Cindy Ng)

- i. Thank you to Cindy and her hospitality team for preparing our delicious dinner tonight. Cindy spent a total of \$273.61 for the November SAPTO meeting dinner.
- ii. I'd also like to thank the 4th grade parents for their service tonight as well as the our 4th grade teacher Mrs. Sturges who is here tonight.

f. Scrip (Bev Perea for Diane Iwata)

- i. Even though we just got back from winter break, it is never too early to start planning for your next family adventure. Thinking of going to Disneyland during Easter break? You can order Disneyland cards to purchase tickets, [hotels.com](https://www.hotels.com) for accommodations, and gas cards for the road trip. Please stop by the Scrip table for more information. Amazon cards are back and available.
- ii. A few words from our SCRIP chairs – Diane Iwata/Judie Han – advising that Dave and Buster Cards are still available as well and it's a great success with 50% for the school on each card purchase.

g. Christmas Show (Bev Perea for Min Min)

- i. The Christmas show was held on December 15 and a total of \$333.14 / update to **\$345.94** was spent on food and refreshments. Thank you Min Min Sun and all the volunteers for all your efforts.

h. Toner Recycling (Bev Perea For Chira Tanyolac)

- i. Please continue to bring in your used toner cartridges. Thank you Chira for taking this on.

i. Morning Drop off (Bev Perea for Stewart Goldkrantz)

- i. The morning drop off is in need of volunteers. If you normally drop your kids off and have a few minutes to spare, this is a great way to earn some volunteer hours. For more information, you can contact Stewart Goldkrantz or sign directly at signup.com.

X. Event Reports (Bev Perea for Adrienne Lew)

a. Monte Carlo Night and Silent Auction

- i. SAPTO will be hosting a Monte Carlo Night and Silent Auction on Saturday, 4/14. Besides our Walkathon (5k) – this is one of the biggest fundraising events the school holds. Adrienne Lew has graciously agreed to lead this wonderfully received event. Thanks Adrienne.
- ii. We are seeking some volunteers to help with the planning as well as the night of. Contact Adrienne if interested.
- iii. We are requesting a budget of \$8,000 for catering, raffles, prizes, and casino costs.

May I have a motion to approve \$8,000 for Monte Carlo Night?

(1st – Ramelle Ruff, 2nd - Toni Kleppin)

All in favor? Any oppose? Motion: carries/denied - **carried**

b. Catholic Schools Week (Bev Perea)

- i. Catholic School's week open house will be held on January 28th.

c. Faculty Appreciation Luncheon (Bev Perea for Lea Guzman)

- i. Faculty Appreciation luncheon will be held on January 31st.

d. Grandparents Day (Ann Nip/Toni Kleppin)

- i. Grandparents Day will be held on January 31st, Ann Nip and Toni Kleppin, our wonderful chairs - are both here to share an update.

e. 8th grade upcoming events (Confirmation Reception, Graduation Reception, Dance etc) – 7:48 pm

- i. We are requesting a combined budget of \$3500.00 for all the 8th grade events and activities upcoming – which includes the Confirmation Reception, 8th grade dance, and Graduation reception.

May I have a motion to approve \$3,500 for the upcoming 8th grade events?

(1st - Deena McNulty, 2nd Ramelle Ruff)

All in favor? Any oppose? Motion: carries/denied - **carried**

f. Nominating Committee (Bonnie Cheng)

- i. Bonnie Cheng is our Parliamentarian and will be looking for people to serve on the nominating committee to help assemble next year's SAPTO Board. Bonnie is here to share what this committee does and more information about the SAPTO Board positions.
- ii. **Bonnie** – Updated group regarding nominating committee and went around the room to existing board members to recite a brief job descriptions along with how much time they spend in that position. Scott (Auditor), Al (Financial Secretary), Therese (Treasurer), Min (Recording Secretary), Carol (Vice-Chair), and Bev (Chair). Bonnie advised that once you have served on the nominating committee, that you are exempt for 2 years before you have to serve again and that she will serve a nice meal during the nominating meeting.

g. December Fundraising Events – Book Fair at Green Apple Books and Patxi's Pizza (Rene Batt) – 8 pm

- i. Rene Batt is here to give us an update on two of our December Fundraising events – Green Apple Book Fair (\$515 gift card for Mrs. Woo for books given, + \$400 CASH donation) and Patxi's Pizza (\$425.68 raised). Total raised **\$1,340.68** for both events. 37 books for Ms. Woo, and the rest of 1st, 2nd, and 6th grades received 40+ books from their request list. Thank you, Rene for all your efforts!

XI. Open Discussion (Bev Perea)

- i. Next SAPTO meeting will be held early next month on February 12th due to President Day holiday and will be hosted by 3rd grade
- ii. **MORNING DROP OFF** – open discussion on options and ideas to promote and get more volunteers for early morning drop offs -
 1. **Kathy:** enforce volunteers by grade for each week or month
 2. **Deena:** suggested more volunteer hours be given – instead of 30 min (for 15-20 min worth of volunteer hours) to count it as 1 hour –more incentive
 3. **Renee S.** – Free Dress pass for every 10 hours volunteered – incentive
 4. **John So Arent** – Put sign up on Sign Up.com (advised that it is up with 2 slots)
 5. **Cassandra** – comment that the parents that are already dropping off and waiting, can help out since they are already there and watching morning updates and prayers
 6. **Rene B** – also suggested more incentive to be given 30 min of volunteer time for the 15-20 min between 7:55 – 8:10 am. (advised that we already give volunteers 30 min for time volunteered)

XII. Meeting Adjournment (Bev Perea)

Motion to adjournment the meeting at **8:13 pm**.

(1st - **Deena McNulty**, 2nd – **Marie Murphy**)

All in favor? Any oppose? Motion: carries/denied - **carried**

Respectfully Submitted:

Min Min Sun, Recording Secretary

Date 2/7/18