

## Transfiguration School Parents' Guild General Membership Meeting Minutes

**To:** *Eileen Kyriacou*  
**From:** *Trisha Hagstrom*  
**Subject:** *Executive Board October Meeting Minutes*  
**Cc:** *Parents' Guild General Membership*  
**Date:** *December 1, 2008*

### 1. Opening Prayer and Welcome

A Parents' Guild General Membership Meeting was held on November 12, 2008 at 7:30 p.m. in the school cafeteria. Eileen Kyriacou, President, opened the meeting with a prayer and welcomed everyone.

### 2. Principal's Report

Mrs. Woods reported that Gov. Patterson has made an additional 15% budget cut to Mandated Services for private schools. It is imperative that parents contact Andrea Stewart-Cousins and Richard Brodsky to insist that they vote next Tuesday to reinstate these funds. Clare Farmar, Co-President referred everyone to the link on the school's website that will generate an e-mail requesting these funds be re-instated.

Mrs. Woods proudly reported that Transfiguration School has been nominated for Blue Ribbon status. She is in the process of preparing an application that will be submitted by December 6, 2008.

Mrs. Woods reminded parents to complete the form sent home requesting contact information. Parents are requested to supply e-mail addresses in order to receive electronic communications regarding school and Guild news. She stressed that individual e-mail addresses will not be viewable to recipients.

It was asked if it will be possible to contact teachers via e-mail. Mrs. Woods replied that the Archdiocese is working on this, and it should be available shortly.

### 3. Recent/Upcoming Events

E. Kyriacou reported that the 7<sup>th</sup>-8<sup>th</sup> Grade Halloween Dance was a success and that the students have requested another dance in January.

C. Farmar reported that there are still tickets available for the Autumn Gala to be held this Saturday, November 15 at the Portuguese American Club in Tarrytown. JP Doyles will be catering the event and a menu for the evening was distributed.

### 3. Fundraising Activities

Innisbrook Wrapping Paper Sale - Audrey Moore, Committee Chairperson, reported \$7,772 in wrapping paper sales, resulting in \$3,886 in profit to the school. There is an additional \$1,000 in internet sales to date. Parents can continue to order online using the school's ID no. 101902 for ongoing profit to the school.

Eileen Wiseman, Vice President, stated that the Calendar Raffle tickets went home last week. Each family is asked to purchase or sell fifteen \$10 tickets. There will be a drawing every day from January 1, 2008 through March 31, 2008. On the 1<sup>st</sup> and 15<sup>th</sup> of each month the drawing is for \$400. On the last day of each month, the drawing is for \$200 and all other days of the month, the drawing is for \$50. To date, nine families have returned their sold tickets. C. Farmar reported that Mrs. Woods and Fr. Lucian have given permission to sell the raffle tickets along with the food coupons after Mass and at the basketball games.

Christmas Tree Sale - Joe Agro, Committee Chairperson, reported that the trees have been ordered and the balance of \$2,460 is due in order to have the trees delivered. He stated that the signs are being re-letter and requested if the school can use the Community Board. C. Farmar will request permission from the Village. Fourth and Fifth Grade parents, and 8<sup>th</sup> grade boys will be setting up for the sale after school on December 5<sup>th</sup>. Ellen Galano offered to ask the Pastor at Immaculate Conception Church in Irvington to include an announcement in their bulletin.

Christmas Wreath Sale - A. Moore, Committee Chairperson, reported that the wreath vendor used last year has increased his prices by 25% this year. She is soliciting prices from other vendors. J. Agro offered to get prices from the Christmas Tree vendor.

Book Fair - LeeAnne Sullivan, Committee Co-Chairperson, reported that a flyer requesting parent volunteers was sent home. The 8<sup>th</sup> Grade girls will assist with gift wrapping during the sale. She also noted that there are 4 home basketball games scheduled for that Saturday, which could increase attendance to the Book Fair. LA Sullivan will contact the Priory Office in order to have an announcement made in the Church Bulletin. A schedule for class visits to the Book Fair will be posted in the Teachers' Lounge. LA Sullivan also noted that she will need petty cash boxes for the Book Fair.

### 4. Committee Reports

Cultural Events Chairperson, Terry Fernandez, reported that although all cultural events are on hold for now, several events are being scheduled after the holidays.

Food Coupons Chairperson, Vicki Ragone, reported that food coupon sales are ongoing. The 6<sup>th</sup> Grade class is responsible for selling the coupons in November. If a parent is scheduled to

sell coupons, but are unable to do so, she stressed the importance of finding a replacement. She also stressed the importance that Class Parents fill the schedule.

Community Service Chairperson, Lauren Fragola, reported that the 8<sup>th</sup> Grade students will be volunteering to help with the Christmas Tree Sale and Book Fair and will continue to volunteer for Midnight run.

Parents' Guild Membership Committee Chairperson, Ellen Galano, reported that 73% of the families have paid their membership dues. A letter will be sent to the families with outstanding dues. Lisa Fiore suggested that the Guild use the same letters she sent to the families in years past.

Parish Council Liaison, C. Farmar, reported that last month's Parish Council meeting focused on the recent visit by the parishioner from Soyapango. No school news was discussed.

Playground Chairperson, Rachel Fortinash, reported that Mrs. D' Alessandro is no longer able to help with Lunch with Lou and they are looking for a replacement. She also noted that they are always looking for help with Playground Duty.

School Marketing Chairperson, C. Farmar reported that there were several prospective families that attended the first Open Houses on October 28, 2008. The Marketing Committee is working on the next Newsletter and the schools' website continues to be updated with the latest school news. She reminded everyone interested in placing an order with Amazon.com, to use the link through the school's website. By doing so, Transfiguration receives a percentage of the sale. at no additional cost to you.

Spiritual Committee Chairperson, Monique Kozlowski, reported that the 3<sup>rd</sup> Grade recently held their Family Mass. Families sang with the choir and children hung "leaves of thanks" on a tree. It was noted how beautiful the Mass was. The 4<sup>th</sup> Graders will be holding their Family Mass on December 7<sup>th</sup>.

Guardian Angels Committee Chairperson, M. Kozlowski, reported that the Angel's continues to reach out to the new families.

SCRIP Chairperson, Trisha Hagstrom reported that the first SCRIP order was placed for \$3,890 dollars in gift cards. This results in approximately \$350 profit to the school. New merchants, such as Zappos.com, continue to be added and many retailers are offering increased profits to the school during the holidays. She noted there will be one more SCRIP order placed in time for the holidays.

## 5. Open Committee Chairs

After School Enrichment – Mrs. Woods reported that Mrs. Belanger, Mrs. Facciola and Mrs. Davis-Sumter have graciously volunteered to co-chair this committee. Thank you, Mrs. Belanger, Mrs. Facciola and Mrs. Davis-Sumter!!!

Spring Fundraiser - A chairperson is still needed for the Spring Auction. Kitty Desimone suggested that if a volunteer can not be found, perhaps the event can be scaled back, instead of cancelled. Ellen Galano inquired if the Spring Auction is separate from the \$20,000 Raffle. C. Farmar confirmed that it is separate, however, the winning ticket is drawn the night of the Spring Auction.

Weekly Family Envelopes - This committee will be replaced by e-mail communications.

6. Class Parents

E. Kyriacou thanked the Class Parents for their continued support and asked if there is anything that the Guild can do to support the Class Parents. Lisa Fiore expressed that she was not comfortable with the request the Guild made for Class Parents to conduct a calling campaign to ask parents to attend the Gala. She noted it is not the duty of a Class Parent. Susan Vacca stated Class Parents should have been asked first. Cristina Sullivan said she didn't feel uncomfortable calling parents as she felt it was a great way to meet new families. Jennifer Tucci stated that Class Parents should only perform calling campaigns for fundraising events. Kitty Desimone stated that the Gala was too expensive for many parents, making it exclusionary.

C. Farmar apologized for any misunderstanding regarding the calling campaign. The intent was not to pressure people to attend, but rather to personally invite people. In the future, the Board will vet such ideas further with the Class Parents prior to initializing them.

With no other issues, the meeting was adjourned.

Please advise Trisha Hagstrom of any oversights or errors in these minutes.