

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: *October 7, 2008*

1. Opening Prayer and Welcome

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

2. Recent and Upcoming Events

Back-to-School Night - E. Kyriacou noted positive feedback from parents regarding Back-to-School Night. She asked if anyone had any comments or questions. Several parents agreed that the event was a success.

Fall Family Picnic - E. Kyriacou stated that the Fall Family Picnic was a great success. She thanked the 3rd Grade Class Parents, Martina Patterson and Dorothy Strnad for their hard work in planning and organizing the day. She also thanked Monique Kozlowski for organizing the face painting.

Upcoming Events

7th and 8th Grade Halloween Dance - The dance is scheduled for October 24, 2008. The 8th Grade Class Parents are responsible for organizing the dance.

Annual Autumn Gala - Clare Farmar, Co-President, stated that Nancy Mareschi has volunteered to chair the Annual Autumn Gala. Thank you, Nancy! The goal is to keep the event local and affordable. Therefore, this year's Gala will be held on November 15, 2008 at the Portuguese American Club in Tarrytown.

3. Fundraising Activities

Innisbrook Wrapping Paper Sale - E. Kyriacou stated that the first fundraising event of the year, the Innisbrook Wrapping Paper Sale is currently underway. Audrey Moore has

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volunteered to chair this event. Thank you, Audrey! It was noted that family participation is not mandatory, but is appreciated.

Calendar Raffle - Eileen Wiseman, Vice President, stated that the Calendar Raffle tickets are scheduled go home to families on November 3, 2008. 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 1st and 15th 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.

Christmas Tree/Wreath Sale - E. Kyriacou stated that the Christmas Tree/Wreath Sale is scheduled for Saturday, December 6, 2008. Joe Agro and Audrey Moore have volunteered to chair this event. Thank you, Joe and Audrey! J. Agro stated that he is awaiting a delivery date from the tree vendor and will need to submit a 25% deposit to the vendor next week. The 8th Grade boys shall assist with unloading/setting up the trees for the sale. A. Moore noted that last year's vendor has raised the prices of the wreaths. Therefore, she is soliciting prices from potential new vendors.

Book Fair - E. Kyriacou noted that the Book Fair will be held from Thursday, December 4, 2008 through Monday, December 8, 2008. LeeAnne Sullivan and Shevaun Doyle have volunteered to chair this event. Thank you, LeeAnne and Shevaun!

4. Committee Reports

Cultural Committee – E. Wiseman reported for Chairperson, Terry Fernandez. All cultural events are on hold for a few months due to budgetary constraints. Mrs. Woods, Principal, noted that there are several other events scheduled over the next few months including a Fire Safety Assembly, Halloween Safety Assembly and the Christmas Concert. Cultural events will follow in January.

Food Coupons Chairperson, Vicki Ragone, reported that food coupon sales are ongoing. The 7th Grade class is responsible for selling the coupons in October. She reminded everyone that coupons are also available for sale in the Priory Office during their normal hours.

Community Service Chairperson, Lauren Fragola, reported that the 8th Grade students have been busy performing community service for several large projects, including assisting Terry McGlynn with clean-up after the construction of the new gym floor, and visiting with the children at Ferncliff Manor.

Parents' Guild Membership Committee Chairperson, Ellen Galano, reported that most of the families have paid their dues and we are awaiting payment from the last few families.

Parish Council Liaison, C. Farmer, reported that the Parish Council has a vacancy for a Vice

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President – at Large, position. The Parish recently held a well-attended “Blessing of the Animals Ceremony”. The Parish is also initiating a new Film Committee and Discussion Group to be held on Sundays. C. Farmar also noted that the last Parish Council Meeting focused on the upcoming visitors from Soyapango, and the new Youth Group. However, there was no discussion of the Parish’s funding for new school windows.

Playground Chairperson, Rachel Fortinash, thanked all parents who have volunteered/are volunteering for playground duty. She reported that there is still a need for volunteers on Fridays. Lauren Fragola volunteered to help on Fridays. Thank you, Lauren!

School Marketing Chairperson, C. Farmar announced that the first of three Open Houses for the year, is scheduled for October 28, 2008, from 9:00 a.m. until 11:00 a.m. It will coincide with the visit from Soyapango. There will be another Open House during Catholic Schools Week and one in March. She reported that the Marketing Committee is also working on the upcoming Annual Appeal.

School Newsletter Chairperson, E. Wiseman reported that work on the next Newsletter continues.

School Website Chairperson, C. Farmar reminded everyone to check the school’s website (www.transfigurationschool.org) for up-to-date calendars and news. She noted a new addition to the school’s website is a link to Amazon.com. By clicking through this link and placing your order, the school will receive a percentage of the sale, at no additional cost to you.

Spiritual Committee Chairperson, Monique Kozlowski, reported that she is looking for a volunteer to help her with the Spiritual Committee. She noted that she would like to expand the program to incorporate age-appropriate art and music into each Family Mass. She would also like to have the families bring baked goods to supplement the donuts after Mass. M. Kozlowski also suggested having the children learn the Hail Mary and Christmas carols in other languages.

Clothesline Chairperson, Cristina Sullivan, reported that the Clothesline has been very popular. The Clothesline was started last spring and raised \$120 for our twinning parish in Soyapango. The money went to purchasing uniforms for a number of students in Soyapango.

Guardian Angels Committee Chairperson, M. Kozlowski, reported that the Angel’s have reached out to many of the new families.

5. Open Committee Chairs

C. Farmar reported that the Guild is looking for volunteers to chair several of the committees, including the After-School Enrichment Program. Mrs. Woods reported that the

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school is still looking for a few volunteers to plan and organize the After-School Enrichment Program. In the past, the Basketball, Chess, Guitar and language programs have been very popular. If the work is split between several parents, the program would be quite easily managed.

Other Open chairs include:

Library – Assist Mrs. Benza in reshelving books.

School Alumni – Develop Newsletter, Assist in Annual Appeal, Alumni Basketball Game, and Alumni Mass.

Scrip Program – Assist Mrs. Woods with sending out Scrip Order Forms to families, and tallying orders as they come in. This program brought in \$3,000 in revenue for the school last year.

Box Tops – Collect, tally and submit Box Tops. L. Fragola volunteered to chair this fundraising activity – Thank you Lauren!

Spring Fundraiser – Plan and organize the Spring Auction.

\$20,000 Raffle – Order raffle tickets, coordinate sale of tickets.

Weekly Family Envelopes – In order to cut down on paper, the school would like to continue the use of Weekly Family Envelopes. A volunteer is needed to coordinate and fill envelopes.

6. Class Parents

Trisha Hagstrom, Secretary, reported that a Class Parents' Handbook was distributed to all Class Parents. The Handbook includes Class Parent responsibilities, calendars, e-mail address for all Class Parents, sample flyers and most importantly, details of the Emergency Call Tree. Mrs. Woods noted that as this emergency contact list includes telephone numbers and addresses of those families that have opted out of the School Directory, it is important that Class Parents do not share this information.

C. Farmar stated that in general, Class Parents are responsible to take the required Safe Environment Workshop, represent classes at the Guild Meetings, coordinate holiday parties with teachers, assist in organizing Heritage Day, coordinate parent volunteers for Food Coupon sales, coordinate/chaperone class trips, and assist with various fundraising activities assigned to each class.

7. Treasurer's Report

Cristina Sullivan, Treasurer, reported that the Fall Family Picnic came in under budget. She reported that there are currently 53 families with outstanding dues. She also noted that the Guild's Sweep account was closed at the recommendation of the bank representative because it was no longer insured by the FDIC. The funds have been transferred to a small business savings account.

C. Sullivan reported that as per Fr. Lucian's request, the Board provided him with a copy of the bank account statements and the reconciliation. Susan Facciola, a member of the Parish's Financial Committee, recommended providing Fr. Lucian with a copy of the Guild's Budget each month. E. Kyriacou replied that Fr. Lucian was provided with a budget at the beginning of the school year.

8. Membership Open Forum

A. Moore commented that during Back-to-School Night, the time allotted for 1st Period and Home Room was too short. She suggested making these periods longer. Mrs. Woods replied that these periods were already lengthened this year. It was also suggested that the Art, Gym and Spanish teachers be given additional time.

M. Kozlowski suggested distributing signs promoting the school's Open House that can be placed on the front lawns of current school families. C. Farmar replied that currently, flyers are sent to the local nursery schools, along with large signs displayed at the community board and on the fence along Washington Irving School. This current plan seems to be working nicely.

M. Kozlowski noted there are face painting supplies left over from the Fall Family Picnic. She suggested that they be donated to the Parish Youth Group for use at the upcoming Car Wash. E. Kyriacou called for a general membership vote. All voted in favor of donating the supplies.

Jennifer Tucci inquired whether the stage curtain in the gym is going to be replaced through the Parish funding. She stated it is very dusty. Mrs. Woods stated that unfortunately, funds originally allocated for a new curtain were needed for repairs and clean-up after a recent flood in the Church basement. J. Tucci asked if we can use the proceeds from the Scrip or Box Tops Program. Mrs. Woods stated that these funds are already ear-marked in the budget. V. Ragone suggested that if the curtain is in that poor condition, perhaps it would be best to just remove it. In the meantime, the Board agreed to obtain quotes to have the curtain cleaned.

9. Principal's Comments

Mrs. Woods announced that New York State has cut funding for the Mandated Services

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Aid program by \$17 million, or 12%. This resulted in a \$7,000 loss for Transfiguration School. This is money already allocated for the school's operating budget. Additionally, the Governor and legislators are planning more cuts. Mrs. Woods asked everyone to contact our State Senator, Andrea Stewart-Cousins and our State Assemblyman, Richard Brodsky, to urge them to restore this much needed funding and prevent further cuts. The Archdiocese is planning to invite Senator Stewart-Cousins to a parent group meeting. Details will follow.

On a happier note, Mrs. Woods announced that the 4th Grade students have been doing a wonderful job in collecting donations of pet items and supplies for the Elmsford Animal Shelter.

Mrs. Woods also announced that the school will be instituting a new emergency notification system. The "Iris System" is offered to Catholic schools, free of charge, by the Catholic Mutual Insurance Company. In the event of an emergency, or unplanned school closing, parents will be notified by telephone and/or e-mail. Parents have the option of supplying multiple phone numbers and e-mail addresses. The system will try each contact number/address until it reaches you. This system will also assist the school in "Going Green", by allowing the school to send all types of parent notifications and flyers. It is the school's hope that eventually, more notices and flyers will be sent home via the "Iris System".

With no other issues, the meeting was adjourned.

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