

Transfiguration School Parents' Guild General Membership Meeting Minutes

To: *Eileen Kyriacou*

From: *Trisha Hagstrom*

Subject: *Monthly Guild Meeting Minutes*

Cc: *Parents' Guild General Membership*

Date: *January 13, 2009*

1. Welcome

A Parents' Guild General Membership Meeting was held on December 1, 2008 at 7:30 p.m. in the school cafeteria.

2. Principal's Report

Mrs. Woods reported that a draft application for Blue Ribbon Schools Award was submitted to the Council for American Private Education (CAPE). CAPE will review the applications and in January, will select 50 schools to submit the final application to the U.S. Department of Education.

Mrs. Woods announced that the After School Enrichment Program materials for Spring 2009 will likely be distributed before the Christmas break. It may be possible to have two full sessions in the spring.

Mrs. Woods reported that the first two e-mail communications to parents contained numerous flyers resulting in a savings of over 1,000 paper copies. Only four (4) families have opted not to participate. It is anticipated that such e-mail communications will be sent on a weekly basis. Additionally, Mrs. Woods reminded parents of the channel of communications for e-mail correspondence. All Guild related materials, i.e., notices from Class Parents, Committee Chairs, etc., must first be approved by Eileen Kyriacou, President, or Clare Farmar, Co-President. Eileen K or Clare will then submit the flyer to the school office for approval by Mrs. Woods. Any Parish related info must also receive approval by Fr. Lucian. Therefore, please submit all flyers for approval by Tuesday for distribution by the end of the week.

Mrs. Woods noted that school closings for inclement weather will be posted on the

school's website. The ability to notify parents using the IRIS system is expected shortly.

3. Fundraising

C. Farmar reviewed the various Passive Fundraising programs underway, including:

Amazon – simply click on the Amazon link on the school's website and Transfiguration will receive a percentage of your total purchase at no additional cost to you.

SCRIP – The first SCRIP order was submitted and another will be distributed in time for the holidays. Turn around time is only a couple of days.

BoxTops – Remember to drop your box tops in the canister located in the school lobby. Several parents suggested asking the Parishioners to participate by dropping box tops off in the Church after Mass.

C. Farmar announced that a Guild Survey will be distributed in January in order to help the Guild better understand parents' availability for volunteerism, parents' desire for using credit cards/debit cards to pay for fundraising, etc.

3. Treasurer's Report

Cristina Sullivan, Treasurer reported the following:

Innisbrook Wrapping Paper – Received check from Innisbrook for a net profit of \$3,856. Internet sales profits are ongoing.

Calendar Raffle – Deposit of raffle ticket purchases totaling \$3,840.

Scholarship Fund – Deposit of \$1,255 from Autumn Gala.

Autumn Gala – Over budget by \$1,700.

Ellen Galano, Guild Membership Chairperson, reported ten (10) additional families paid the annual dues. To date, 36 families have not yet paid the require dues. A reminder will be sent to these families.

4. Events

Autumn Gala - C. Farmar stated that the Guild has received very positive feedback from guests at the Autumn Gala. In spite of the fact that the Autumn Gala committed worked hard to reduce costs for the event, the Gala was over budget by \$1,700. This amounts to approximately 20 less attendees than expected. Kitty Desimone asked if the event will be held next year. C. Farmar noted that next year will be the school's anniversary and could be a highlight for the Gala.

Dances – The next 7th/8th grade dance will be held on January. 10th.

Catholic Schools Week – To kick off Catholic Schools Week each year, Transfiguration School teachers host a breakfast for the school families. In the past, this event has been known as the “Communion Breakfast”. However, this has

caused some confusion in which some families are under the impression it is only for families of those children making their First Holy Communion. Therefore, the Guild voted to change the name to "Family Appreciation Breakfast". Later that week, Heritage Day is scheduled for January 29, 2009. Class Parents were asked to begin organizing this event.

5. Fundraising

Calendar Raffle – The Guild has received \$7,500 in sold tickets to date. Raffle tickets will be available for sale at the Christmas Tree Sale, Book Fair, basketball games and in the Priory.

Christmas Tree Sale – Vickie Ragone and Theresa Napoli, 4th Grade Class Parents reported that the 8th grade boys will assist with set up; however, there is still a need for parent volunteers. A reminder will be included in the next e-mail communication.

Wreath Sale – Audrey Moore reported approximately 100 orders have been received. She ordered an additional 65 wreaths for sale that day. Additionally, volunteers are needed between 10:00 a.m. and 12:00 Noon.

Book Fair – Lee Ann Sullivan reported that the 8th grade girls will assist with gift wrapping; however, there is still a need to find a Santa Claus.

Committee Reports:

Cultural Events – Cultural events will begin in February. Upcoming events may include a Traveling Science Show from the Franklin Institute.

Food Coupons – Tina Malone reported that the 5th Grade is responsible for selling food coupons during the month of December. Volunteers are still needed for Sunday, Dec. 28th and Sat. Dec. 13th and 20th.

Parish Council – C. Farmer reported that the Parish Council enjoyed the 3rd Grade Family Mass. She also noted that the Parish has created an online calendar for all parish related events.

Finance Committee – Susan Facciola reported that the parish budgets for were recently published and included in the church bulletin. She reported that the Youth Ministry will be hosting a special Mass followed by a coffee hour. The Committee is also creating a database of parishioners. Finally, there will be a special Farewell Mass for Father James on January 11th.

Playground – Additional help is always needed. If anyone is available, please call Rachel Fortinash.

Spiritual Committee – Monique Kozlowski informed the Guild that the 4th Grade Family Mass is scheduled for December 7th and the 5th Grade Family Mass is scheduled for February 1st.

Guardian Angels – M. Kozlowski suggested that the Guardian Angels have an informal get together.

Community Service – The 8th Grade boys will assist with set up of the Christmas Tree Sale. Additionally, 8th Graders will be volunteering to help Doug Zollo with the Midnight Run program.

6. Open Committees

Library Committee – It was suggested that the Guild concentrate more on finding volunteers for the major events and that the students can help reshelve books in the library.

Family Envelopes – With the new e-mail communications, this committee is no longer necessary.

Spring Auction – C. Farmar reported that the Guild is still looking for a volunteer to chair this major event. She noted that typically, this event includes live and silent auctions, as well as a Chinese Auction. Recent years have included a theme. A discussion followed and several suggestions were made, including scaling back the event and utilizing the 2nd and 6th Grade parents to help organize the event as in the past. Other suggestions included increasing the number of Spring Raffle tickets sold in order to increase the school's profit.

7. Class Parent Report

Kindergarten, 1st and 2nd Grade Class Parents reported that the Thanksgiving Feast was a huge success.

Second Grade Class Parents reported that the field trip to Phelps Memorial Hospital was a big hit.

With no other issues, the meeting was adjourned.

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